

Rochelle Park School District

Midland School #1

300 Rochelle Avenue
Rochelle Park, NJ 07662
201-843-3120

Geoffrey Zoeller, Ed. D
Superintendent of Schools

To: Parents/Guardians of Incoming Students for *PreK to Kindergarten*
From: Office of the Board of Education
Subject: Verification of Residency

Dear Parent/Guardian:

The Rochelle Park School District may enroll only those students whose parents or legal guardians reside within school district boundaries. Residence verification is a parent/guardian responsibility, and falsification of information is grounds for immediate cancellation of enrollment. (Parents/guardians are required to report to the school, in writing, a change of address within 30 calendar days of change and must present proof of this change as required below. There can be only one residence. If parents live separately, the parent awarded custody of the student establishes the residency.

Parents/guardians are required to provide the following documents and residency verification ***prior*** to your child's admission into our schools:

- Original birth certificate and/or passport, as well as a photocopy for school records
- Verification of residency
 - If you are new to the district:*
 - Affidavit of residency (notarized)
 - Copy of recorded deed, current tax document, or current lease
 - Copy of a recent (two months or less) utility/telephone bill or bank statement displaying name and address
 - If you have a child already in the district:*
 - Copy of a recent (two months or less) utility/telephone bill or bank statement displaying name and address
- Medical and physical examination forms

Enrollment and verification of residency is handled at the ***Board of Education office for grades PreK-8***. The Board of Education office is located in Midland School at the above address (hours are 8:00 a.m. to 4:00 p.m. during the school year and 8:00 a.m. to 2:00 p.m. during the summer).

Should you have any questions regarding these procedures, visit the district website or contact the Board office directly.

Sincerely,

Board of Education Office
