



# Montclair Public Schools

22 Valley Road~ Montclair, New Jersey 07042

www.montclair.k12.nj.us

---

## Registration Checklist

The following is a checklist of the documents needed to register your child/children into the Montclair Public School system. All documents must be presented at time of registration. Failure to produce any of the documents will result in making a new appointment.

(1) Registration packet must be completed in its entirety.

(2) Proof of Residency

- **Renters must have** a notarized Landlord Statement Form (form included in packet) and a current valid lease **PLUS** three supporting items from (2A) below.

OR

- **Home owners must have** a property tax bill or deed **PLUS** three supporting items from (2A) below.

(2A) The three proofs of residency must include items from the following categories: cable bill, telephone bill, PSE&G bill, cell phone bill, insurance bill, water bill, bank statement, New Jersey Driver's license, or recent paycheck/stub.

(3) Birth certificate for child/children with raised seal.

(4) Up-to-date immunization record, physical examination and health history.

(5) Custody/Adoption papers (if applicable).

(6) Court orders or state agency agreements (if applicable).

### Transfer Students – Must provide all the above and note the following:

(7) Transfer students must be signed out of prior school at time of registration.

(8) Transfer students must provide an unofficial transcript and report card. Students coming from a public school in NJ must obtain a transfer card with the State Identification number from prior school.

(9) If your child has special needs and has an IEP or Section 504 Accommodation Plan, please indicate at time of registration.

## Domicile Statement

**All sections of this form must be completed by the custodial parent/guardian.**

How long have you lived in this house? \_\_\_\_\_

Do you have any present intention of moving from this home? If yes, when and to where?  
\_\_\_\_\_

Do you have residence(s) elsewhere, and, if so, where are they and when do you live there?  
\_\_\_\_\_  
\_\_\_\_\_

I am providing the following four proofs of residency (as listed on page 3) to demonstrate that the information given on the Registration Statement is my current address or permanent home.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

***If the student's parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:***

Is there a court order or written agreement between the parents designating the district for school attendance, and if so, where does it require the student to attend school? (You will be asked to provide a copy of this document.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student reside with one parent for the entire year? If so, which parent and at what address? \_\_\_\_\_  
\_\_\_\_\_

If not, for what portion of time does the student reside with each parent and at what address?  
\_\_\_\_\_  
\_\_\_\_\_

If the student lives with both parents on an equal-time, alternating week, month, or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application? \_\_\_\_\_



# Montclair Public Schools

22 Valley Road~ Montclair, New Jersey 07042  
www.montclair.k12.nj.us

---

## Statement of Landlord

(To be completed by the landlord of parents or guardians who are providing proof of residency for a rental.)

I, \_\_\_\_\_, am the lawful owner or legal representative of the residential property located at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This residence or residential unit is currently under lease from and occupied by

\_\_\_\_\_

for a period of (dates) \_\_\_\_\_ to \_\_\_\_\_.

The answers provided above are absolutely true and entitles the child/children of the above tenant to a tuition-free education in the Township of Montclair. I understand the above information is being relied upon by the Montclair Board of Education to determine a student's residency in Montclair. I fully understand that any false answers provided above are subject, if proven false, to punitive action.

**\*This document must be notarized by a Notary Public of the State of New Jersey. (See Below)**

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Cell Number

\*Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Seal

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_