

## Welcome to Paramus Public Schools!

Below you will find information regarding the residency verification and registration process.

The Board of Education recently adopted the recommendations contained in the Report of the Community Residency Committee. The effective date of these recommendations is July 1, 2009. Included in the recommendations are the following:



### **A. Centralized Residency Certification**

Residency will be established at the district level prior to student registration at the local school building level. Upon the successful completion of the residency requirements, a *Certificate of Residency* form will be provided to the parent/guardian who, in turn, will present this to the local school, permitting the school to register the student(s). If the parent/guardian is able to provide only partial proof of residency, he/she will be provided with a *Notice of Defect in Application* and will have thirty (30) days to provide the information required to repair the defect. If a parent/guardian attempts to enroll a child without the district cover letter and appropriate form, the parent/guardian will be redirected to the Business Office.

### **B. Re-certification of Residency**

As students transition from elementary to middle school, and again from 8<sup>th</sup> grade to high school, parents/guardians will be required to re-certify their Paramus residency to the district. For this coming year, we are planning to schedule one re-certification for the fall and the other during the winter. Additional information regarding this process will follow at a later date.

Therefore, with the adoption of the new residency requirements, school registration is now a two-step process:

- 1. Residency Verification**
- 2. Registration**

Residency verification and registration will be centralized at the main district office during the summer months. During the school year, residency verification will take place at the district office and registration will take place at each local school.

**In order to make your registration as smooth and efficient as possible, please download the residency forms from our website ([www.paramusschools.org](http://www.paramusschools.org)) under the tab "Residency and Registration Forms" and select the forms that are applicable to your circumstance/situation. Please Note: The "Standard Residency Form" (Form 100) is required to be completed by parent or guardian.**

**Once the forms are completed, and you have your proof of residency documents (see below), please contact the Board of Education Office at 201-261-7800, x3318, to schedule an appointment.**

## Step 1: Residency Documents

### What Residency documents are needed?

- A. New Jersey Photo Drivers License, or Bergen County or New Jersey State Photo ID.
- B. One of the following:
  - ✓ Mortgage Statement
  - ✓ Deed of Home
  - ✓ Closing Statement
  - ✓ Lease (If a lease is used, a Landlord Affidavit [see [Residency and Registration Forms](#) on our website] and cancelled check for rent are required).
- C. Two of the following (showing family name and Paramus address):
  - ✓ Recent PSEG bill or other Utility Bill (e.g., United Water)
  - ✓ Television Bill (Cable, Verizon, Satellite)
  - ✓ Telephone Bill
  - ✓ Current Bank Statement
  - ✓ NJ Vehicle Registration
  - ✓ Voter Registration
  - ✓ Other acceptable proof of residency per (NJSA18A; N.J.A.C 6A)



Upon the successful completion and review of the residency documents, a **"Certificate of Residency"**, will be issued to the parent or guardian who, in turn, will present it to the local school. This certificate will allow the school to enroll the student and finalize the registration process.

## Step 2: Final Registration Process (Completed at School Level)

Prior to scheduling an appointment with the school (see below), please download and complete a [Registration Packet](#) from our website ([www.paramusschools.org](http://www.paramusschools.org)) under [Residency and Registration Forms](#).



**In addition to the registration forms, please bring a Birth Certificate or an F1 (Student) Visa, if applicable.**

### School Contact Information:

If you are unsure what school your child(ren) may be attending, please contact the Transportation Department (Phone: 201-261-7800, x3114; Email: <mailto:llang@paramus.k12.nj.us>).

Elementary Schools (K-4)	Address	Phone Number
Memorial	E. 203 Midland Avenue	201-261-7800, ext. 8302
Midland	W. 241 Midland Avenue	201-261-7800, ext. 8402
Parkway	145 E. Ridgewood Avenue	201-261-7800, ext. 8502
Ridge Ranch	345 Lockwood Drive	201-261-7800, ext. 8616
Stony Lane	W. 110 Ridgewood Avenue	201-261-7800, ext. 8716
Middle Schools (5-8)	Address	Phone Number
East Brook	190 Spring Valley Road	201-261-7800, ext. 8132
West Brook	550 Roosevelt Boulevard	201-261-7800, ext. 8232
High School (9-12)	Address	Phone Number
Paramus High School	E. 99 Century Road	201-261-7800, ext. 3110