

PLEASE READ ALL INFORMATION CAREFULLY

Dear Parents/Guardians:

Welcome to the Neptune Township Public Schools. We are pleased that you are preparing to register your child in one of our schools, and look forward to meeting you at your registration appointment. When using this site you will complete several questionnaires that will save you a significant amount of time during your registration appointment. You will also find information about items that you must bring to your registration appointment. Reading and completing all forms carefully will help the registration process proceed efficiently.

The PowerSchool Enrollment Express Registration system is for families who have established legal residency in Neptune and want to enroll students in the Neptune Township Public Schools. Use of the online portal will speed up the registration process, and during busy times of the year may get children into class more quickly. It is your responsibility to maintain your password to EZ School on-line registration forms in a secure manner. If you suspect that your password is compromised it should be changed immediately. Electronic submission of family or student information does not mean that a student meets all requirements for enrollment. This submission must be followed by an in-person registration appointment at which time a birth certificate, custody papers if appropriate, and proof of residency must be submitted. Only the natural/adoptive parent or court appointed guardian, living in Neptune at the same address as the student, may appear to complete the enrollment process. Please be sure to bring all required documentation to the appointment in order to complete the process in one visit.

Attention:

The district's pre-registration forms collect data required by local, state, and federal authorities. Final registration also requires submission of various paper documents (see checklist below). Failure to produce all required information and documentation will extend the registration process and may delay your child's school attendance.

Appointment Information:

To formally register a student in the Neptune Township School District you must schedule an appointment with the Registrar by calling 732-776-2200 Ext 3632 between the hours of 8:00 a.m. and

3:00 p.m. All appointments will take place at the Registration office located at Central Office, 60 Neptune Blvd., Neptune, NJ 07753. Please be prompt for your appointment and bring all required documents. The child being registered does not have to be present.

REGISTRATION DOCUMENT CHECKLIST

The following documentation should be brought to the registration appointment.

Required Documents:

1. Birth Certificate _____
2. Immunization Record _____
3. Current Physical Exam (less than 12 months) _____
4. Legal Guardianship Papers (if applicable) _____
5. DYFS Resource Parent I.D. Document (if applicable) _____

In addition to the above you must provide – *in the parent/guardian's name* – at least four of the following showing a Neptune Township address, for residency verification. (For preschool registration at least one *must* be a utility bill.)

Utility Bills: Gas _____ Electric _____ Water _____ Sewer _____ Phone _____

Automobile: Driver's License _____ Auto Registration _____ Insurance Documents _____

Home: Rental Agreement _____ Lease _____ Mortgage _____ (signed & dated)

Other: Tax Bill _____ Certificate of Occupancy _____

If you cannot submit the proofs of residency noted above because you have recently moved into Neptune, if you are living with family or friends who are Neptune residents, or the child lives with a Neptune resident other than the parent or guardian, you must also complete Supplementary Enrollment Forms and submit proof of residency for the person who actually owns or leases the home or apartment in which the child lives. These forms must be notarized, and will allow your child to attend school pending receipt of documents in your own name.

Please be advised that the Neptune Township Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district.

Other Documents:

Any of the following, if available, should be submitted so that the district can provide appropriate educational services as promptly as possible.

- School records (report cards, official transcripts, attendance/behavioral records, participation in Gifted and Talented program, etc.)
- Transfer Card (issued by the previous district of enrollment)
- IEP or 504 Plan (for students requiring Special Education or Modifications)
- Latest standardized tests administered
- ESL test results for non-English speakers

The absence of previous school records at time of registration can delay class placement or the creation of schedules for the incoming student, especially those entering middle or high school.