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.

The first step is to visit the Community School to complete the required forms and provide the necessary documentation (see below).

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.

Address changes, Re-Entry, & preschool registrations cannot be done online (print form below).

Bring the following required documents to the Community School:

1. Form 217: Address Change / Preschool Registration (available below or in-person)
2. Birth Certificate (original or certified copy w/ a raised seal) *not required for an address change **Foreign, non-English birth certificates require a certified translation
3. Divorce/Custody Agreement (if applicable) &/or Form 218-A & Form 218-B (click for link)
4. Proof of Residency
   a) One of the following:
      1. Homeowner: Property Tax, Deed or Mortgage Statement
      2. Renter: Current Lease and Form 214: Landlord Affidavit (click for link)

AND

b) 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 & 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 @ www.fairlawnschools.org/flcs
Fair Lawn Public Schools
Student Accounting Data Elements Entry Form

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

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 Number ( )________

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 5-17