

**Regulation**

Registration and Proof of Eligibility

Registration

The Passaic Board of Education adopts this regulation in order to provide a uniform, district-wide procedure for the orderly registration of students in the Passaic School System.

At the time of registration in all schools, the student's parent, foster parent, non-parent affiant, or legally appointed guardian must:

1. Accompany the student to register in school.
2. Present acceptable documentation to provide identity of the adult and student. Such proof may be, but is not limited to, driver's license, passport, military status, etc.
3. Provide the required proof of birth and immunization records in accordance with law.
4. Possess a valid transfer if entering from a New Jersey public or private school. However, if the student is entering from any other school jurisdiction, and all other requirements are met, the student is to be enrolled pending receipt of official school records.
5. Document the student's Passaic address using two of the documents identified under "Proof of Eligibility."
6. Sign Authorizations to enable the district to confirm residence with employer and/or welfare office of the aforementioned adult accompanying student and/or student.

If for some reason the individual cannot produce the proof of residence because of homelessness, the district shall verify residence through its attendance officer.

All policies, rules and regulations or parts of all policies, rules and regulations of the Passaic Board of Education which are inconsistent with the contents hereof are hereby repealed and deemed null and void as to such inconsistencies only.

Proof of Eligibility

1. When registering a student, the Passaic Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the district, as outline is NJSA 6A:22-3.4:
  - a. Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency;
  - b. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
  - c. Court orders, State agency agreements and other evidence of court or agency

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- placements or directives;
  - d. Receipts, bills, cancelled checks, insurance claims or payments, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the pupil;
  - e. Medical reports, counselor or social worker assessments, employment documents, unemployment claims, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit pupil," adult pupil, person(s) with whom a family is living, or others as appropriate;
  - g. Documents pertaining to military status and assignment; and
  - h. Any other business record or document issued by a governmental entity.
2. The district may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by a person seeking to enroll a pupil.
  3. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.
  4. The district shall not require or request, as a condition of enrollment in school, any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. These include:
    - a. Income tax returns;
    - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
    - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
    - d. Social security numbers.
  5. Documents or information of the type referenced in paragraph 4 above, or pertinent parts thereof, may be voluntarily disclosed by the person seeking enrollment. However, the district may not, directly or indirectly, require or request such disclosure as a condition of enrollment.

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