



# Willingboro Public Schools

## Registration Requirements for Students

Please bring the following documents with you to registration:

1. Birth Certificate - Birth Certificate must have a raised seal on it.
2. Current Immunization & current medical physical records
3. Transfer card/transcripts and current report card if transferring from another state or district.
4. Parent/Guardian Photo driver's license or State Photo Id or Passport
5. Proof of Residency
6. Online Pre-registration.

<https://genesis.c1.genesisedu.net/willingboro/openReg?screen=welcomeScreen&action=form>

### **Proof of Residency: Please provide four (4) forms (listed below) to demonstrate Residency.**

#### **1. Homeowners:**

- One (1) of Property tax bill, Deed, settlement statement, or mortgages statement
- Three (3) of Voter registrations, permits, financial account information, utility bills, and other evidence of personal attachment to a particular location

#### **2. Renters:**

- One (1) of Current Lease or Renewal Notice
- Three (3) of Voter registrations, permits, financial account information, utility bills, and other evidence of personal attachment to a particular location

#### **3. Residing with a Willingboro Township Resident (Require Affidavits):**

*\*What is an affidavit\**

A residency affidavit is used when a parent/legal guardian of a student cannot provide proof of residency in his/her name at the time of registration because the primary residence is owned or leased by another party.

- Resident who owns the home must fill out the HOST affidavit and provide proof of residency as a homeowner (see above) and the Parent of student must complete the PARENT affidavit.
- Resident who rent the home must provide a copy of their lease and an addendum by the landlord listing the additional person(s) living in the property.

#### **4. Guardianship:**

- Please provide all court documents pertaining to educational and/or residential custody.

More can be found on <https://www.willingboroschools.org/>

Any additional questions please contact central registration: [registration@wboe.net](mailto:registration@wboe.net)



# Willingboro Public Schools

\_\_\_\_\_

Student's Name

I, \_\_\_\_\_, have been informed by the Willingboro Township  
(Residential parent/guardian)

School District that I can only register students in Willingboro Township Schools if I am a resident of Willingboro Township.

I am aware that any person who makes a false statement or permits false statements to be made for the purpose of allowing a non-resident student to attend Willingboro Township Schools, commits a disorderly persons offense pursuant to N.J. 18A: 38-1 and may be prosecuted by law.

I authorize Willingboro Township Schools to investigate and confirm any and all statements by me and used in the enrollment of the above student. If any information is false I am aware that enrollment in Willingboro Township Schools will be terminated.

**A. By initialing I am stating:** **Initial one**

1. I am a resident of Willingboro Township \_\_\_\_\_

2. I am temporarily residing in Willingboro Township with a resident \_\_\_\_\_

**B. By initialing I am stating that I am the:** **Initial one**

1. Parent/Guardian \_\_\_\_\_

2. Parent and/or guardian with residential custody (documentation provided) \_\_\_\_\_

3. Sole caretaker (non-parent/guardian) due to economic/family hardship \_\_\_\_\_

**C. By initialing I am stating that I understand:** **Initial**

1. Any change in residency or custody will be reported immediately \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Official

\_\_\_\_\_  
Date