

LAUREL SPRINGS SCHOOL DISTRICT

STUDENT REGISTRATION CHECKLIST

When all the required documentation is gathered and all forms are complete including this checklist, please contact Mrs. Jane DiOrio at 856-783-1086 X110 to schedule an appointment to complete the registration process.

Registration Date and Time: ____/____/____ @ ____:____AM PM

Student Name: _____ Grade: _____

DOB: ____/____/____ Male Female

- Student Registration Form (available on website)
- Birth Certificate (original with raised seal)
- Custody Documentation (if applicable)
- Health/Immunization Record
- Proof of Residency

A pupil whose parents/guardians are currently domiciled in Laurel Springs will be admitted to the school system after the parents/guardians have produced proper proof of residency as follows.

Residency documentation as listed for each Category below plus three (3) of the following:

- Mortgage or Settlement Papers
- Driver's License
- Auto Insurance ID Card
- Bank Statement
- Utility Bill (gas/electric/water/sewer/phone/cell phone)
- Voter Registration Card

If Category 3, 4, or 5 – please call 856-783-1086 x110 and request necessary *Sworn Statement* forms.

Category 1: Single Family Dwelling-

- Tax Bill and three (3) from the above list

Category 2: Apartment or Rental Property

- Signed, current lease with all occupants listed and three (3) from above.

Category 3: In the event the parent/guardian and child(ren) are living in a single family dwelling that is being rented with no lease-

- The property owner:
Complete the Sworn Statement of Landlord: and
Current tax bill to prove ownership
- The parent/guardian
Three (3) from the above list

Category 4: In the event the parent/guardian and child(ren) are living with another family owning a single family home

- The resident family/property owner:
Complete the *Sworn Statement of Resident Family* verifying that the parent/guardian and child(ren) are residing at that address; **and**
Current tax bill to prove ownership
- The parent/guardian:
Three (3) from the above list

Category 5: In the event that the parent/guardian and child(ren) are living with another family renting a single family dwelling or apartment

- The resident /renting family
Complete the Sworn Statement of Resident Family verifying that the parent/guardian and child(ren) are residing at that address: **and**
- Provide signed, current lease with all occupants listed; and
- Provide a sworn *Statement of Landlord* verifying the owner is aware that another family is residing with the resident/renting family.
- The parent/guardian:
Three (3) from the above list

Student Residency Questionnaire (available on website)

Native Language Census Form (available on website)

Transfer In from Another School District

- Transfer Card
- Copy of Last Report Card, School Health Card/Chart, and Test Scores
- Authorization to release Pupil Records (available of website)
- Any pertinent paperwork/documentation regarding:
Basic Skills
504 Accommodation Plan
Speech/Language Services
Special Education IEP

Kindergarten Registration – Please see separate checklist available on website