

Washington Township School District  
Attn: Superintendent  
One East Front Street  
Washington, New Jersey 07882  
(908)689-1119

## Registration Packet

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Please review the contents of this packet carefully. Completed forms and supporting documents may be mailed or hand delivered to the school secretary of your child(ren)'s school. Brass Castle School houses students in grades kindergarten, 4, 5 and 6. Port Colden School houses students in grades 1, 2 and 3:

Brass Castle School  
16 Castle Street  
Washington, New Jersey 07882  
(908)689-1188

Port Colden School  
30 Port Colden Road  
Washington, New Jersey 07882  
(908)689-0681

**Directions for Attendance Eligibility Based on Domicile & Residence: Please read carefully before proceeding.**

The questions asked in the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. *Please be aware that N.J.S.A.18A:38-1 and N.J.A.C. 6A:28-2 specify that a free public education will be provided to any student between the ages of 5 and 20 who is:*

- Domiciled in the district, i.e., living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship.
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency.
- Living with a parent or guardian who is temporarily residing in the district.
- The child of a parent or guardian who moves to another district as the result of being homeless.
- Placed in the home of a district resident by court order pursuant to *N.J.S.A. 18A:38-2*.
- The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to *N.J.S.A. 18A:38-3(b)*.
- Residing on federal property within the State pursuant to *N.J.S.A. 18A:38-7.7 et seq.*

*Note that the following do not affect a student's eligibility to enroll in school:*

- Physical condition of housing or compliance with local housing ordinances or terms of lease.
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school.
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment, pursuant to *N.J.S.A. 18A: 36-25.1*.
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, *N.J.A.C. 8:57-4.1 et seq.*
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district.

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency.
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location.
- Court orders, state agency agreements and other evidence of court or agency placements or directives.
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student.
- Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency.
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate.
- Documents pertaining to military status and assignment.
- Any business record or document issued by a governmental entity.
- Any other form of documentation relevant to demonstrating entitlement to attend school.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may *voluntarily* disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but *we may not, directly or indirectly, require or request.*

- Income tax returns;
- Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa;
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy;
- Social security numbers.

Please be aware that any initial determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found ineligible. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal.

To the Person Enrolling the Student: Please complete the appropriate Appendix, either A, B, C or D, according to the situation best matching the student's circumstances:

*Appendix A (DOMICLE) if the student is living with a parent or guardian whose permanent home is the address given on page 1 of this application and is located in the district.*

or

*Appendix B ("AFFIDAVIT" STUDENT) if the student is living with a person domiciled in the district, other than the parent or guardian.*

or

*Appendix C (TEMPORARY RESIDENT) if the student is living with a parent or guardian temporarily residing within the district.*

or

*Appendix D (SPECIAL CIRCUMSTANCES) if the student's situation is not addressed by Section A, B or C or if any of the circumstances in Section D apply.*

## WASHINGTON TOWNSHIP SCHOOL DISTRICT

☐Brass Castle (Grades K, 4-6) ☐

Port Colden (Grades 1-3)

Birth Certificate: \_\_\_\_\_  
Proof of Township Residency: \_\_\_\_\_  
Proof of Immunization/Medical: \_\_\_\_\_

Registration Date: \_\_\_\_\_  
Classroom Assignment: \_\_\_\_\_  
Starting Date: \_\_\_\_\_

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### Student Information

SID# \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

New Home Street Address \_\_\_\_\_

New Home Mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_ Step \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

Parent/Guardian Email Address (for all official correspondence): \_\_\_\_\_ Language(s) \_\_\_\_\_

Spoken at Home \_\_\_\_\_

Student's Ethnicity: (optional) African American \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_

Native American \_\_\_\_\_ Caucasian \_\_\_\_\_

Pupil Resides with: Both Parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

Grandparents \_\_\_\_\_ Parent(s) Deceased \_\_\_\_\_ Parents Separated \_\_\_\_\_

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### Transfer Information

School Transferred From \_\_\_\_\_ Grade Entering \_\_\_\_\_

School Mailing Address \_\_\_\_\_

School Phone # \_\_\_\_\_ Transfer Date \_\_\_\_\_

Name of Preschool (for Kindergarten registrations only) \_\_\_\_\_

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### Transportation Information

House location/describe exact location of your house: \_\_\_\_\_

Day care arrangements: \_\_\_\_\_

Nearest Intersection \_\_\_\_\_

Student medical information (please fill in any information needed for bus driver) \_\_\_\_\_

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Emergency Contacts (*other than parents*)

1. Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to Student \_\_\_\_\_

2. Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Parent/Guardians Signature \_\_\_\_\_ email \_\_\_\_\_

Sibling Information

Does Student have siblings already attending school in the Washington Township School District? Yes ☐ No ☐

If yes, please list names below:

Last Name	First Name	Middle Name	Date of Birth	M/F
Last Name	First Name	Middle Name	Date of Birth	M/F
Last Name	First Name	Middle Name	Date of Birth	M/F
Last Name	First Name	Middle Name	Date of Birth	M/F

Appendix A (DOMICILE): *Complete this section if the student is living with a parent or guardian whose permanent home is the address given on page 1 of this application and is located in the district. If you are the student's guardian, or will be the guardian of a student from out of state following expiration of the required 6-month waiting period, you will be asked to provide official papers proving guardianship. You will not be asked to produce "affidavit student" proofs of the type requested in Section B below.*

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

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

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

Please list four forms of proof (see attached list) you will provide to demonstrate that the address given on page 1 of this application is your 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, with which parent and at what address?

Parent \_\_\_\_\_  
Street \_\_\_\_\_ City/Zip \_\_\_\_\_ State \_\_\_\_\_

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

Parent \_\_\_\_\_  
Street \_\_\_\_\_ City/Zip \_\_\_\_\_ State \_\_\_\_\_

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 16th preceding the date of this application?

Parent \_\_\_\_\_

*Please note: No district is required, as a result of being the district of domicile for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent domiciled within the district to the extent required by law.*

*Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.*

END OF SECTION A

Appendix B (“AFFIDAVIT” STUDENT): *Complete this section if the student is living with a person domiciled in the district, other than the parent or guardian.*

Is the person domiciled in the district, supporting the student without remuneration as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain. (You will be asked to file a sworn statement, along with a copy of the person’s lease, if a tenant, or a sworn landlord’s statement, if a tenant without written lease.)

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Students are not eligible to attend school as “affidavit” students unless the student’s parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purposes of receiving a public education there. Please explain the circumstances applicable in this case, with special attention to the parent/guardian’s family and/or economic hardship. (The parent/guardian will be required to file a sworn statement with documentation to support the claims made.)

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*Please note: A student will not be considered ineligible because required sworn statement(s) cannot be obtained, so long as evidence is presented that the underlying requirements of the law are being met.*

*A student will not be considered ineligible when evidence is presented that the student has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the student.*

*A student will not be considered ineligible solely because parent or guardian provides gifts or limited contributions, financial or otherwise, toward the welfare of the student, provided that the resident keeping the student receives no payment or other remuneration from the parent or guardian for the student’s actual housing and support. Receipt by the resident of social security or other similar benefits on behalf of the student do not render a student ineligible.*

*It is not necessary that legal guardianship or custody be obtained before a student will be considered for enrollment on an “affidavit” basis.*

END OF SECTION B

Appendix C (TEMPORARY RESIDENT): *Complete this section if the student is living with a parent or guardian temporarily residing within the district, even if the parent has a domicile elsewhere.*

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

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

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

Please list four forms of proof (see attached list) you will provide to demonstrate that you are residing at the address given on page 1 of this application, and that such residence is not solely for the purpose of the student attending school in the district.

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

Please note: Under New Jersey law, where a dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or her property tax, or to which the majority of property tax for the selling in question is paid by the owner of a multi-unit dwelling.

*If the student's parents re 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, with which parent and at what address?

Parent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Parent: \_\_\_\_\_ Portion of time: \_\_\_\_\_

Address: \_\_\_\_\_

Parent: \_\_\_\_\_ Portion of time: \_\_\_\_\_

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?

\_\_\_\_\_.

*Please note: No district is required, as a result of being the district of temporary residence for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent residing within the district to the extent required by law.*

END OF SECTION C



SECTION D (SPECIAL CIRCUMSTANCES): *Please indicate if any of the following apply.*

1. \_\_\_\_\_The student is the child of a parent or guardian who has moved to another district as the result of being homeless.
2. \_\_\_\_\_The student has been placed in the home of a district resident other than the parent or guardian by court order. (You will be required to provide a copy of the order.)
3. \_\_\_\_\_The student has been placed in the district by the Division of Youth and Family Services acting as the student's legal guardian.
4. \_\_\_\_\_The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States reserves order to active service in time of war or national emergency.
5. \_\_\_\_\_The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.

5.a. If this applies, when is the parent or guardian expected to return from active military duty?

\_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_The student resides on federal property?

6.a. Address of Federal property\_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_The student's circumstances do not appear to be addressed anywhere in this application, but are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Given the circumstance noted above, I understand that I will be contacted by the Superintendent's Office for further information.

END OF SECTION D