

REGISTRATION INSTRUCTIONS

PLEASE READ ALL INFORMATION CAREFULLY

Dear Parents/Guardians:

Welcome to the Metuchen Public Schools. We are pleased that you are preparing to register your child and look forward to meeting you at your registration appointment.

When using this site, you will answer several questions 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.

Please print out the following forms and complete them prior to bringing them to the appointment.

**Reading and completing all forms carefully
will help the registration process proceed efficiently.**

The Open Registration system is for families who have established legal residency in Metuchen and want to enroll students in the Metuchen Public Schools. Our online portal has been designed to provide speed and accuracy in the registration process.

Electronic submission of family or student information **does not** mean that a student has met all requirements for enrollment.

IMPORTANT NOTE: 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 will most likely delay your child's school attendance.

Online pre-registration must be followed by an in-person registration appointment at which time the following must be submitted:

1. For students in grades 2-12, you must obtain a NJ STATE TRANSFER CARD from the school from which the student is transferring. NO REGISTRATIONS WILL BE ACCEPTED WITHOUT A TRANSFER CARD.
2. Original birth certificate
3. Proof of custody (if applicable)/ Legal documentation for divorce, separation, single parent, or guardianship.

4. Two (2) documents to prove residency:

One item each from Column A **and** Column B must be provided as proof of residency:

COLUMN A	COLUMN B
Verification of home ownership: Deed or current Metuchen property tax bill with guardian's name and address on the document	A current utility bill for the new residence with guardian's name and address.
Lease documentation: Current Lease with dates of lease clearly visible. Landlord phone number must also be provided.	A current bank statement with the guardian's name and address.
	A current driver's license with the guardian's name and address.

5. Immunization Records
6. Current Physical Exam (less than 12 months) (form can be printed from the website)
7. Metuchen home phone number
8. Emergency contact name/relation/ phone number (This must be a local number)
9. Record Release Form (can be printed from the website)
10. School records (transcript, report cards, current grades, current schedule, test scores, attendance records)
11. 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.)
12. Special Services records (if applicable)
13. Domicile Affidavit (if applicable) (can be printed from the website)
14. Parent Paid Tuition Student Enrollment Form, if applicable (can be printed from the website)

Only the natural/adoptive parent or court appointed guardian, living in Metuchen 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.

Appointment Information: To complete the registration process, you must now schedule an appointment with the Registrar by calling 732-321-8700 ext. 2000 between the hours of 8:00 a.m. and 3:00 p.m. All appointments will take place at Moss Elementary School, 16 Simpson Place, Metuchen, NJ 08840. Please be prompt for your appointment and bring all required documents as noted above. The child/children being registered must be present.

Once this meeting has been completed, you will be asked to call the attending school to meet with a representative there.