

To ensure that only Paramus residents attend Paramus Public Schools, the Paramus Board of Education has instituted a residency procedure that requires residency confirmation for students entering 5th and 9th grade in September 2019.

Residency Forms may be found on our website:

www.paramus.k12.nj.us under the *About us, Registration, Re-residency Process and Procedure*. Please bring appropriate forms and proof of residency to your appointment. A Form 100 is required for each student.

All appointments will take place at the Board of Education Offices, 145 Spring Valley Road - Please enter through door # 25.

For your convenience we have scheduled two evening sessions of open re-residency (no appointment's necessary)

Wednesday, May 22nd, - 4:00-7:00 PM

Wednesday, June 5th - 4:00 - 7:00 PM

Or

SCHEDULE A DAYTIME APPOINTMENT BY CALLING

(NO WALK-INS)

201 261-7800 - EXTENSION 3154 OR 3053

Monday-Friday 8:30 - 4:00 pm

Please note that if the residency verification is not completed by June 26, 2019 your Genesis Parent Portal will be disabled until you have complied.

Thank you

PARAMUS PUBLIC SCHOOLS
Paramus, New Jersey

Form 100 – Standard Residency Form

All Parents/Guardians Must Complete (Please Print All Information and Sign on Page 2)

STUDENT DATA

Last Name: _____ First Name: _____ Middle Name: _____
 Gender (circle one): Male Female Birth Date (mm/dd/yyyy): _____
 Place of Birth (City, State): _____ Country of Birth (if not US): _____
 Language Most Often Spoken at Home: _____ Language First Acquired: _____
 Student's Address: _____, Paramus, NJ 07652
 Student's Email Address: _____ Home Phone #: _____

ETHNICITY (Optional but Recommended)

Please Check One:
 White Black (Non-Hispanic) Hispanic or Latino American Indian or Alaskan Native
 Asian Pacific Islander Two or More Races

FAMILY DATA

Please Check One:
 Father Guardian
 Last Name: _____ First Name: _____ Marital Status: _____
 Occupation: _____ Name of Employer: _____
 Business Address: _____ Business Phone #: _____
 Cell Phone #: _____ Email Address: _____
 Home Address (if different than student): _____
 Home Phone # (if different than student): _____

Please Check One:
 Mother Guardian
 Last Name: _____ First Name: _____ Marital Status: _____
 Occupation: _____ Name of Employer: _____
 Business Address: _____ Business Phone #: _____
 Cell Phone #: _____ Email Address: _____
 Home Address (if different than student): _____
 Home Phone # (if different than student): _____

SIBLINGS:

First Name	Last Name (if different)	Date of Birth	School/Grade

EDUCATIONAL INFORMATION

Please Check One:

Student attended school(s) in another district: Yes No **If YES, please complete the following:**

Name of School Last Attended: _____ Date of Withdrawal: _____

Address/City/State/Zip: _____

Grade Level: _____ Contact Person: _____ Phone #: _____

CUSTODY

CUSTODY OF STUDENT IS WITH (Please Check One):

Both Parents/Guardians – Joint Mother/Guardian Only Father/Guardian Only

RESIDENCY

STUDENT RESIDES WITH (Please Check One ONLY):

Both Parents/Guardians – Full Time Both Parents/Guardians – Shared Time
 Mother/Guardian – Only Father/Guardian – Only

SPECIAL CIRCUMSTANCES

Please describe any circumstances that exist regarding custody or residency:

DOCUMENTATION

Documentation verifying any information listed above must be provided prior to student attendance.

Documentation Provided: _____

Verified By: _____ Signature: _____ Date: _____

PARENT/GUARDIAN SIGNATURE

I acknowledge that the above information is accurate and all provided documentation is valid and current.

Please Sign and Date:

Parent/Guardian Signature: _____ Date: _____

Should it be determined that my residence is not in Paramus, I agree to pay the tuition for the time my child(ren) have been educated in the Paramus Public Schools.

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY

ID#: _____ Start Date: _____ Grade Level: _____

Counselor (High School or Middle School Only): _____

RESIDENCY/DOMICILE – SECTION A

Complete this section if student is living with a parent/guardian whose permanent home address is given on the registration form and is located in the district. If you are the student's guardian or will be the guardian of a student from out of state following the expiration of the required 6-month waiting period, you will be asked to provide official papers proving guardianship. You will not be asked to produce affidavit student proofs of the type requested in Form 101.

Student's Name: _____ School: _____ Grade: _____

Address/City/State/Zip: _____

Home Phone #: _____ Email Address: _____

How long have you lived in this home? _____ Years or _____ Months

- 1. Do you own this home? Yes No **If YES, please proceed to Question #4.**
- 2. Do you pay rent? Yes No **If NO, a Resident/Tenant Affidavit must be completed.**
- 3. Do you have a written lease? Yes No
- 4. Do you have any intention of moving from this home? Yes No **If YES, please state when and to where:**

- 5. Do you have residences elsewhere? Yes No **If YES, please state where they are and when you live there:**

Please list four forms of proof you will provide to demonstrate that the address given on registration form is your permanent home:

- | | |
|---|---|
| <u>One (1) of the following:</u> | <u>Three (3) of the following, showing family name & Paramus address (One must be through US Mail):</u> |
| <input type="checkbox"/> Photo ID – Used for Identification Purposes Only | <input type="checkbox"/> Recent PSE&G Bill or Other Utility Bill (e.g., Suez Water) |
| <u>One (1) of the following:</u> | <input type="checkbox"/> Television Bill (Cablevision, Verizon, Satellite) |
| <input type="checkbox"/> Deed of Home/Tax Bill | <input type="checkbox"/> Telephone Bill |
| <input type="checkbox"/> Mortgage Statement | <input type="checkbox"/> Current Bank Statement |
| <input type="checkbox"/> Lease (If a lease is used, a Landlord Affidavit and cancelled check showing payment for rent for a current period AND a lease termination date clearly indicated on the agreement are required.) | <input type="checkbox"/> NJ Vehicle Registration/Insurance Card |
| | <input type="checkbox"/> Other Proof as per N.J.S.A. 18A; N.J.A.C.6A |

RESIDENCY/DOMICILE – SECTION B

Complete this section if the student's parents are domiciled in different districts, regardless of which parent has legal custody:

- Is there a court order or written agreement between the parents designating the district for school attendance? Yes No
- If YES, where does it require the student to attend school?** _____
(You will be asked to provide a copy of this document.)
- Does the student reside with one parent for the entire year? Yes No
- If YES, which parent and at what address?** _____
- If NO, for what portion of time does the student reside with each parent and at what address?** _____

Please Note: No district is required, as a result of being the district of domicile for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside of the school district for part of the year.

BORN OUTSIDE THE UNITED STATES OR PUERTO RICO – SECTION C

Complete this section if your child was born outside the United States or Puerto Rico:

Is this the first school attended in the United States or Puerto Rico? Yes No

If NO, list the information below for your child's school(s) attended in the United States or Puerto Rico?

	Name of School	State	Date Entered	Date Withdrawn
1.				
2.				
3.				
4.				
5.				

Additional Explanation: _____

RESIDENCY/DOMICILE – SECTION D

Complete this section if the student is claiming to be an emancipated student:

Student, are you living independently in your own permanent home in the district? Yes No

If YES, please describe the proof that you will provide, in addition to those proofs demonstrating domicile, to demonstrate that you are not in the care and custody of a parent or legal guardian:

Please Note: Under New Jersey law, where a dwelling is located within two or more local school districts or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his/her property tax, or to which the majority of property tax for the dwelling in question is paid by the owner of a multi-unit dwelling.

Forms I need to bring with me:

COMPLETED RESIDENCY FORM 100 (REQUIRED)

Please list four forms of proof you will provide to demonstrate that the address given on registration form is your permanent home:

One (1) of the following:

- Photo ID – Used for Identification Purposes Only

One (1) of the following:

- Deed of Home/Tax Bill
 Mortgage Statement
 Lease (*If a lease is used, a Landlord Affidavit and cancelled check showing payment for rent for a 8 current period AND a lease termination date clearly indicated on the agreement are required.*)

Three (3) of the following, showing family name & Paramus address (One must be through US Mail):

- Recent PSE&G Bill or Other Utility Bill (e.g., Suez Water)
 Television Bill (Cablevision, Verizon, Satellite)
 Telephone Bill
 Current Bank Statement
 NJ Vehicle Registration/Insurance Card
 Other Proof as per N.J.S.A. 18A; N.J.A.C.6A

***The required documentation can be found on the district website:
www.paramus.k12.nj.us***

RESIDENCY FORMS

(Please review the listing below for the forms pertinent to your situation. Note that all families must complete Standard Residency Form 100.)

Standard Residency Form 100

All parents/guardians must complete & to be used if you are the homeowner.

Owner/Landlord Affidavit

To be used by the resident who is renting or leasing a home.

Resident/Tenant Affidavit

To be used when the resident with whom the applicant is living is not the owner or landlord of the property.

Temporary Resident

To be used if the student is living with a parent or guardian temporarily residing within the district.

Special Circumstances

DYFS or Court Order Placement Form

Affidavit Students

To be used if the student is not living in the home of a resident with his/her parent/guardian (Forms 200-1 and 200-2 must be completed).

Affidavit of Parent/Guardian

Affidavit of Resident

Paramus Board of Education Residency Policy