

# Parsippany-Troy Hills Re-Registration Question and Answers

1. Do I have to attach an original Birth Certificate?

No, no Birth Certificates are needed for the Re-Registration.

2. Do I have to send original documents of residency?

No, copy the documents and attach.

3. There are two boxes at the top for “NEW student” or “change in information,” neither of which is the case. Which do I choose?

If your information did not change, leave it blank.

4. I have a student who is attending the Morris County School of Technology, full-time. To whom do I submit his/her information?

Submit the form to the Principal at PHS or PHHS, whichever is your home school.

5. Do I have to re-register my preschool child?

No, Kindergarten through grade 11.

6. Do I have to attach documents with my personal information showing or can I redact it?

You can redact any personal information, however the document that you are presenting must show your name, your address and have a current date.

7. Do I have to fill out a new Registration Form for my child entering Kindergarten next year?

No.

8. If I have three children do I have to fill out three forms and attach documents to each?

Yes, you have to fill out a new Registration Form for each child and attach copies of documents to each and submit to the individual child’s school. *(The Registration Form on the website will make this easier by filling in the household information and then printing and changing the individual child’s information.)*

9. If I don’t have three proofs of residency what do I do?

Call your Building Principal to set up an appointment.

10. Can I fax or email the form and documents?

Yes, you can fax your documents, and yes you can email your documents as long as you scan them in after you have signed them. [School Fax and Email Addresses](#)

11. If my child goes to school out-of-district, do I fill out the forms?

Yes, complete the forms and send them to your Parsippany home school.

12. If I have more than one child at one school, do I need to attach documents to all of the Registration Forms?

No, if the Registration Forms are all going to the same school, you can attach one set of documents.