



## **REGISTRATION & RESIDENCY INFORMATION** **KINDERGARTEN & FIRST GRADE**

This document outlines the registration and residency requirements for new students to Madison Public Schools who will be entering kindergarten or first grade during the 2022-2023 school year. The entrance dates listed below are governed by Madison Board of Education Policy 5112.

- Children whose parent(s)/guardian(s) live in Madison and who will be five years old on or before October 1, 2022 are eligible to register for Kindergarten
- Children whose parent(s)/guardian(s) live in Madison and who will be six years old on or before October 1, 2022 are eligible to register for first grade

Registration for the 2022-2023 school year will be completed via the district's online portal. For your student's registration to be processed, you must **login to the site**, enter the **appropriate information**, and **complete or upload the required forms**.

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**Online Registration Portal Page:** <https://genesis.genesisedu.com/madison/openReg>  
**Registration and Residency Page:** <http://madisonnj.apptegy.us/o/mps/page/residency-and-registration>

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The following information must be submitted in order for registration to be completed. Further guidance can be found in the registration portal and on the registration page.

1. <b><u>Student Information</u></b>	2. <b><u>Parent Identification</u></b>	3. <b><u>Proof of Address</u></b>
<ul style="list-style-type: none"> <li>• Child's Original Birth Certificate</li> </ul>	<b>One</b> of the following required with name and current Madison address: <ul style="list-style-type: none"> <li>• NJ Driver's License</li> <li>• Morris County or NJ State Valid ID</li> </ul>	<b>One</b> of the following required: <ul style="list-style-type: none"> <li>• Deed of Home</li> <li>• Mortgage Statement</li> <li>• Closing Statement</li> <li>• Lease (with expiration date)</li> <li>• <a href="#">Owner/Landlord Affidavit</a></li> </ul>
4. <b><u>Additional Proof of Address</u></b>	5. <b><u>Immunization Records &amp; Universal Health/Dental Records</u></b>	6. <b><u>Proof of Custody (if applicable)</u></b>
<b>Two</b> of the following required showing current date and Madison address: <ul style="list-style-type: none"> <li>• PSEG/Water/Electric or utility bill</li> <li>• Phone/television/cable bill</li> <li>• NJ Vehicle or Voter registration</li> <li>• Bank statement</li> </ul>	<ul style="list-style-type: none"> <li>• Immunization record from your child's healthcare provider</li> <li>• <a href="#">Universal Health</a> and <a href="#">Dental Records Form</a> can be found here or on our website</li> </ul>	<ul style="list-style-type: none"> <li>• Divorce Decree or Notarized statement from both parents regarding custody</li> <li>• Other</li> </ul>

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**Note:** If you are having issues with the website or do not have access to a computer, please contact Patti Cleary, Executive Secretary, by phone at (973) 593-3101 ext. 3102 or by email at [clearyp@madisonnjps.org](mailto:clearyp@madisonnjps.org).