

ECPS **NEW** Student Registration Information

WHAT DOCUMENTS DO I NEED?

- In order to enroll your child in Essex County Public Schools, you are required to provide the following documents **to the school after registering online**:
 - a. Birth certificate
 - b. Immunization records
 - c. Health Physical, to be completed by your child's doctor **within a nine-month period** of enrolling your student
 - d. Proof of residency
 - current property tax bill
 - rental bill
 - utility bill
 - mortgage statement
 - NOTE: Documents must be within three months of registration
 - NOT ACCEPTABLE: Phone Bill, Driver's License, and Car Registration

ADDITIONAL DOCUMENTS AND VERIFICATION:

1. VERIFICATION OF CUSTODY

- Only a custodial parent of the court-appointed custodial guardian may enroll a student in ECPS. Any legal documentation pertaining to custody must be provided at the time of enrollment.
 - **A student will NOT be enrolled with a notarized statement indicating a transfer of custody.**

2. VERIFICATION OF AGE

- A child who is age 5 by September 30, and under age 21 on the first day of school is eligible for enrollment. Acceptable age verification includes: Birth certification and Valid Passport/Visa

3. VERIFICATION OF RESIDENCY

- A student who resides in Essex County with his/her custodial parent/guardian will be enrolled in the school in his/her school attendance area with appropriate residency documentation.
- Acceptable residency verification includes:
 - i. Lease or mortgage bill/statement utility bill (water, sewer, gas, electric, oil)
 - ii. Real estate tax bill/ statement deed
 - iii. Title or statement sheet
- Acceptable residency verification must meet the following criteria:
 - i. Current documentation (dated within 3 months of enrollment) and must include the custodial parent/guardian's name, address, and date.
 - ii. Must be provided for each change of address, even within the county.
 - iii. Families living in shared housing - a Notarized Parent Residency Affidavit Multi-Family Disclosure Form is required.
 - iv. Must be provided by the primary resident or property owner
 - v. Homeless Status - Transition Enrollment Form should be completed.