

FAIR LAWN COMMUNITY SCHOOL (Fair Lawn Board of Education)

c/o FAIR LAWN HIGH SCHOOL (Corner of Burbank & Norma)

14-00 BERDAN AVENUE FAIR LAWN, NEW JERSEY 07410 (201) 794-5450 ext. 2369 FAX (201)703-2143

Document SRP

STUDENT REGISTRATION PROCEDURE

All students attending Fair Lawn Public Schools, or any school program(s) external to the district wherein the Board of Education is responsible for tuition payment, must be registered.

The initial steps in the pre-registration process require parents/guardians to complete several forms online. If you don't have access to a computer or printer, there are several kiosks available for your use at the Community School. We will be happy to assist you with the process.

Registrations are by appointment only - Mondays, Wednesdays, and Thursdays (9:00am – 12pm & 2:00pm – 3:30pm).

Please call the office for an appointment • (201) 794-5450 Ext. 2369, 2365, or 2368

The parent or legal guardian is the only person who may register their child. Please follow these steps to complete the registration process.

1. Go to the website below and complete all online registration forms in their entirety. Please be sure to print the pre-registration ticket upon completion.
2. Bring the following required documents to the Community School:
 - a. Pre-Registration Ticket
 - b. Birth Certificate (original or certified copy with a raised seal)
*Foreign, non-English birth certificates require a certified translation
 - c. Divorce/Custody Agreement (if applicable) &/or [Form 218-A & Form 218-B \(click for link\)](#)
 - d. Proof of Residency
 1. One of the following:
 - a. Homeowner: Property Tax, Deed or Mortgage Statement
 - b. Renter: Current Lease and [Form 214: Landlord Affidavit \(click for link\)](#)

AND

2. Choose **four** of any current documents providing proof of residency:
Examples: PSE&G bill, cable bill, phone bill, water bill, Driver's License, Vehicle Registration, bank statement, credit card bill, insurance form, cancelled check, voter registration card *Photo ID and two different utility bills preferred but not required*

Please note: Incomplete forms may delay registration.

We do not require, and will not request, documents that reveal immigration status, or other documents protected from disclosure by law. We will consider the totality of information and documentation you provide in making our determination. Please contact the office with any questions or issues concerning the required documents.

When complete documentation is not available, your child, or children, will be registered temporarily, for 30 days, pending receipt of the remaining documents.

<http://fairlawnschools.org/openreg>

www.fairlawnschools.org/FLCS