COLTS NECK TOWNSHIP SCHOOL DISTRICT

Registration Department 732-946-0055 x4114 Susan Gill, District Registrar

WELCOME TO COLTS NECK TOWNSHIP SCHOOLS

REGISTRATION REQUIREMENTS

Before proceeding, parents/guardians must read the information contained in this document to ensure all required paperwork is in order before you register your child(ren). A completed registration packet and copies of all requirements listed below must be uploaded when you are pre-registering your child(ren) in Genesis (our Student Information System -(Step 2) in the registration process under **New Student Registration** on the district website.

1. Proof of Age – Original Birth Certificate:

A photocopy of your child(ren)'s birth certificate with official raised see of the municipality in which the child(ren) was born.

AGE REQUIREMENTS:

Kindergarten:

A child must be five (5) years of age on or before October 1 to be

eligible to enter Kindergarten in September.

First Grade:

A child must be six (6) years of age on or before October 1 to be

eligible to enter First Grade in September.

2. Custody Agreement (if applicable):

If divorced, you must provide attached supporting documentation of residential custody. Upload all documentation regarding custody issues, restraining orders or visitation schedules that the district needs to know about.

3. Three (3) Proofs of Residency:

A total of three (3) proofs of residency in Colts Neck Township are required for student registration. Photocopies of the below items must be uploaded during the pre-registration process.

Please choose one (1) item from the following list:

- Deed
- Valid lease or rental agreement
- Sworn Statement of Tenancy (if applicable)
- Certificate of Domicile (if you are residing with another family in Colts Neck (if applicable)

Please choose two (2) items from the following list:

- Closing Disclosure
- Property Tax Bill
- Current monthly mortgage statement or online statement
- Certificate of Occupancy
- Current Utility bill or online statement (ie: gas, water, cable, electric etc. any statement with your name and address on it)
- Valid N. J. driver's license
- Voter Registration

<u>EARLE RESIDENTS:</u> Must provide their Lease, Military Orders, EARLE Housing Letter, Earle Housing form. (Packet A)

EARLE LIAISON: Christopher Hendrix Email: christopher.p.hendrix2.naf@us.navy.mil

Please note:

Post office boxes are not considered legal documents for proof of residency Parents who have entered into a contract to purchase or lease a home, but have not yet moved into the township, are eligible to register their child(ren) pursuant to the district's <u>Eligibility of Resident/Non-Resident Pupils – 5111</u> and have sixty (60) days to provide proof of residency.

4. Proof of Current Physical:

A photocopy of the current physical exam dated, signed and stamped by the physician's office.

5. Immunization Records:

A photocopy of the child's vaccination record including the below immunizations. Immunizations required for students enrolling in grades Preschool – 8:

• <u>DTAP/DTP:</u> 4 doses, <u>with one dose given on or AFTER</u>

the child's fourth birthday OR any 5 doses.

• POLIO: 3 doses, with one dose given on of AFTER

the child's fourth birthday OR any 4 doses.

• Measles, Mumps, Rubella: 2 doses of measles, 1 dose of mumps and 1

dose of rubella OR 2 MMR doses.

• Hepatitis B: 3 doses.

• <u>Varicella:</u> <u>1 dose</u> on or after the first birthday.

• Meningococcal: Entering Grade 6*: 1 dose

• TDAP: Entering Grade 6*: 1 dose

Additional Immunizations required for students enrolling into the Preschool Program:

Pneumococcal: 1 dose, 1 of which is given after the child's

first birthday.

• Hib: 1 dose, 1 of which is given after the child's

first birthday.

• Influenza: 1 dose given between September and

December every year the child attends the

Preschool Program.

6. Other Medical Requirements:

Mantoux TB test: A Mantoux TB test is required if moving into the district from another

country. The test can be no more than six (6) months old. The necessity of

the test will be determined when registering.

• Additional Health Forms: Additional Health forms may be required for specific medical conditions

(ie: food allergies, asthma, etc.) Health forms are available on the nurses' websites. (SEE STEP 3 in the Registration Process under New Student

Registration on the district website).

7. Special Services Information: If your child has an <u>Individualized Education Plan (IEP)</u>, and/or receives any additional special services and/or accommodations such as <u>ESL Services or a 504 Plan</u>, a copy for our records <u>MUST</u> be uploaded during your pre-registration process.

^{*}Tdap and Meningococcal vaccines are required for all 6th graders who are 11 years of age or older.





Colts Neck Township Board of Education

REGISTRATION CERTIFICATION (Complete ONLY if you own a home)

As the parent or guardian of this student, I hereby request enrollment of the named child in the Colts Neck Township School District, Monmouth County, New Jersey. I certify that my child is eligible for a free public education in the Colts Neck Township School District by virtue of legal residency within the district. I also understand that my child's right to attend school in this district will be investigated, and that falsified residency information may result in the child's removal and the assessment of tuition charges.

I further give my permission to disclose information from my child's education records to local, state, and federal agency representatives for the sole purpose of Medicaid reimbursement of related services described in my child's Individual Education Plan (IEP), if applicable.

I further understand that the School Health Examination form is required for enrollment, and that until this form is submitted and approved by our nursing staff, my child will not be allowed to participate in district athletic programs.

Signature of Parent/Guardian	Date
Student Name	





Colts Neck Township Board of Education

HOME LANGUAGE SURVEY

It is required by New Jersey Administrative Code (N.J.A.C. 6A:15-1.3) that each school district will collect a Home Language Survey form to identify students who may need to be assessed for English Language Proficiency. To meet this state requirement, your cooperation in completing this form is greatly appreciated.

Student's Name		G	rade	
		"	rado	
Student's Place of Birth		L		
	[City] [State]		[Country]	
Year of Entry into the U.S.	[Month]	[Year]	(Country)	
(If born in U.S. and re-entering,	,	[]		
Date of Re-entry)				
First Date of Entry in a U.S.	[Month]	[Year]		
School				
Relationship of Person Completing		1.0		
[] Parent 1 [] Parent 2	[] Guardian [] Other Specionse for each of the following questi			
nections. Check the correct respons	mise for each of the following questi	UIIS.	Fralick	041
. What was the first language used	by the child?		English	Other
	,			-
If "Other" - proceed to que	stion 2a		YES	NO
At home, does the child hear or u	e a language other than English more	e than half	1123	NO
	a a landado otilor tilan zilbilori illor	o citati itan		
f the time?				
	tion 7 If "No" – proceed to gu	estion 4		
If "Yes" - proceed to ques		estion 4		
If "Yes" - proceed to ques	age other than English?			
If "Yes" – proceed to ques Does the child understand a langue If "Yes" – proceed to ques	age other than English?	olete		
If "Yes" – proceed to ques Does the child understand a langue If "Yes" – proceed to ques	nge other than English? tion 4 If "No" – Survey Compute or guardians, does the child use a	olete		
If "Yes" – proceed to ques Does the child understand a langue If "Yes" – proceed to ques When interacting with his/her pare	nge other than English? tion 4 If "No" – Survey Compute or guardians, does the child use a	olete language		
If "Yes" – proceed to ques Does the child understand a langua If "Yes" – proceed to ques When interacting with his/her pare other than English more than half If "Yes" – proceed to 7	ige other than English? tion 4 If "No" – Survey Computs or guardians, does the child use a of the time?	olete language estion 5		
If "Yes" – proceed to ques Does the child understand a langua If "Yes" – proceed to ques When interacting with his/her pare other than English more than half If "Yes" – proceed to 7	age other than English? tion 4 If "No" – Survey Composits or guardians, does the child use a softhe time? If "No" – proceed to quother than their parents or guardians, or	olete language estion 5		
If "Yes" – proceed to quest other than English more than half If "Yes" – proceed to 7 When interacting with his/her pare other than English more than half If "Yes" – proceed to 7 When interacting with caregivers to use a language other than English Has the child recently moved from	ige other than English? If "No" – Survey Composite or guardians, does the child use a soft the time? If "No" – proceed to que other than their parents or guardians, of more than half of the time?	plete language estion 5 does the child		
If "Yes" – proceed to quest. Does the child understand a languate of "Yes" – proceed to quest. When interacting with his/her pare other than English more than half of "Yes" – proceed to 7. When interacting with caregivers a language other than English.	ige other than English? If "No" – Survey Composite or guardians, does the child use a soft the time? If "No" – proceed to que other than their parents or guardians, of more than half of the time?	plete language estion 5 does the child		



Superintendent of Schools MaryJane Garibay, Ed.D.



70 Conover Road, Colts Neck, NJ 07722 Phone: 732-946-0055

Fax Board Office: 732-837-0785 www.coltsneckschools.org

Business Administrator/Board Secretary Vincent S. Marasco

Military Family Data Form

THANK YOU FOR YOUR SERVICE

Studen	Student First Name:		itudent DOB:		
Addres				ase / Post: Yes	□ No.
Parent		Memb	per of Uniformed Ser		
1.	Active Duty (including A		al Status Military:	□Yes □ No	
2.	Reserve:				
Parent	Name #2:	Men	nber of Uniformed So	ervices of the US:	□ Yes □ No
1.	Active Duty (including A Print Service		al Status Military: 🗆	Yes □ No	
2.	Reserve: □Yes □ No Grade/Rank Duties:				
Remar	ks / Additional Informati	on:			
Sibling	s Enrolled in Our District				
Name_		DOB:	_ District:		
Name_		DOB:	_ District:		
Sibling	s NOT Enrolled in Our Di	strict			
Name_		DOB:	District:		
Name_		DOB:	_ District:		

Please answer the following questions:

1.	Do you or anyone in your household <u>WORK</u> on a military base or post?	☐ Yes	□ No	
	If yes, please list name and address of the base or post (include standald Centers, Recruiting Stations):	ne facili	ties (i.e. Reserv	e
2.	Please list the name and address of the employer for which you are wor base, on other Federal Property, or other non-Federal Property:	king for d	on NWS Earle, o	ther
Duties:				
3.	Do you or anyone in your household RESIDE on a military base or post?	☐ Ye	s 🗌 No	





Colts Neck Township Board of Education

PARENT AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS

(For General Education Students Only)

In accordance with New Jersey Administrative Code, Title 6:3- 2.5 the release of school records is authorized by the undersigned, regarding the child(ren) named below, to the Colts Neck School District:

Name	Sex	Grade	Birthdate	
				_
				-
Name and complete address of	f prior school, including o	ontact person	, and phone number and email.	
SCHOOL ADDRESS:				
				_
				_
SCHOOL PHONE NUMBER:			· · · · · · · · · · · · · · · · · · ·	
SCHOOL EMAIL.				
SCHOOL EMAIL:				
				_
Signature Parent/Gua	<mark>irdian</mark>	**********	<mark>Date</mark>	********
	REQUEST FOR TRANSCR	IDT OF STUDE	NT RECORDS	
		III I OI STODE	IVI RECORDS	
Date:				
The child/ren) named above ha	wa haan ragistarad in a (Colts nack Tow	nship School for the	
school year. To facilitate prope	_			
Principal (Pk-2)	Principal (3-5)		Principal (6-8)	
Conover Road Primary School		ary School	Cedar Drive Middle School	
56 Conover Road	80 Conover Road		73 Cedar Drive	
Colts Neck, NJ 07722	Colts Neck, NJ 07722		Colts Neck, NJ 07722	
732-946-0055 x 4700	732-946-0055 x 4300		732-946-0055 x 4500	





Colts Neck Township Board of Education

PARENT AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS (For Special Education Students Only)

From Public/Private/Nonpublic or Out of State School/District or County Educational Services Commission

Send all records to:

Colts Neck Township School District Attn: Special Services Department 70 Conover Road Colts Neck, NJ 07722 732-946-0055 x4124

MAILING ADDRESS (IF DIFFERE	NT FROM CURRENT	ADDRESS):
Street:		
Apt. Number:		
City/State/Zip:		
PREVIOUS ADDRESS:		
Street:		
Apt. Number:		
City/State/Zip:		
How long did you live at this address:_	Years	_Months
PARENT/GUARDIAN INFORMAT	ION:	
Name of Person Enrolling Student:		
Relationship to Student if other than Pa	arent:	
This child lives with (check one):	L Dom't dienis	□ Parent 1 and Stepparent
	□ Parent 2 only	**
	□ DCP&P Placement	
Parent's Marital Status: Married	Separated	Divorced Widowed
!IF DIVORCED, PLEASE PRO\	Single	E FOR PARENT OF PRIMARY
The information below must be filled information	ed out for <u>BOTH</u> parents ation must also be cor	. If a student has a guardian, parent npleted.
Parent 1's Name:		
(Last)		(First)
Parent 1's Address:		
<u> </u>		
Parent 1's Day Phone (during school h	iours):	
Parent 1's Home Phone:	Parent 1's	Cell Phone:
Parent 1's Email Address:		
Parent 1's Employer:	Wor	k Phone:

Parent 2's Name:				
Parent 2's Address:	(Last)		(First)	
	ring school's hours):	•		
Parent 2's Home Phone:		Parent 2's Cell Phone:		
Parent 2's Email Address	3:			
		Work Phone:		
Stepparent's Name (if ap	plicable):(Last)		(First)	
Stepparent's Cell Phone:		Work Phone:		
Stepparent's Employer:				
parent has custo		or the entire year? If so	VING. , with which parent and at	
Address:				
similar basis, with	s (sleeps) with both parents n which parent did the stud eding the date of this ap	dent reside on the last s		
the district is not legal outside the district, ev	lly obligated and will no ven on a part-time bas	t provide transportation is. The district will only	es) for school purposes, to any student residing y provide transportation ress in Colts Neck/NWS	

PLEASE BE SURE TO CHECK OFF AN ASWER : "YES", "NO" or "N/A" - DO NOT LEAVE BLANK"

OLUCEUL INGLIE.	es not reside with a parent, if not check)
Student Name:	
Guardian's Relationship to Student:	
Guardian's Address:	
Guardian's Day Phone: (during school hours)	
Guardian's Home Phone:	
Guardian's Cell Phone:	
Guardian's Email address:	
Guardian's Employer:	
Guardian's Work Phone:	
Please complete the following if the child Guardian by a State agency and/or the Co State agency and/or Court document in	urts. If you choose "Yes", a copy of the
Agency Name:	
If "Yes," on what date?	
Please list the following: BROTHERS AND SISTERS ENROLLED IN OUR DISTI	RICT:
Nama Dirth Data	
	School
NameBirth Date	School
NameBirth DateBROTHERS AND SISTERS NOT ENROLLED IN OUR	School DISTRICT:
NameBirth DateBROTHERS AND SISTERS NOT ENROLLED IN OUR NameBirth Date	School DISTRICT: District
NameBirth DateBROTHERS AND SISTERS NOT ENROLLED IN OUR	School DISTRICT: District
NameBirth DateBROTHERS AND SISTERS NOT ENROLLED IN OUR NameBirth Date	School DISTRICT:District District OUSEHOLD (both relatives and non-
NameBirth DateBROTHERS AND SISTERS NOT ENROLLED IN OUR NameBirth DateBirth DATE	School DISTRICT:District District OUSEHOLD (both relatives and non-
NameBirth DateBROTHERS AND SISTERS NOT_ENROLLED IN OUR NameBirth DateNameBirth DateBirth Date	School DISTRICT:District District OUSEHOLD (both relatives and non-
NameBirth Date_ BROTHERS AND SISTERS NOT ENROLLED IN OUR NameBirth Date_ NameBirth Date_ OTHERS NOT ALREADY LISTED ABOVE LIVING IN Herelatives) 1. Is there any individual NOT permitted to have condocumentation required.) YesNON/A	School DISTRICT:District District OUSEHOLD (both relatives and non-
NameBirth DateBROTHERS AND SISTERS NOT_ENROLLED IN OUR NameBirth Date	School
NameBirth DateBROTHERS AND SISTERS NOT_ENROLLED IN OUR NameBirth DateNameBirth DateOTHERS NOT ALREADY LISTED ABOVE LIVING IN Hirelatives)	School
NameBirth DateBROTHERS AND SISTERS NOT_ENROLLED IN OUR NameBirth Date	School

(Attach a separate sheet if needed for additional schools/districts.)

Was your child enrolled in Pre-School before entering Kindergarten?	□ Yes □ No
Was the program (if any)?Half Day Full Day	
Name of Pre-School	
Was your child retained or did he/she repeat a grade?	□ Yes □ No
If Yes, What grade? Has your child been evaluated by a Child Study Team? If Yes, Date:	□ Yes □ No
Does your child have any learning difficulties?	□ Yes □ No
Was your child enrolled in a special education class or resource room? If Yes, Date:Explain:	

DUCATIONAL PROGRAM INFORMATION (Ple	ease check (√) GRADE	any/all that apply.) DATE	DATE
ROGRAM	<u>LEVEL</u>	STARTED	ENDED
Basic Skills Improvement Program or Small Group Instruction			
English As a Second Language/Bilingual			
Gifted and Talented			
Special Education Services: (Check the ones that apply)			
Early Intervention		-	
In-Class Resource			Name of the last o
Resource Center Replacement			
Self-Contained Class			
504 Plan	4		
Speech Therapy			
Other			
Attached is a copy of my child's IEP (must be attached)			





Colts Neck Township Board of Education

SWORN STATEMENT OF TENANCY

(Complete ONLY if you are Leasing or Renting)
(To be Completed by your Landlord)

Name of Student:	
(Last)	(First)
School	
l,	, of full age, make this sworn statemen
l, (<mark>Circle one: Landlord or Apartment Manage</mark>	er)
I certify that(Name of Parent/Guardian)	
(Name of Parent/Guardian)	
And their child/children (please list each child	separately):
(child's last name)	(child's first name)
(child's last name)	(child's first name)
	(orma o mot name)
Reside at(Building Number/S	Street dress)
,	
Apt. Number	City
Date Lease Begin:	Date Lease Ends:
Signature of Landlord	Date
Apartment Official Seal Notary Public Seal	Notary Signature:
	Date:





Colts Neck Township Board of Education

CERTIFICATE OF DOMICILE -NON-GUARDIAN

(Complete Only if you are living with another family in the district)

STATE OF NEW JERSEY:	
COUNTY OF MONMOUTH:	SS
To the Colts Neck Township Board of Educ	ation
	full age, being duly sworn by oath depose and say: (Name of Colts
Neck Resident)	
1. I do hereby swear or affirm that(I	and Name of Parent/Guardian of Child Name of Child
are now domiciled within the Township of	Colts Neck at the following address:
are now dominined within the rownship or	coits Neck at the following address.
It is anticipated that said child will be resid	ling at this address until <mark>(mm/dd/yyyy)</mark> .
2. I am submitting this affidavit in order th	nat the Colts Neck Township Board of Education may permit
to attend (Name of Child)	school free of charge and as required by N.J.S.A 18A:38-I.
	lomiciled within the district as required by law, I will pay tuition hild attends school in the Colts Neck Township school system.
false statements, answers or declaration for the crime of false swearing in violation	nade by me are true. I have read and understand this affidavit. Any as contained in this affidavit may subject us too criminal prosecution on of N.J.S.A. 2C:28-2, and upon conviction thereof, I may be imprisoned for up to 18 months, or both.
Sworn and subscribed before me th	Signature of Resident
day of 20	Address:
	Phone:



Conover Road Primary School Kindergarten Registration Student Inventory

Child's Name:					
(Last)	(First)	(Middle	e)		
Preferred Name to be used in school:			27		
Male 🗆 Female 🔾					
Siblings (Names and Ages):					
Mother/Father's Name	Occupation				
Mother/Father's Name	Occupation				
Has student attended Calta Neels Sake	ala muanianah 2	- V		N.1	
Has student attended Colts Neck Scho		□ Yes			
Has student been enrolled in Special Education Classes/Program? Has student been enrolled in Gifted and Talented/Enrichment Programs?					
Has student been enrolled in Gifted ar Has student been enrolled in Basic Skil					
		□ Yes			
Is there any physical condition that res If yes, please explain:		□ Yes		NO	
Form being completed by:					
Mother Father Stepp	parent Grandparent	Other			
Who does the child live with?					
Is there anything about your child's me	edical history or other information th	at would be	a hal	nful	for the school to know?
is there anything about your child's the	calculation y of other information to	iat would be	e ne	piui	TOT THE SCHOOL TO KNOW!
Does your child have any food or envir	onmental allergies? (Please describe	2)			

	attended. Please give a brief so Type of Program (full day, 2 hrs. per day,	Number of days per weel	
Name of School	etc.)		Experience
o you anticipate any adjustn	nent/behavior or other proble	ms in Kindergarten? If so, wh	nat?
/hat hand does your child wr	ite, cut, eat with?Right 🛭 L	eft 🔾 No Preference 🔾	
your child able to read book	s to you by:		
a. Pretending to rea		Yes 🖵	
b. Looking at picture		Yes 🗆	No 🗆
c. Reading actual wod. Reading whole bo		Yes 🗆	No 🗆
	oks independently?	Yes 🗖	No □
oes your child know how to		Yes 🖵	No □
oes your child write any wor idependently?	ds by attempting to sound the		
dependentlyr		Yes 🗆	No 🚨
escribe special activities you	r child is involved in (i.e., gymr	nastics, art class, piano, etc.):	
/hat does your child like to d	o during free time at home?		
escribe your child as you see	his or her personality, attitude	es, etc.:	,
/hat are your child's respons	bilities at home?		
	ning, what does he or she do?		
st some of your child's stren	gths:		
there additional information	about your child that you wis	sh to share?	
	,		