



## **WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT**

321 Village Road East  
West Windsor, NJ 08550-0505  
Phone: (609) 716-5000, Ext. 5040  
E-mail: david.aderhold@ww-p.org

David Aderhold, EdD  
Superintendent of Schools

Dear Parent/Guardian,

Let me take this opportunity to welcome you to the West Windsor-Plainsboro Regional School District. We are extremely proud of the accomplishments of students, teachers, and staff. When you have a moment, please visit the district website for information: [www.ww-p.org](http://www.ww-p.org)

We are pleased to offer online pre-registration through Registration Gateway to streamline the registration process. You must complete the entire registration process for your student to enroll. Individuals coming to register children should upload and bring original documents for their registration appointment.

Please bring parental proof of identity (photo ID) to your appointment.

**1. Proof of age (student) –**

- Original birth record (with official raised seal)
- Valid passport

**2. Immunization status –** Current records can be obtained from previous school or pediatrician. These must be current with dates and translated into English

- Physical Examination ( within 365 days from the child's first day of school)
- Immunization record(s)
- Most recent medical physical form / health record (US records only)

**3. Proof of residency -** Individuals coming to register children should upload four proofs of residency within the district before arriving for the registration appointment. Verification of a child's residency requires the presentation of one of the following documents with a district address:

- Homeowner - property tax bill.
- Tenant - Current lease with expiration date; if residing as a tenant without a lease, a signed, notarized sworn statement of tenancy (affidavit) completed by the landlord.
  - University Housing Letter
  - Seminary Housing Letter

- Child is domiciled with a district resident other than the parent – signed, notarized sworn Statement of Residency (Affidavit) completed by the district resident and parent / guardian. In this scenario, guardianship verification of the district resident is also required.
- Child and parent living with district resident - signed, notarized sworn Statement of Residency (Affidavit) completed by the district resident and parent / guardian.
- Child placed by court - court order placing child in home of district resident.
- Child placed by Child Welfare Agency - document of child welfare agency ordering that child be placed in home of a district resident.

In addition, any three of the following documents containing a district address\*:

- Driver's license
- Car registration
- Any insurance documents
- Current utility bill
- Mortgage statement
- Official mail (bank statement, government correspondence: Internal Revenue, Division of Taxation, Social Security Administration)
- Income tax return

### **Other Documents**

School staff may ask for any of the following when appropriate.

- Picture identification
- Health or physical examination records
- Academic records (transcript if grades 9-12; latest report card if grades 1-8)
- Individualized Education Program (IEP)/Evaluation Report (ER)
- Special education records
- Completed physical examination
- Custody papers
  - A copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child.

\*McKinney Vento Homeless Assistance Act of 2001. If you lack a fixed, regular and adequate nighttime residence, please notify the Registrar.

Once you have completed the online pre-registration process in Registration Gateway, you will be prompted to select an appointment date and time. Registration takes place at Central Office, 321 Village Road East, West Windsor, NJ 08550. Your child does not need to come with you for

registration. If you have any questions, please contact the district registrar by calling (609) 716-5000, extension 5505.

It is my hope that you will have a wonderful experience in our district and that our mission statement will become a reality for your child: "Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning."

Sincerely,

David Aderhold, Ed.D.

Superintendent of Schools

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