

# FAIR LAWN COMMUNITY SCHOOL (Fair Lawn Board of Education)

c/o FAIR LAWN HIGH SCHOOL (Corner of Burbank & Norma)\_\_\_\_\_

14-00 BERDAN AVENUE FAIR LAWN, NEW JERSEY 07410 (201) 794-5450 ext. 2369

*In-Town Address  
or Name Change/*

## **ADDRESS CHANGES & NAME CHANGES WITHIN THE SCHOOL DISTRICT PROCEDURE**

All students attending Fair Lawn Public Schools, or any school program(s) external to the district wherein the Board of Education is responsible for tuition payment, must be registered with your CURRENT residence.

### **IN-TOWN ADDRESS & NAME CHANGES CANNOT BE DONE ONLINE THROUGH GENESIS.**

The first step is to complete the required forms and provide the necessary documentation (see below).

*\*Certified documents may require in-person verification at a later date.*

Please email the Community School ([flcs@fairlawnschools.org](mailto:flcs@fairlawnschools.org)) with the necessary forms and documents and include the student's last name and the grade registering for in the subject of the email.

**After your documents have been reviewed a Community School staff member will contact you.**

The parent or legal guardian is the only person who may register their child.

Please follow these steps to complete the preregistration process.

Email the following required documents to the Community School:

- a. Form 217 & ODR Form (Online District Registration Form): attached
- b. Divorce/Custody Agreement (if applicable) &/or [Form 218-A & Form 218-B \(click for link\)](#)
- c. Proof of Residency
  1. One of the following:
    - a. Homeowner: Property Tax, Deed or Mortgage Statement
    - b. Renter: Current Lease and [Form 214: Landlord Affidavit \(click for link\)](#)

### **AND**

2. Choose **three** of any current documents providing proof of residency issued within the last two months.

Examples: PSE&G bill, cable/ internet bill, phone bill, water bill, vehicle registration, bank statement, credit card bill, insurance form, pay stub, NJMVC address change confirmation

3. An official current Photo ID of registering parent/ guardian

**Please note:** Incomplete forms may delay registration & when complete documentation is not available you will have 30 days to provide the remaining or updated documents. We do not require, and will not request, documents that reveal immigration status, or other documents protected from disclosure by law.

### **Military Connected Student Indicator**

The State of New Jersey Department of Education will now be collecting information for each student's "Military Connection". This information will indicate if your child's parent or guardian is on Active Duty, in the National Guard, or in the Reserve components of the United States military services. **Please choose one of the following options, and circle the corresponding number on the Entry Form next to the section MCSI.**

**1 = Not Military Connected** - Student is not military-connected

**2 = Active Duty** - Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard.

**3 = National Guard or Reserve** - Student is a dependent of a member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard).

**4 = Unknown** - It is unknown whether or not the student is military-connected.

Please visit our website for programs offered by the Community School at

[\*\*www.fairlawnschools.org/flcs\*\*](http://www.fairlawnschools.org/flcs)

## Fair Lawn Public School Online District Registration Form (ODR Form)

Student's Name (Last, First) \_\_\_\_\_ Birthdate \_\_\_\_\_

*Kindergarten students must be 5 years of age by October 1<sup>st</sup> of the registering school year.*

School Year Registering for 20 \_\_\_\_ / 20 \_\_\_\_ Registering for Grade \_\_\_\_\_

Does the student have an I.E.P. or a 504 Plan? ☐ Yes ☐ Provided ☐ No I.E.P. or a 504 Plan

REGISTRATION (Select one): ☐ Registration (new to district) ☐ Re-Entry (previously enrolled in F.L.)

☐ Address/Name Change (currently enrolled in district) ☐ Special Ed. Pre-School ☐ Int. Pre-School

Neighborhood School: ☐ John A. Forrest ☐ Lyncrest ☐ Westmoreland → ☐ Memorial Middle

☐ Milnes ☐ Radburn ☐ Warren Point → ☐ TJ Middle

High School: ☐ Fair Lawn High School ☐ Out of District \_\_\_\_\_

Sibling 1: Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling 2: Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sibling 3: Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Fair Lawn Board of Education reserves the right through its employees or agents to confirm residence by visiting the place of student residence that you have indicated on the registration forms.

- I hereby acknowledge receipt of this registration as either **COMPLETE** or **INCOMPLETE** and agree to its terms and conditions with regard to completing the registration of my child.

- INCOMPLETE REGISTRATIONS ONLY:

- I understand that if I fail to provide the required documents by the date indicated on your registration receipt my child will be immediately dis-enrolled from the Fair Lawn School District or I may exercise my right to appeal to the State Commissioner of Education **within 21 days** from the deadline.
- If my child is dis-enrolled they will not be able to attend school in Fair Lawn, and it is my responsibility to ensure that they are properly enrolled in the correct district as soon as possible according to N.J. State Compulsory Education.

- I hereby assume liability for any tuition assessed if my child is determined to have been ineligible for a tuition free education in the Fair Lawn School District during any period which he/she was allowed to attend school based on the facts submitted during the registration process.

Address: \_\_\_\_\_ Fair Lawn Move in Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Current Date: \_\_\_\_\_

Parent/ Legal Guardian

*Required proof of residency is consistent with the Fair Lawn Board of Education's policies.*

*Please keep a copy of this form for your records.*

### FOR OFFICE STAFF USE ONLY

<u>Verification Checklist:</u>	<u>Complete</u>	<u>Required</u>	<u>N/A</u>
1. Primary & Secondary Proofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ODR and/or Form 217	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Child's Original Birth Certificate (certified translated if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Current Photo ID _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Legal Custody Documents (If applicable) 218-A & 218-B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Additional forms required: <i>Circle All Required</i> 209 • 210 • 211 • 212 • I.E.P./ 504 • Other(s): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Family Code \_\_\_\_\_ Lease Expiration Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Director Use Only: Assigned school: \_\_\_\_\_

☐ INCOMPLETE DOCUMENTS MUST BE RECEIVED BY \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

☐ COMPLETE Director's Signature \_\_\_\_\_

# Fair Lawn Public Schools

☐ Address Change☐ Name Change

*Please fill out only the changes to student's registration*

Date \_\_\_\_\_ Grade in School \_\_\_\_\_ School \_\_\_\_\_

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_ Fair Lawn, NJ 07410

Home Telephone Number \_\_\_\_\_ Gender: (Circle One) Male Female

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ and \_\_\_\_\_  
Month Day Year City, State Country of Birth

United States Entry Date \_\_\_\_\_ (If applicable) First Entry in U.S. School Date \_\_\_\_\_

Language Most Spoken at Home \_\_\_\_\_ Primary Language Spoken \_\_\_\_\_

Military Connected Student Indicator (see attachment for info and circle which applies): ☐ 1 ☐ 2 ☐ 3 ☐ 4

Ethnicity: Hispanic YES or NO

Federal and State Standards dictate that Hispanic is not a race. In order to comply with this statement, please circle the correct race of your child: (Circle Correct Code or Codes)

White • Black • American Indian/Alaskan • Asian • Hawaiian native/other Pacific Islander

Last School Attended \_\_\_\_\_ Public Private Phone # \_\_\_\_\_

Street

City

State and/or Country

Zip Code

## PARENT/GUARDIAN INFORMATION

Guardian 1's Full Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

(If different from above) Street City State and/or Country Zip Code

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Guardian 2's Full Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

(If different from above) Street City, State and/or Country Zip Code

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Child Lives With (select one): ☐ Guardian 1 & 2 ☐ Guardian1 ☐ Guard. 2 Other☐ Other

Legal guardian, if other than parent above: \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State and/or Country

Zip Code

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Cell Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Relationship (if any to student) \_\_\_\_\_