

Lincoln Park Public Schools

92 Ryerson Road
Lincoln Park, NJ 07035
(973) 696-5500 (Phone)
(973) 696-9273 (Fax)
www.lincolnparkboe.org

Registration and Affidavits to Determine Eligibility to Attend Lincoln Park Public Schools

Your Rights and Responsibilities under
N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22

Revised: October 6, 2017

PRELIMINARY INFORMATION: PLEASE READ BEFORE PROCEEDING

The questions asked in the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 require that a free public education be provided to students between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:

- Domiciled in the district, i.e., living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency
- Living with a parent or guardian who is temporarily residing in the district
- The child of a parent or guardian who moves to another district as the result of being homeless
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2
- The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b)
- Residing on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

*Note that the following do **not** affect a student's eligibility to enroll in school:*

- Physical condition of housing or compliance with local housing ordinances or terms of lease
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment pursuant to N.J.S.A. 18A: 36-25.1
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency
- Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location
- Court orders, State agency agreements and other evidence of court or agency placements or directives

- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student
- Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an “affidavit student,” adult student, person(s) with whom a family is living, or others as appropriate
- Documents pertaining to military status and assignment
- Any business record or document issued by a governmental entity
- Any other form of documentation relevant to demonstrating entitlement to attend school

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may *voluntarily* disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but *we may not, directly or indirectly, require or request:*

- Income tax returns
- Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy
- Social security numbers

Please be aware that any initial determination of the student’s eligibility to attend school in Lincoln Park is subject to more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found ineligible. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal.

State law allows school districts to admit nonresident students, through policies adopted at Board discretion, on a tuition basis. If your student is not eligible to attend school in this district free of charge, he or she may enroll on a tuition basis by contacting the School Business Administration, Mrs. Juanita Petty , at 973-696-5500.

***If you experience difficulties with the enrollment process, please see or call
Mrs. Mary Lorente
Lincoln Park Board of Education Office
92 Ryerson Road
Lincoln Park, NJ 07035
973-696-5500 for assistance.***

LINCOLN PARK SCHOOL DISTRICT STUDENT REGISTRATION FORM

92 Ryerson Road, Lincoln Park, NJ, 07035 • Tel 973-696-5500 • Fax 973-696-9273 • www.lincolnparkboe.org

School: <input type="checkbox"/> Pre-School <input type="checkbox"/> Elementary <input type="checkbox"/> Middle		Grade:	Start Date:
Last Name:		First Name:	Middle Name:
Birth Date:		*Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian Native/Other Pacific Islander	
Birth City:		Birth State:	Birth Country:
Birth Country:		Home Language:	
USA Entry Date (if not born in USA):		First Entry into USA School:	
Address:		Lincoln Park	NJ, 07035
Guardian 1: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (specify)		Name:	
Address:		Birth Date:	
Cell Number:		Work Number:	
Home Number:		Email Address:	
Guardian 2: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (specify)		Name:	
Address:		Birth Date:	
Cell Number:		Work Number:	
Home Number:		Email Address:	
Siblings Attending Lincoln Park Schools:			
			Grade:
			Grade:
			Grade:
			Grade:
Step-Mother Name:		Step-Father Name:	
Is there a custody agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there shared legal custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Name and Address:			
Is the student currently receiving Special Education Services: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Classification:		Date of Classification:	
Does the student receive Basic Skills instruction: <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the student in a self-contained classroom: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the student have a 504: <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the student have a IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Accommodation Plan:		Name of 504 Coordinator:	
Does the student have any physical conditions, medical conditions or other special academic needs? If so, specify:			
Name, address and telephone number of last school attended:			
Documents required to register a student:			
Birth Certificate			
Immunization Records			
Deed, mortgage statement, tax bill or lease (if renting)**			
Three other proofs of residency (driver's license, utility bills, insurance statements, etc)			
Physical form (performed within the last 12 months)			
**If you are unable to provide any of these documents, please call 973-696-5500 to schedule a meeting with the Superintendent.			
I affirm that all the information provided on this registration form is true and accurate to the best of my knowledge.			
Signature of Parent/Guardian		Date	
* This is required to comply with USA and NJ government regulations. This data is used for statistical purposes only.			

Affidavit of Domicile and Support from Resident of Lincoln Park

To: Lincoln Park Borough Board of Education

I hereby make application for the enrollment of _____ in the _____ grade(s) of the Lincoln Park Public Schools on a tuition-free basis.

My home is within the Lincoln Park School District. I am supporting the child(ren) gratis (free of all charges) as if the child(ren) were my own child(ren). No one is paying me any money to care for _____ and no one is paying me any more for room or board or any other money on his/her/their behalf. I provide all food, clothing, etc. I will assume all personal obligations for the child(ren) as far as school requirements are concerned. I intend to so keep and support the child(ren) gratuitously (without any fee) and not merely through the school year, but beyond the school year.

The child(ren) is/are residing in my home due to: _____

I understand that if I ever receive any money, services, food, clothing, etc. to care for _____ or any of the statements in this Affidavit change, I am required to notify the Secretary of the Lincoln Park Board of Education or the Chief School Administrator immediately upon any change or the child(ren) may be immediately excluded from the Lincoln Park Schools.

I am making this Affidavit so that _____ will be admitted into the Lincoln Park Public School System. I state that the information in this Affidavit is true and correct and know that the Lincoln Park Board of Education is relying upon the truthfulness and accuracy of this information. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment and/or the requirement to repay to the Lincoln Park Board of Education fully all tuition and other costs related to the education of _____ while illegally enrolled.

Signature: _____ (applicant/guardian)

Signature: _____ (applicant/guardian)

Dated: _____

Sworn and subscribed

before me on this _____ day

of _____, 20_____

A Notary Public of the State of New Jersey

My commission expires: _____

Parental Sworn Statement/Affidavit of Non-Support

(who have given Custody of the Child(ren) to a Resident of Lincoln Park Borough)

**** This portion of the Affidavit is to be completed by the non-resident parents/guardians of the child(ren) seeking admission.**

To: Lincoln Park Borough Board of Education

_____ (parent name) and _____ (parent name)

being of full age, being duly sworn according to law, upon their oath, say:

1. The names of the child(ren) seeking admission to the Lincoln Park Schools:

_____ (child's name)

_____ (child's name)

_____ (child's name)

_____ (child's name)

2. Complete **one** of the following (please print or type):

a. We are the parents of the above name child(ren).

b. I am the only living parent of _____ (name of child[ren]).
The child's other parent _____ (name) died on or about
_____ (date).

c. I am the parent of _____ (name of child[ren]). I am
separated/divorced (circle one) and have legal custody of said child(ren).

2. I/we reside at: _____

3. I/we have carefully read the preliminary information form and the STUDENT REGISTRATION FORM completed by _____ (name/s), and the answers, statements, and declarations set forth in said affidavit and the STUDENT REGISTRATION FORM are absolutely true in all respects.

Is the person domiciled in the district, supporting the student without remuneration (free of charge) as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain. (You will be asked to file a sworn statement, along with a copy of the person's lease if a tenant, or a sworn landlord's statement if a tenant without written lease.) _____

4. On the _____ day of _____, 20____, I gave custody of my child to _____ (name/s), hereinafter referred to as the guardian/s.

5. I am not able to support said child(ren) because: (please describe and attach additional sheets if necessary).

I acknowledge that I am **not** contributing any money food, clothing, etc. toward the support of my child(ren) and that _____(name/s) is/are supporting my child(ren) gratuitously (free) and assuming all personal obligations for the child(ren) as far as school requirements are concerned, **not just through the school year but beyond the school year.**

Any change of status from the above will be reported to the Secretary of the Lincoln Park Board of Education or the Chief School Administrator immediately at 973-696-5500.

I fully understand and agree that:

- a. If I fraudulently claim to have given up custody if my said child(ren) to the said guardian/s, I will have committed a disorderly persons offense and upon conviction thereof, I may be punished by a fine of up to \$1,000 and/or be imprisoned for up to 6 months.
- b. I have read and understand Section B provided by the applicant/guardian and the STUDENT REGISTRATION FORM, and any false statements, answers or declarations contained in this Affidavit, or in the above mentioned forms may subject me to criminal prosecution for the crime of false swearing, in violation of N.J.A.S. 2C:28-2, and upon conviction thereof, I may be punished by a fine of up to \$7,500 and/or be imprisoned for up to 18 months.
- c. I fully understand and agree that any false or fraudulent statements, answers or declarations contained in this Affidavit or in the application for admission may render me personally liable to the Lincoln Park Borough Board of Education for the payment of tuition for any period of unlawful attendance, as well as the payment of the Board’s costs of suit and attorney’s fees which are associated with the collection of tuition for the period illegal enrollment.

PARENT (print name)

PARENT (print name)

PARENT (signature)

PARENT (signature)

Date:_____

Sworn and subscribed before me on this_____ day of _____, 20_____

Notary Public of the State of New Jersey

My commission expires: _____

Parental/Custody Sworn Statement

*****This portion of the Affidavit is to be completed by the parents/guardians of the child(ren) seeking admission.***

To: Lincoln Park Borough Board of Education

_____ (parent name) and _____ (parent name),
being of full age, being duly sworn according to law, upon their oath, say:

1. The names of the child(ren) seeking admission to the Lincoln Park Public Schools:

(child's name) (DOB)

(child's name) (DOB)

(child's name) (DOB)

(child's name) (DOB)

2. Select **one** of the following:

- We are the parents of the child(ren) named above.
- I am the parent of the child(ren) named above. I am separated/divorced (circle one) and have legal custody of said child(ren).
Name(s) of child's other parent(s) _____

- I am the only living parent of the child(ren) named above.

3. I/we reside at: _____

Any change of status from the above will be reported immediately to the Secretary of the Lincoln Park Board of Education or the Chief School Administrator at 973-696-5500.

I fully understand and agree that any false or fraudulent statements, answers or declarations contained in this Affidavit or in the application for admission may render me personally liable to the Lincoln Park Borough Board of Education for the payment of tuition for any period of unlawful attendance, as well as the payment of the Board's costs of suit and attorney's fees which are associated with the collection of tuition for the period of illegal enrollment.

PARENT (print name)

PARENT (print name)

PARENT (signature) (date)

PARENT (signature) (date)

Sworn and subscribed
before me on this _____ day
of _____, 20_____

Notary Public of the State of New Jersey
My commission expires: _____

LINCOLN PARK SCHOOL DISTRICT
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Enrollment Affidavit

STATE OF NEW JERSEY:

COUNTY OF MORRIS:

I, _____, of full age, being duly sworn according to law, upon my oath depose and say:

1. I am domiciled and reside at _____, in Lincoln Park, County of Morris and State of New Jersey. This has been my place of domicile and residence since _____.
2. I do not own or rent the premises identified above. The residence is owned/rented by: _____ . Relationship _____
3. I hereby certify that _____ and his/her minor child, _____, reside with me at the above address, of which I am the owner/lessee, and shall provide adequate documentation of (deed, lease, tax bill, etc.).
4. I state that the information contained in this affidavit is true and accurate and acknowledge the Board of Education's reliance upon the truthfulness and accuracy of this information. As per N.J.A.C. 6A:22-3.2, I understand that my residency at the above listed address may not be for the sole purpose of sending a student to this school district. If any of the statements are false, I am aware that I assume full responsibility for any tuition assessed if the child is determined to have been ineligible for tuition-free enrollment.

Signature of Parent/Guardian

Printed Name

Sworn and subscribed before me on
this ___ day of _____, 20__.

NOTARY PUBLIC

Signature of Owner/Lessee of Residence

Printed Name

Sworn and subscribed before me on
this ___ day of _____, 20__.

NOTARY PUBLIC

SPECIAL CIRCUMSTANCES: Please indicate if any of the following apply.

_____ The student is the child of a parent or guardian who has moved to another district as the result of being homeless.

_____ The student has been placed in the home of a district resident other than the parent or guardian by court order. (You will be required to provide a copy of the order.)

_____ The student has been placed in the district by the Division of Youth and Family Services acting as the student's legal guardian.

_____ The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States reserves ordered to active service in time of war or national emergency.

_____ The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. If this applies, when is the parent or guardian expected to return from active military duty? _____

_____ The student resides on federal property? Where? _____

_____ The student's circumstances do not appear to be addressed anywhere in this application. I understand that I must contact Mrs. Mary Lorente, Lincoln Park Board of Education, 973-696-5500 for further information.

END OF SECTION

***If you experience difficulties with the enrollment process, please see or call
Mrs. Mary Lorente, Lincoln Park Board of Education Office, 92 Ryerson Road,
973-696-5500 for assistance.***

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**McKinney-Vento Homeless Education
Homeless Affidavit**

This form is to be used to satisfy, on a temporary basis, district requirements for documentation of residency and/or guardianship of a homeless student.

The questionnaire is intended to address the McKinney-Vento Homeless Education Act 42 U.S.C. 11435.

1. Is your current address a temporary arrangement? Yes No
2. Is this temporary living arrangement due to loss of housing or financial programs? Yes No

If you answered **YES** to any of the above questions, please complete the remainder of this form. If you answered **NO**, you may stop here.

Please list below the children in your care (attach additional sheets if necessary):

Name of Child	Grade Level	Name of Last School Attended	Name of New School

Where did your child/children sleep last night? Check one box only:

- Shelter With a family of friend due to financial problems
 Motel/Hotel Unaccompanied youth
 In a place not designated for ordinary sleeping accommodations, such as a car, park, or campground.
 Other (please explain in person)

The undersigned certifies that the students' names above meet the definition of "homeless student" as stated in the McKinney-Vento Homeless Education Act. See **NOTE** below:

Homeless Education Liaison (please print) Signature Date

NOTE: A representative of a homeless student is a person who temporarily or permanently is acting as the caretaker for the child(ren)/youth. This might include the parent(s), relative, shelter provider, social worker, older sibling, grandparent, or others. The federal McKinney-Vento Act requires that homeless children be provided a free, appropriate public school education. It states that residency requirements may not be used to deny such an education to homeless children and youth.