

# WOODLAND PARK PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT  
853 McBride Avenue, Woodland Park, New Jersey 07424

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

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June 22, 2021

Dear Parents/Guardians,

The Woodland Park School District is scheduling a re-registration of all students entering 3<sup>rd</sup> and 6<sup>th</sup> grades **for the upcoming school year of 2021-2022**. This is to ensure that students attending the Woodland Park Public Schools are legally domiciled in the Borough of Woodland Park. In fulfillment of its educational and financial responsibilities to the students and taxpayers of Woodland Park, the Board of Education believes that this will serve as a tool to help reach its goal of providing the best education possible for its students.

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.

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.

**Please note that this re-registration will be done through email. All documents will be sent to [mcolon@wpschools.org](mailto:mcolon@wpschools.org). This registration 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.**

All of the parents/guardians will be required to fill out Forms A & B. Depending on the circumstances, it may be necessary that additional forms be completed. Please refer to the enclosed chart to determine the situation that best describes your individual situation. Refer to the chart to assure that the proper documentation is presented. If you need forms other than A and B, you **must** email [mcolon@wpschools.org](mailto:mcolon@wpschools.org) and indicate the forms needed.

**The Online re-registration will take place for students entering the 3<sup>rd</sup> grade during the week of July 12-16, 2021 and students entering the 6<sup>th</sup> grade during the week of July 19-23, 2021.**

Please note the following documentation **MUST** be sent at the time of re-registration:

## **1. Original Birth Certificate with Raised Seal**

## **2. Proof of Eligibility**

Pursuant to N.J.A.C. § 6A:22-3.4, a combination of any of the following or similar forms of documentation shall be accepted from parents/guardians attempting to demonstrate a student's eligibility for enrollment in Woodland Park Public Schools. The following list is not exhaustive and the totality of information and documentation offered by a parent/guardian will be considered:

- 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 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 to support the student;
- e. Medical reports; counselor or social worker assessments, employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
- f. 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) 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.

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.

I appreciate your cooperation and look forward to working with you in this process. If there are any questions do not hesitate to call 973-317-7716.

Sincerely,

Dr. Michele Pillari, Superintendent