

## REGISTRATION REQUIREMENTS

### ONLY THE NATURAL PARENT OR GUARDIAN MAY REGISTER A STUDENT

1. **Proof of Residency (necessary before beginning any registration):**
  - **Two (2) Proofs of Residency must be presented indicating the student lives in the sending district. Acceptable examples of such proof are:**
    - a. **Tax Bill or Deed**
    - b. **Contract of Sale or Closing Statement**
    - c. **Copy of Lease or rental receipt with address of property**
    - d. **Utility bill or Digital Driver's License (acceptable as second proof only)**
  - **In the event the student and parent are residing with a third party, the third party must provide two (2) Proofs of Residency, as listed above. In addition, the third party must provide a notarized letter stating the parent and student are residing at their address. One proof of residency for the registering party is also required.**
  - **In the event the student is not residing with the parent/guardian, or does not have a court order indicating placement, then the registering party must apply for an affidavit of Guardianship/Residency agreement.**
2. **Health Records / Immunizations (A45 Card)**
3. **Original Birth Certificate with raised seal (Bureau of Vital Statistics)**
4. **Transfer Card from Previous School**
5. **Latest Report Card**
6. **Signed Release of Records Form (provided by us)**

**Provisional registration approvals will grant a party 30 days to provide any listed missing information. Failure to comply may result in exclusion from school until proper documentation is provided.**

**LAVALLETTE ELEMENTARY SCHOOL**

**PUPIL REGISTRATION FORM**

Pupil's Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial or Name)

Address: \_\_\_\_\_

P. O. Box #: \_\_\_\_\_ Present Grade Level: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Pupil's Date Of Birth: \_\_\_\_\_

Is your child \_\_\_\_\_ Left handed? \_\_\_\_\_ Right handed? Email Address: \_\_\_\_\_

Please List Your Child's Allergies or Handicaps: \_\_\_\_\_

Please List Languages Spoken At Home If Other Than English: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Address: (if different) \_\_\_\_\_

Father's Name: \_\_\_\_\_ Address: (if different) \_\_\_\_\_

Mother's Place of Employment and Phone Number: \_\_\_\_\_

Father's Place of Employment and Phone Number: \_\_\_\_\_

**IN CASE OF THE SUDDEN ILLNESS OF YOUR CHLD WHEN NEITHER SPOUSE CAN BE CONTACTED, PLEASE LIST THE NAMES AND PHONE NUMBERS OF TWO INDIVIDUALS WHO WILL ASSUME RESPONSIBILITY FOR YOUR CHILD UNTIL YOU BECOME AVAILABLE:**

Name & Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name & Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**IF YOU WOULD PREFER THAT YOUR PERSONAL PHYSICAL BE CONTACTED IN CASES OF EXTREME EMERGENCY, PLEASE STATE YOUR PERSONAL PHYSICIAN'S NAME AND PHONE NUMBER BELOW:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature) (Date)

*School Use:*

**ASSIGNMENT TO:**

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**LAVALLETTE ELEMENTARY SCHOOL**  
**105 Brooklyn Avenue**  
**Lavallette, NJ 08735**  
**Fax: (732) 830-1604**

## **RELEASE OF RECORD FORM**

**TO:**

\_\_\_\_\_

**School**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**City, State, Zip**

**THE FOLLOWING STUDENT(S) HAVE BEEN ENROLLED IN OUR SCHOOL:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PLEASE FORWARD THE FOLLOWING RECORDS TO US AS SOON AS POSSIBLE:**

\_\_\_\_\_ **Cumulative Records**

\_\_\_\_\_ **Medical/Health Records**

\_\_\_\_\_ **Transfer Card**

\_\_\_\_\_ **Standardized Test Results**

\_\_\_\_\_ **Child Study Team Reports (If Applicable)**

**Thank you for your prompt attention to our request.**

**I authorize the release of all records, including confidential materials, regarding the above named student(s).**

\_\_\_\_\_

**(Parent's/Guardian's Signature)**

\_\_\_\_\_

**(Date)**

**LAVALLETTE ELEMENTARY SCHOOL  
REGISTRATION  
HEALTH HISTORY**

Name of child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Was pregnancy normal? \_\_\_\_\_

Any complications at birth? \_\_\_\_\_

Was baby full-term? \_\_\_\_\_ Normal delivery? \_\_\_\_\_

Birth Weight: \_\_\_\_\_ Apgar Score: \_\_\_\_\_

Has child had any delayed milestones? (sitting, walking, talking) \_\_\_\_\_

Does child have any known food or latex allergies? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Is your child on any medication? \_\_\_\_\_

Are there any health issues that we should be aware of? (Surgery, vision, hearing, speech, congenital, fractures, concussions) \_\_\_\_\_

Does your child have any limitation of activity or physical handicap? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Signature of Parent\*

\_\_\_\_\_

Date

\*Your signature indicates that the information provided by you is true and that you were provided with the attached district policy "Eligibility of Resident/Nonresident Pupils".