STUDENT PRE-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 and upload a number of documents via Genesis.

*Certified documents may require in-person verification at a later date.*

The parent or legal guardian is the only person who may register their child.

Please follow the steps below to complete the pre-registration process:

1. Visit the website below and complete all online registration forms in their entirety.

2. Upload the required documents in Genesis during the online pre-registration
   a. Fair Lawn Public School Online District Registration Form (ODR Form) (attached)
   b. Birth Certificate (original or certified copy with a raised seal)
      *Foreign, non-English birth certificates require a certified translation in addition to the original
   c. Divorce/Custody Agreement (if applicable) &/or Form 218-A & Form 218-B (click for link)
      *Forms 218 A & B are required if parents/guardians do not reside in same household and the custody agreement does not specifically state which parent/guardian has primary residential custody.
   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 three of any current documents providing proof of residency:
         Examples: PSE&G bill, cable/ internet bill, phone bill, water bill, driver’s license, vehicle registration, bank statement, credit card bill, insurance form, pay stub, NJMVC address change confirmation
         * at least one of the secondary proofs of residency should be a utility bill
      AND
      3. An official current Photo ID of registering parent/guardian

3. Prior to completing and submitting the “Student Registration Information” in Genesis create a user account
   a. Enter your email and create a password; print and/or save the pre-registration ticket.

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.

Once all information and documents have been entered and uploaded in Genesis please notify the Community School by emailing the pre-registration receipt to the following email address for review.

Please include the student’s last name and the grade registering for in the subject of the email.
registrations@fairlawnschools.org

After your pre-registration is reviewed a Community School staff member will contact you.

CLICK HERE TO BEGIN- https://fairlawnschools.org/openreg
Fair Lawn Public School Online District Registration Form (ODR Form)

Student’s Name (Last, First)_________________________ Birthdate ____________

School Year Registering for 20 _____/20 _____  Registering for Grade ___________

Does the student have an I.E.P. or a 504 Plan? □ Yes □ Provided □ No I.E.P. or a 504 Plan

REGISTRATION (Select one): □ Registration (new to district) □ Re-Entry (previously enrolled in F.L.)
□ Address/Name Change (currently enrolled in district) □ Special Ed. Pre-School

Neighborhood Elementary School (select one): □ John A. Forrest □ Lyncrest □ Milnes
□ Radburn □ Warren Point □ Westmoreland

The Fair Lawn Board of Education reserves the right through its employees or agents to confirm residence by visiting the place of student residence that you have indicated on the registration forms.

- I hereby acknowledge receipt of this registration as either COMPLETE or INCOMPLETE and agree to its terms and conditions with regard to completing the registration of my child.
  - INCOMPLETE REGISTRATIONS ONLY:
    - I understand that if I fail to provide the above required documents by the date indicated below my child will be immediately dis-enrolled from the Fair Lawn School District or I may exercise my right to appeal to the State Commissioner of Education within 21 days from the deadline.
    - If my child is dis-enrolled they will not be able to attend school in Fair Lawn, and it is my responsibility to ensure that they are properly enrolled in the correct district as soon as possible according to N.J. State Compulsory Education.
  - I hereby assume liability for any tuition assessed if my child is determined to have been ineligible for a tuition free education in the Fair Lawn School District during any period which he/she was allowed to attend school based on the facts submitted during the registration process.

Address: ______________________________________  Fair Lawn Move in Date: _________________

Sign Name: _________________________ Print: ______________________________ Date: _______

Parent/ Legal Guardian

Required proof of residency is consistent with the Fair Lawn Board of Education’s policies.
Please keep a copy of this form for your records.

FOR OFFICE STAFF USE ONLY

Verification Checklist: Complete Required N/A
1. Primary Residency Proof ☐ ☐ ☐ __
2. ODR and/or Form 217 ☐ ☐ ☐ __
3. Child’s Original Birth Certificate (certified translated if applicable) ☐ ☐ ☐ __
4. Current Photo ID ___________________________ ☐ ☐ ☐ __
5. Proofs of Current Residence ☐ __ ☐ __
6. Legal Custody Documents (If applicable) 218-A & 218-B ☐ ☐ ☐ __
7. Additional forms required: Circle All Required 209 ● 210 ● 211 ● 212 ● I.E.P./ 504 ● Other(s): ___________________________ ☐ ☐ ☐ __

Family Code ________________________________ Lease Expiration Date ______________________

Received by __________________________ Date ________________

Director Use Only: Assigned school: __________________________

Soft Border Status: □ Eligible □ “Soft Bordered” □ Not Eligible

□ INCOMPLETE DOCUMENTS MUST BE RECEIVED BY ____/____/20____

□ COMPLETE Director’s Signature __________________________

www.fairlawnschools.org/FLCS