ADDRESS CHANGES WITHIN THE DISTRICT or RE-ENTRY
or SPECIAL ED PRESCHOOL 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 with your CURRENT residence.

IN-TOWN ADDRESS & NAME CHANGES, RE-ENTRY, AND PRESCHOOL REGISTRATIONS
CANNOT BE DONE ONLINE THROUGH GENESIS.

The first step is to complete the required forms and provide the necessary documentation (see below).
*Certified documents may require in-person verification at a later date.

Please email the Community School (registrations@fairlawnschools.org) with the necessary forms and
documents and include the student’s last name and the grade registering for in the subject of the email.

After your documents have been reviewed a Community School staff member will contact you.

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

Please follow these steps to complete the preregistration process.

Email the following required documents to the Community School:

a. Form 217 & ODR Form (Online District Registration Form): attached
b. Birth Certificate (original or certified copy w/ a raised seal) *not required for an address/name change/
or re-entry **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 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
   3. An official current Photo ID of registering parent/ guardian

*Please note: Incomplete forms may delay registration & when complete documentation is not available
you will have 30 days to provide the remaining or updated documents. We do not require, and will not
request, documents that reveal immigration status, or other documents protected from disclosure by law.

Military Connected Student Indicator
The State of New Jersey Department of Education will now be collecting information for each student’s “Military Connection”. This information
will indicate if your child’s parent or guardian is on Active Duty, in the National Guard, or in the Reserve components of the United States military
services. Please choose one of the following options, and circle the corresponding number on the Entry Form next to the section MCSI.
1 = Not Military Connected - Student is not military-connected
2 = Active Duty - Student is a dependent of a member of the Active Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard.
3 = National Guard or Reserve - Student is a dependent of a member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine
   Corps, or Coast Guard).
4 = Unknown - It is unknown whether or not the student is military-connected.

Please visit our website for programs offered by the Community School at
www.fairlawnschools.org/flcs
Fair Lawn Public School Online District Registration Form (ODR Form)

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

School Year Registering for 20_____/20______ 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:

1. Primary Residency Proof □ Complete □ Required □ N/A
2. Genesis Pre-Registration Print Out 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 ________________________________
Form 217: Address Change/ Re-Entry/ Spec. Ed. Preschool/ Name Change

Fair Lawn Public Schools

☐ Address Change  ☐ Re-Entry  ☐ Preschool (Spec. Ed.)  ☐ Name Change

Re-Entry/ Preschool registrations: Please completely fill out the form below

Address changes: Please fill out only the changes to student’s registration

Date __________, 20 __________  Grade in School ______  School ______

Student’s Last Name ___________________________ First Name ______________________ Middle Initial ______

Home Address ________________________________________________________________

Fair Lawn, NJ 07410

Home Telephone Number (____) __________________________ Gender: (Circle One) Male  Female

Date of Birth ______/_____/______  Place of Birth __________________________ and __________________________

Month  Day  Year  City, State  Country of Birth

United States Entry Date ____________________ (If applicable)  First Entry in U.S. School Date _________

Language Most Spoken at Home ___________________________ Primary Language Spoken ______________________

Military Connected Student Indicator (see attachment for info and circle which applies):  1  2  3  4

Ethnicity: Hispanic YES or NO

Federal and State Standards dictate that Hispanic is not a race. In order to comply with this statement, please circle the correct race of your child: (Circle Correct Code or Codes)

White  •  Black  •  American Indian/Alaskan  •  Asian  •  Hawaiian native/other Pacific Islander

Last School Attended ___________________________ ☐ Public  ☐ Private  Phone # (____) __________

Address ____________________________________________

Street  City  State and/or Country  Zip Code

PARENT/GUARDIAN INFORMATION

Guardian/ Father’s Full Name ___________________________ E-Mail Address ___________________________

Address

(If different from above)  Street  City  State and/or Country  Zip Code

Home Telephone Number (____) __________________________ Work Telephone Number (____) __________

Cell Number (____) __________________________

Guardian/ Mother’s Full Name ___________________________ E-Mail Address ___________________________

Address

(If different from above)  Street  City  State and/or Country  Zip Code

Home Telephone Number (____) __________________________ Work Telephone Number (____) __________

Cell Number (____) __________________________

Child Lives With (circle one):  Mother & Father  Mother  Father  Other__________

Legal guardian, if other than parent above:

Address ____________________________________________

Street  City  State and/or Country  Zip Code

Home Telephone Number (____) __________________________ Work Telephone Number (____) __________

Cell Number (____) __________________________ E-Mail Address ___________________________

Relationship (if any to student) __________________________

Revised 7-2020