

Hanover Township Public School District

Registration Requirements for New Students

Welcome to Hanover Township Public School District's New Student Registration.

If you have not already done so, please contact your school to notify them of your intentions to register a new student. They can also assist you in selecting the correct elementary school based on your home address. For your convenience, the main contact numbers are listed below.

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|---------------------------------------|--------------------------------|
| • Memorial Junior School (Grades 6-8) | Contact Number: (973) 515-2434 |
| • Bee Meadow School (Grades K-5) | Contact Number: (973) 515-2420 |
| • Salem Drive School (Grades K-5) | Contact Number: (973) 515-2440 |
| • Mountview Road School (Grades K-5) | Contact Number: (973) 637-1550 |

As a general guide, your local elementary school can be determined by comparing your home address location to the zones listed below:

School Attendance Zones*

Bee Meadow School: East of I-287, North of Eden Lane

Mountview Road School: West of I-287 (excluding Sterling Park)

Salem Drive School: East of I-287, Eden Lane and South of Eden Lane (including Sterling Park)

*The Board of Education reserves the right to change or modify student attendance zones for the purpose of balancing enrollment or other educational reasons.

In order to register a new student in our district, you are required to complete the following:

1. Complete a “**New Student Registration**” form online for the year in which your child will attend school.
2. Upon completion of the online registration form, you **MUST** visit your school and provide them with the **following paperwork listed below:**

I) Any of the following:

- o Original (or notarized) Birth Certificate
- o Passport
- o Baptismal Certificate

II) Any one of the following showing a Hanover Township address:

- o Deed to property in names of parents/guardians
- o Signed contract of sale of property to parents/guardians
- o Signed lease/rental agreement to parents/guardians

- o Most recent property tax bill to parents/guardians
 - o If both the child and the parent(s) are living with a Hanover Township resident, a signed and notarized Certification of Residency completed by the Hanover Township resident, available at the school office.
 - o If the child has been placed in Hanover Township by the Child Welfare Agency, a document from the Agency showing that placement order
- OR
- If the child is living with a Hanover Township resident other than a parent:
- Affidavit Form A completed by the non-parent resident in Hanover Township.
- AND
- Affidavit Form B completed by the parent(s) of the child.
 - Both forms are available at the School's Office, and must be returned as notarized copies.

III) Any three of the following items showing a Hanover Township address:

- o Driver's license, registration or auto insurance card
- o Current utility bill
- o Current cable television bill
- o Current credit card bill
- o Written statement from a realtor stating that the parents/guardian have signed a rental or purchase contract in Hanover Township
- o Mortgage statement
- o Official mail; i.e., bank statement, government correspondence from the IRS or Social Security Administration
- o Public assistance documents (AFDC, WIC)
- o Income tax return
- o Voter registration card or record
- o Unemployment benefit verification
- o Recent pay stub
- o Documents supporting Affidavits A and B

IV) Pre-Entrance Physical Exam Form and Immunization Records

- o According to State Law (NJAC 8:57-4.2), your child's enrollment is incomplete until all required immunizations are submitted to the school nurse for review. Students are not permitted to start school unless an official documentation is provided for proof of immunization.

If you have any questions or need assistance, please feel free to contact one of the schools using the numbers listed above.