

GLOUCESTER CITY PUBLIC SCHOOLS

500 MARKET STREET ~ GLOUCESTER CITY, NJ 08030

PHONE: 856-456-7000 EXT. 4054 FAX: 856- 456-1254

www.gcsd.k12.nj.us

Preliminary Information for Student Registration

Please Read Before Proceeding

The information provided 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., the child of a parent or guardian, or an adult student, whose permanent home is located within the district. A home is permanent when the parent, guardian or adult student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of home 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 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, resulting in relocation of the student, 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 "guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district subject to a rebuttable presumption that the child is actually living with such custodian; it also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e). Also note that a student is entitled to attend school in the district of domicile notwithstanding that the student is qualified to attend school in a different district as an "affidavit" student or temporary resident.

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 bases in the 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

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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 letter 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 placement or directives
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or where applicable, to support 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 residence
- Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian person keeping an "affidavit student," adult student, person(s) who 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/information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa

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- Documentation/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 this district 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.

If you experience difficulties with the enrollment process, please see (add person) for assistance.

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GLOUCESTER CITY PUBLIC SCHOOLS NEW STUDENT REGISTRATION CHECKLIST

NAME: _____ **DATE:** _____

In order that the requirements of various State and Federal laws be met, the following information is mandatory for the registration of a student in Gloucester City Middle School

A. PROOF OF RESIDENCY – four proofs are required, inclusive of, but not limited to

- Tax bill
- Mortgage or settlement papers
- Lease agreement (naming parent/child)
- Utility Bill (gas/electric/sewer/water/telephone)
- Employment document

B. DOCUMENTATION OF RELATIONSHIP TO STUDENT (as appropriate)

- Birth Certificate
- Court documentation demonstrating custody
- Foster Parent (State Agency Documentation)

C. DOCUMENTATION OF GRADE PLACEMENT

- a. Most recent report card
- b. Copy of unofficial transcript
- c. Copy of standardized test score reports
- d. Copy of transfer card, if applicable

D. PHYSICAL EXAMINATION FORM AND IMMUNIZATION RECORD

- a. Completed and signed by child's physician
- b. Current copy of immunizations

E. OTHER DOCUMENTATION, IF RELEVANT

- a. Current IEP
- b. Current 504 Plan
- c. Free & reduced lunch application

GLOUCESTER CITY PUBLIC SCHOOLS REGISTRATION FORM

Office use only:

Date: _____ Anticipated Start Date: _____ Registrar's Initials: _____

Documents: BC _____ Immunizations _____ Physical _____ Records/Report Card _____

Residency Verification _____ ESL/ELL _____ Special Education/504 _____ Bus Route _____

STUDENT INFORMATION:

Name of Student: _____
(Last Name) (First) (Middle Initial)

Student's Physical Address: _____
(House/Apt.No) (Street Name) (Town) (State) (Zip Code)

Student's Mailing Address: _____
(If different from above) (House/Apt. No/P.O. Box) (Street Name) (Town) (State) (Zip Code)

Home Telephone #: (____) _____ Sex: _____ (M/F) Date of Birth: _____

Siblings: _____
Name/Age/Grade

HOME LANGUAGE:

Foreign Students Only – Date of Student's Entry into the United States: _____ Date of Student's Entry into United States' School System _____
 RACE: (____ White), (____ Black), (____ Hispanic), (____ Asian), (____ American Indian/Alaskan), (____ Hawaiian Native/Other Pacific Islander)

Language Spoken at Home (Specify if other than English)

English is spoken & understood by the consenting adult enrolling the student. Yes: _____ No: _____

EMERGENCY & FAMILY CONTACT:

Father/Guardian
 Name: _____
 Physical Address: _____
 City: _____ State _____ Zip _____
 Cell Phone #: (____) _____
 Work #: (____) _____
 Email: _____

Mother/Guardian
 Name: _____
 Physical Address: _____
 City: _____ State _____ Zip _____
 Cell Phone #: (____) _____
 Work #: (____) _____
 Email: _____

Name of Person enrolling Student: _____
 Cell Phone #: (____) _____

Relationship to Student: _____
 Work #: (____) _____

Emergency Contact: _____ Relation to student _____ Phone #: (____) _____

Emergency Contact: _____ Relation to student _____ Phone #: (____) _____

Has your child ever attended Gloucester City Schools before? Yes _____ No _____ If yes, please indicate which school:
 In the event by child transfers to or from the district, I authorize my previous district or the Gloucester City School District to release permitted records to the administrative officials of the school within 10 days after the transfer has been verified by the present district. I acknowledge that mandated student records will be forwarded to the administrative officials of the school in a similar manner.

X

 Signature of Consenting Adult

MEDIA RELEASE

I hereby () grant () I do not grant permission for my child to be photographed and/or appear in media coverage approved by the Haddonfield Public Schools.

X

 Signature of Parent

NOTE: As required by law, all students entering the district schools for the first time MUST HAVE A LICENSED PHYSICIAN ATTEST TO THE STUDENT'S PHYSICAL CONDITION AND COMPLETE THE IMMUNIZATION INFORMATION ON THE MEDICAL FORM. Students will not be permitted to attend school without up-to-date immunization records, physical and Mantoux Tuberculin Test, if applicable (out of state/country)

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GCMS Student Registration Form – RESIDENCY STATUS

Student's Name: _____ **School** _____ **Grade** _____

In accordance with New Jersey State Law (NJSA 18A:38-1 and 18A:7B-12), it is necessary to determine the residence of students entering the school district in addition to addressing the McKinney-Vento Act.

Your answers will help determine if the student is eligible for additional services

Please indicate which of the following situations best describes the student's residence for the current school year: This information is kept confidential

1. _____ I am in my own residence: Please Circle one: Rent or Own (A)
2. _____ Lives with Family/ Friend's home by choice (relationship) _____
(explain circumstances under "other") (B) (C)
3. _____ Hotel/ Motel/ Car/ RV/ Campground (circle one)
4. _____ Home for Adolescent School-Age Mothers
5. _____ Transitional Housing
6. _____ Resides in sub-standard housing, such as an abandoned building
7. _____ Migrant family dwelling
8. _____ Shelter: Domestic Violence Shelter / Runaway/Youth Shelter (circle one)
9. _____ Waiting for house to be built
10. _____ Previous home is uninhabitable due to fire, water, wind or smoke damage
11. _____ Student is a dependent of a Parent/Guardian who was ordered to active service duty, resulting in relocation of the student to Gloucester City. (Military/Reserves/Guard)
12. _____ Foster Placement or Therapeutic Treatment Home by DCPD, Court ordered or a similar agency (documentation/court orders must be provided at registration)
13. _____ Relinquishment of student to Gloucester City resident due to Financial Hardship

14. _____ TUITION

15. _____ Other: Please explain

Prior School Attended _____

Prior Residence _____

Current Phone _____

City _____ State _____ Zip _____

ELIGIBILITY TO ATTEND SCHOOL IS SUBJECT TO REVIEW AND RE-EVALUATION. THERE IS POTENTIAL FOR ASSESSMENT OF TUITION IN THE EVENT THAT AN INITIALLY ADMITTED APPLICANT IS LATER FOUND INELIGIBLE.

Gloucester City Public School District has the right to verify residency. By signing this document, the signer affirms all questions have been truthfully answered, and no information has been withheld that might affect the application or the residency requirement. Failure to respond truthfully can result in transfer of student to domicile school and/or other penalties as required by law. Applicants who fraudulently allow a child of another to use his residence, or who fraudulently claim to have custody of a child, may be charged with a disorderly persons offense. N.J.S.A.18A:38-1 (c). If the applicant is convicted of such an offense, the applicant may be fined up to \$1,000.00 and/or be imprisoned for up to 6 months. Any false statements, answers or declarations contained in the Affidavit or in an application for admission may subject the applicant to criminal prosecution for the crime of false swearing, in violation of N.J.S.A. 2C:43-3. If convicted for such a crime, the applicant may be punished by a fine of \$10,000.00 and/or be imprisoned for up to 18 months.

I, the undersigned, hereby acknowledge that I have read and understood the contents of this notification.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

GLOUCESTER CITY BOARD OF EDUCATION

Gloucester City, New Jersey

PHYSICAL EXAMINATION FORM

A complete physical examination is required for all students upon enrollment in school.

Name: _____ Age: _____ Date of Birth: _____

Height: _____ Weight: _____ Blood Pressure: _____

HEENT: _____ Cardiovascular: _____

Respiratory: _____ Gastrointestinal: _____

Genitourinary: _____ Musculoskeletal: _____

Neurological: _____ Integumentary: _____

Auditory Acuity: _____ Visual Acuity: _____

Dental Screening: _____ Scoliosis Screening: _____

Allergies / Sensitivities: _____

Behavioral Issues / Mental Health Diagnosis: _____

Chronic Medical Conditions: _____

Current Medications: _____

Dietary Concerns: _____

Immunizations given at this visit: _____

Past Medical / Surgical History: _____

Other: _____

Able to participate in physical education classes? _____ Yes _____ No

List any restrictions and duration: _____

Name of Health Care Provider (print): _____

Signature: _____

Date: _____

GLOUCESTER CITY MIDDLE SCHOOL

Gloucester City, New Jersey

Authorization for Release of Information Form

Telephone: 856-456-7000 ext. 4054

FAX: 856-456-1254

To: _____

Student: _____
Date of Birth: _____
Grade Enrolling In at GCMS _____
Parent/Guardian: _____
Last Day of Student Attendance: _____

To Whom It May Concern:

I hereby authorize the release of records, including medical, psychological, educational, and/or social information from the reports and records of the above child to the address listed below*. Such information is to be used for the completion of records to aid in the proper school placement and planning for the child.

I would like to have the information sent to the following:

Gloucester City Middle School
500 Market Street
Gloucester City, NJ 08030
Attn: Registration/Records

Sincerely,

Signature of Parent/Guardian

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MMS Parent Portal Starter Information

All Parent and Guardians can now sign up for the new MMS Parent Portal to view student grades and attendance records. Just complete the information below and send it to the main office at your student's school. Your account will be validated using the email address you supply. Once your account has been activated, you can create your account by clicking on the link for the MMS Parent Portal on the district and school websites and following the prompts. You will need your student's school ID number(s) to complete the process. If you have any questions, please contact the main office at your student's school.

E-Mail Information Card

Student Name: _____ **Grade:** _____

Parent/Guardian: _____

E-Mail Address #1:

Parent/Guardian: _____

E-Mail Address #2:

**All parent(s)/guardian(s) wanting to access the MMS Parent Portal must submit an e-mail address