

WOODLAND PARK PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

853 McBride Avenue, Woodland Park, New Jersey 07424

Michele R. Pillari, Ed. D.
Superintendent of Schools

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June 17, 2025

Dear Parents/Guardians,

In order to ensure all students attending the Woodland Park School District are legally domiciled in the Borough of Woodland Park, the District is scheduling a re-registration of all students entering PreK 3, PreK 4, Kindergarten, grade 3 and grade 6 for the upcoming 2025-2026 school year.

This re-registration will be done in person ONLY and is MANDATORY. No exceptions will be made. If you do not comply, your child will not be able to attend the Woodland Park School District in September.

Parent/Legal Guardian MUST provide the following:

1. **Completed Student Entry Form** (enclosed)

2. **Proof of Child's Age:**

_____ Original Birth Certificate with Raised Seal

3. **Primary Proof of Residency (choose Homeowner OR Renter):**

a. Homeowner (one required):

_____ Deed

_____ Mortgage Statement (most recent)

_____ Property Tax Bill (most recent)

b. Renter (required):

_____ Lease (must be a signed, notarized, non-expired, 1-year or longer lease)

c. Notarized Affidavit (with copy of homeowner's ID and either deed, mortgage statement or tax bill)

4. **Secondary Proof of Residency (required):**

a. _____ PSE&G Bill (must be within 30 days) *If this is paid by Landlord, then landlord's ID is required.

PLUS 2 of the items below WITH address:

b. _____ Cable/Fios Bill

c. _____ Pay Stub

d. _____ Vehicle Registration

e. _____ Car Insurance

f. _____ bank statement

5. **Parent/Guardian Photo Identification (1 required: address must match residence):**

a. _____ License (Or copy of DMV license change request)

b. _____ State Identification Card

6. Custodial Documentation/Court Orders, if applicable.

7. Medical Documents

- a. _____ Medical questionnaire
- b. _____ Immunization Records (must be within one year)
- c. _____ Current/up to date physical *A flu shot is required for all preschool children by 12/31/2025
- d. _____ TB Test Form/immunization (if applicable)

****Please complete all forms and bring them with you to registration. All documents MUST BE ORIGINAL and MUST BE IN ENGLISH. We will not accept emails. If you do not have all required forms at time of registration you will be asked to leave and return with required documents.**

Registration will be conducted at **Memorial School** in the cafeteria, 15 Memorial Drive.
Plan to register your youngest child first. You may register your other children at that time.

1. **Incoming Grades Pre-K and K:** Mon, Tues, Wed, Thurs, **August 11-14**, 9:00am-12:30pm
2. **Incoming Grades 3 and 6:** Mon, Tues, Wed, Thurs, **August 18-21**, 9:00am-12:00pm and 1:00pm -3:30pm

If you have questions, please email wpreregistrations@wpschools.org

*****IMPORTANT LEGAL INFORMATION BELOW. PLEASE READ PRIOR TO REGISTRATION*****

The Woodland Park Board of Education 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 or subset of documents without regard to other evidence presented.

It is important to note that a child is eligible to attend Woodland Park Public Schools free of charge pursuant to N.J.S.A. 18A:38-1 ONLY IF the child is kept in the home of a person domiciled in our school district or the child's parent or guardian moves to another school district as the result of being homeless. If a child is found illegally attending our public schools, tuition shall be assessed to the parent/guardian at a prorated rate to the time of the student's ineligible attendance in our school(s). This code states, "Any person who fraudulently allows a child of another person to use his residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his child to a person in another district commits a disorderly person's offense."

In addition, the Borough of Woodland Park has passed ordinance No. 15-911-C preventing the unlawful enrollment of school children in the Woodland Park Public School System. This ordinance has a **monetary penalty attached to it of \$2,000.00** charged to any individual who knowingly registers a nonresident child in Woodland Park Public Schools.

We do reserve the right to investigate a student's residency status.

Please be advised that the Woodland Park Board of Education takes this offense very seriously and will enforce it to the fullest extent of the law. Please keep this in mind as you reregister your child for the upcoming school year.

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STUDENT ENTRY FORM

Please print all information

Student ID Number: _____

(For office use only)

Student's Last Name: _____ First Name: _____ M () F ()

Home Address: _____

Home telephone number: _____ Current grade in school: _____

Date of Birth: _____ / _____ / _____ Place of Birth: _____ / _____
Month Day Year State or Province Country

Ethnicity/Race (required, select at least 1): ☐ White ☐ Black/African American ☐ Asian
☐ Native Hawaiian/other Pacific Islander ☐ Hispanic/Latino ☐ American Indian/Alaskan Native ☐ Other

Last school attended: _____ Public _____ Private _____

Address: _____

PARENT/GUARDIAN INFORMATION: child lives with _____

Father's full name: _____ Cell Phone: _____

Address (if different than above): _____
Street City State and/or Country

Mother's full name: _____ Cell Phone: _____

Address (if different than above): _____
Street City State and/or Country

If student does not reside with parent, please provide the following information:

Name of legal guardian _____ Relationship to student: _____

Address: _____ Phone: _____
Street City State and/or Country

SIBLING INFORMATION:

Name: _____ Grade: _____ School: _____

Name: _____ Grade: _____ School: _____

Name: _____ Grade: _____ School: _____

EMERGENCY CONTACT INFORMATION (Required):

Name of legal guardian _____ Relationship to student: _____

Address: _____ Phone: _____