

Parsippany-Troy Hills Township Schools

LeRoy Seitz, Ed.D.
Superintendent of Schools
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PO Box 52, 292 Parsippany Road
Parsippany, NJ 07054

Dear Parents/Guardians:

Welcome to the Parsippany-Troy Hills Township School District.

Listed below please find information which will provide you with information on how to register your child in Parsippany-Troy Hills Township Schools. Forms are linked on the website.

The Board of Education rules governing qualifications for enrollment are:

Parent or guardian **MUST** present:

- ✓ **Proof of residency. Please see attached list.**
- ✓ **The pupil's OFFICIAL BIRTH CERTIFICATE WITH RAISED SEAL**
 - (not a hospital certificate), or a valid passport.
- ✓ **Completed immunization documentation SIGNED BY MEDICAL AUTHORITIES.**
- ✓ **Completed [Registration Form](#)**

Once the paperwork is completed, please call your local neighborhood school (see list below) to schedule an appointment so that we may finish the registration process.

If you have any questions, please do not hesitate to contact the building principal.

Sincerely,

Dr. LeRoy Seitz,
Superintendent of Schools

LS/jfb

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Documentation of Residency

All parents/guardians must provide copies of 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 of all students. **Individuals must provide one (1) document from Category A and two (2) documents from Category B. (If possible, please bring copies not originals)**

Category A – One (1) document	Category B – Two (2) documents	
Contract of sale Mortgage document or payment book Property tax bill Recorded deed Signed lease	Bank Statement (block out figures) Cable Bill Credit Card Statement Driver’s License Electric Bill Financial account information	Gas Bill Insurance Bill Paycheck Stub Telephone bill Vehicle Registration Voter registration Water/Sewer Bill
<i>or any other evidence of personal attachment to your residence of domicile.</i>		
<p><u>For Guardians Only</u></p> <p>Guardians must provide proof of legal guardianship by providing a copy of Court orders, State agency agreements, or other evidence of court or agency placements or directives.</p> <p>OR</p> <p>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.</p>		

The totality of information and documentation received will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on the lack of any specific form (an exception to this rule would be the Court Order or Affidavit Pupil situation).

If you are unable to complete your registration due to a residency issue please see procedures for Non-Resident Enrollment below.

Non-Resident

Procedures for Enrollment

If you were unable to complete your registration due to a residency issue please do the following:

- **Call Mrs. Joni Benos @ (973) 263-7200 ext. 7250 and schedule an appointment.**
- The Parsippany resident that you are living with needs to be available to go with you to the appointment with Mrs. Benos.
- At the meeting the materials needed will be:

PARSIPPANY RESIDENT

- Personal identification (Driver's License or Passport)
- A copy of your lease, deed, or current tax bill.

NON-RESIDENT LIVING WITH PARSIPPANY RESIDENT

- Personal identification (Driver's License or Passport)
 - If you have established your residence at this address and have proof of that residency such as a: tax bill, current utility bill, automobile registration, health insurance etc. bring that with you as well.
 - You will be given thirty days from the date of your appointment with Mrs. Benos to establish your residency if you have not done so.
- You must bring, in writing, your request to enroll your child and the reason that you don't have a deed/lease in your name. You need to be specific and have all names and addresses of parents, children and resident you will be residing with in your letter.

✉ **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS** ✉

Parsippany High School 309 Baldwin Road Ms. Natalie Betz, Principal	263-7001		7:40 - 2:16 Half Day 11:40 email – nbetz@pthsd.k12.nj.us
Parsippany Hills High School 20 Rita Drive, Morris Plains, NJ 07950 Dr. Nancy Gigante, Principal	682-2815		7:40 - 2:16 Half Day 11:40 email - ngigante@pthsd.k12.nj.us
Brooklawn Middle School 180 Beachwood Road Mrs. Eileen Hoehne, Principal	428-7551		7:59 - 2:36 Half Day 12:00 email - ehoejne@pthsd.k12.nj.us
Central Middle School 1620 Route 46 West Kenneth Graham, Interim Principal	263-7125		7:59 - 2:36 Half Day 12:00 email – kgraham@pthsd.k12.nj.us
Eastlake School 40 Eba Road Mr. Mark Gray, Principal	428-7583	K-5	8:45 - 3:15 Half Day 12:45 email – mgray@pthsd.k12.nj.us
Intervale School 60 Pitt Road, Boonton, N.J. 07005 Mr. Christopher Waack, Principal	263-7075	K-5	8:50 - 3:20 Half Day 12:50 email – cwaack@pthsd.k12.nj.us
Knollwood School 445 Knoll Road Lake Hiawatha, N.J. 07034 Ms. Susan Raymond, Principal	263-7060	K-5	8:45 - 3:15 Half Day 12:45 email - sraymond@pthsd.k12.nj.us
Lake Hiawatha School 1 Lincoln Avenue Lake Hiawatha, NJ 07034 Mr. Thomas Nolan, Principal	263-4342	K-5	8:55 - 3:25 Half Day 12:55 email - tnolan@pthsd.k12.nj.us Preschool Disabled Extended Day - 9:00 - 3:00 (<i>Wed. 9:00-1:00</i>)
Lake Parsippany School 225 Kingston Road Mr. Denis Mulroony, Principal	428-7572	K-5	8:45 - 3:15 Half Day 12:45 email - dmulroony@pthsd.k12.nj.us
Littleton School 250 Brooklawn Drive, Morris Plains, N.J. 07950 Ms. Michele Hoffman, Principal	682-2847	K-5	8:50 - 3:20 Half Day 12:50 email - mhoffman@pthsd.k12.nj.us
Mt. Tabor School 900 Park Road & Route 53 Mt. Tabor, NJ 07878 Mr. Mark Fasciana, Principal	889-3361	K-5	8:55 - 3:25 Half Day 12:55 email - mfasciana@pthsd.k12.nj.us
Northvail School 10 Eileen Court Mr. Jeffrey P. Martens, Principal	263-7070	K-5	8:45 - 3:15 Half Day 12:45 email - jmartens@pthsd.k12.nj.us
Rockaway Meadow School 160 Edwards Road Mrs. Angelina M. Finnegan, Principal	263-7308	K-5	8:55 - 3:25 Half Day 12:55 email - amartino@pthsd.k12.nj.us
Troy Hills School 509 S. Beverwyck Road Mrs. Renee Brandler, Principal	428-7588	K-5	8:55 - 3:25 Half Day 12:55 email - rbrandler@pthsd.k12.nj.us
Community Education/ Preschool Registration JRWB, 577 Vail Rd Ms. Joanne Caponegro	263-7180 x 3021 or 263-7180 x 3015		M-Th 8:30AM -10:00 PM F - 8:30AM - 3:00 PM email-jcaponegro@pthsd.k12.nj.us

ALL ADDRESSES PARSIPPANY, NJ 07054 UNLESS NOTED