

# Waldwick Public Schools

## Registration

### Required Registration Documents

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district\*.

1. **Proof of Birth**, any one of the items listed below;

- Original Birth Certificate
- Passport

2. **Residency Documentation**, any one of the items listed in category A and any one of the items in category B;

#### **Category A**

- Waldwick Borough Property Tax Bill for my residence
- Deed or Lease for my residence
- A notarized affidavit from the owner of my residence and myself stating that I reside at that residence on a full time basis. The Affidavit may be found on the website.
- Contract of Sale for my residence (for those just moving to Waldwick) and a copy of the Deed once conveyed.

#### **Category B**

- PSE&G Bill dated within the last 2 months
- Drivers License
- Mortgage Statement dated within the last 2 months
- Water Bill dated within the last 3 months
- Home or Apartment Insurance Certificate
- Bank Statement dated within the past 2 months

3. **Updated Immunization Record** from your child's doctor including month, day, and year of all required immunizations.

4. **Documentation of a Physical and Eye Examination\*** dated after September 1, 2023 (Eye exam is for students entering Kindergarten only).

5. **The Open Registration Form** that you printed from your computer through the online portal.

6. **Release of Records Form-** For students coming from another school grades 1-5.

Above documents may be dropped off at the school office (by appointment) or emailed to Mrs. Mendillo at [mendilloc@waldwickschools.org](mailto:mendilloc@waldwickschools.org).

Traphagen Elementary School 201-445-0730

\*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.