

# Parsippany-Troy Hills Township Schools

## Re-Registration 2010-2011 For Parsippany-Troy Hills Students K-11 Due Date: June 4, 2010

All current students K-11 must re-register by June 4, 2010.

To complete the re-registration process, parents/guardians must:

- Complete the Registration Form attached or on-line [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)
- Provide (3) three proofs of residency
- Submit the Registration Form, with copies of the three (3) proofs of residency attached, to your child's homeroom teacher **by June 4, 2010.**

If fewer than (3) three proofs are sent in, parent/guardian is required to provide a written explanation and schedule an appointment with the building principal.

If the parent/guardian fails to comply with this re-registration process with the required documentation, you will be required to schedule an appointment with the Office of the Superintendent, and your child will be withdrawn at the end of the 2009-2010 school year.

### **Completion of Form On-Line**

The Re-registration procedures and the Registration Form 10-11 can also be found on our website @ [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us). The form is completed and then printed. If you have more than one child in the district you can fill out the form once and then change the pertinent information for each additional child and then print. **You must submit a completed registration form with copies of documents for each child to the individual schools.**

### **Documentation of Residency**

All parents/guardians must provide current documents as proof of residency in the Township of Parsippany-Troy Hills. Documents are required to clearly indicate the names and addresses provided for the registration. **Individuals must provide one (1) document from Category A and two (2) documents from Category B.**

<b>Category A – One (1) document</b>	<b>Category B – Two (2) documents</b>	
Contract of sale	Bank Statement (block out figures)	Gas Bill
Mortgage document or payment book	Cable Bill	Insurance Bill
Property tax bill	Credit Card Statement	Paycheck Stub
Recorded deed	Driver's License	Telephone bill
Signed lease	Electric Bill	Vehicle Registration
	Financial account information	Voter registration
		Water/Sewer Bill
	<i>or any other evidence of personal attachment to your residence of domicile.</i>	

### **For Guardians Only**

Guardians must send proof of legal guardianship by providing a copy of Court orders, State agency agreements, or other evidence of court or agency placements or directives.

**OR**

Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," person(s) with whom a family is living, or others as appropriate.

If you have any questions you may contact your building principal.