

**MENDHAM BOROUGH SCHOOL DISTRICT
MENDHAM, NEW JERSEY**

RESIDENCY PACKET

Dear Parents and Guardians:

Welcome to Mendham Borough Schools. Please read the preliminary information on pages one and two before proceeding.

The following forms need to be filled out entirely upon registration. Only one of the sections denoted as A, B, C, and D is needed.

Thank you for your cooperation. We're glad to have you here.

Your Mendham Borough Administrators

PRELIMINARY INFORMATION PLEASE READ BEFORE PROCEEDING

The questions asked on the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. *Please be aware that N.J.A.C. 6A:22 require that a free public education be provided to students between the ages of 5 and 20, and to certain students 5 and over 20 as specified in other applicable law, who are:*

- Domiciled in the district, i.e. living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military in the U.S. armed forces in time of war or national emergency
- Living with a parent or guardian who is temporarily residing in the district
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2

Note that the following do not affect a student's eligibility to enroll in school:

- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1
- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district

The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.

- Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency
- Voter registrations, permits, financial account information, utility bills and other evidence of personal attachment to a particular location

- Court orders, State agency agreements and other evidence of court or agency placements or directives
- Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student
- Any other form of documentation relevant to demonstrating entitlement to attend school

The totality of information and documentation you offer will be considered in evaluating an application.

You will **not** be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may **voluntarily** disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but **we may NOT, directly or indirectly, require or request (nor will we accept) any of the following):**

- Income tax returns
- Documentation or information relating to citizenship or immigration/visa status
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy
- Social security numbers

Please be aware that any initial determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found ineligible. If your student is found ineligible, now or later, you will be provided the reasons for our decision and instruction on how to appeal.

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 that dwelling's physical location within a municipality, the district of domicile for school attendance purposes is that of the municipality to which the majority of property tax is paid.

If you experience difficulties with the enrollment process, please contact the district office at 973-543-2295 for assistance.

SECTION A (DOMICILE): complete this section if **the student is living with a parent or guardian whose permanent home** is the address given on page 1 of this application 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 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 Section B

**HOMEOWNER/RENTER
CERTIFICATE OF RESIDENCY**

PLEASE ANSWER ALL QUESTIONS

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS CORRECT

Parent/Guardian Name

LAST

FIRST

Address _____

Telephone _____

Student Name(s) and Grade(s)

1. Do you and the child/children being registered reside at the above address as your permanent home? YES NO

2. Do you own or rent a home in Mendham Borough? OWN RENT

3. Date moved into home ____ / ____ / ____

4. Former Address

5. Do you have any present intention of moving from this home? YES NO

-If so, when and to where?

6. Do you have residences elsewhere? YES NO

-If so, where are they and when do you live there?

7. Appropriate documents – Please submit (3) of the following within 30 days:

Mortgage Statement
Certificate of Occupancy
Homeowner’s Insurance

Tax Bill
Lease
Deed

Gas or Electric Bill

Divorce/Separation – If the student’s parents are domiciled in different districts, regardless of which parent has legal custody, please answer the following questions:

1. Does a court order or written agreement between the parents designate the district for school attendance?
 YES NO
-If so, where does it require the student to attend schools (You will be asked to provide a copy of this document).

2. Does the Student reside with one parent for the entire year? YES NO
-If so, with which parent and at what address? MOTHER FATHER

-If not, for what portion of time does the student reside with each parent and at what address?

3. If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application?
 MOTHER FATHER

PLEASE NOTE: No district is required to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent domiciled within the district to the extent required by law.

I fully understand that I will be held responsible for the full payment of tuition in the following amounts, if the residency requirements have been found to be falsely reported:

PRESCHOOL	\$ 4,250.00	KINDERGARTEN	\$16,752.00
GRADES 1-5	\$16,993.00	GRADES 6-8	\$16,578.00

Tuition costs are based on **2018-2019** estimated tuition calculation. These rates are subject to adjustment billings and are based on state certified tuition rates which are available 18 months after the end of the school year.

PARENT/GUARDIAN SIGNATURE

DATE

END OF SECTION A

SECTION B (“AFFIDAVIT” STUDENT): *Complete this section if the student is living with a person domiciled in the district, other than the parent or guardian.*

Is the person domiciled in the district, supporting the student without remuneration as if the student were his or her own child, keeping the student for a longer time than the school term and assuming all personal obligations for the student relative to school requirements? Please explain. (You will be asked to file a sworn statement, along with a copy of the person’s lease if a tenant, or a sworn landlord’s statement of a tenant without written lease.)

Students are not eligible to attend school as “affidavit” students unless the student’s parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship, and unless it is clear that the student is not living in the district solely for purpose of receiving a public education there. Please explain the circumstances applicable in this case, with special attention to the parent/guardian’s family and/or economic hardship. (The parent/guardian will be required to file a sworn statement with documentation to support the claims made.)

Please note: A student will not be considered ineligible because required sworn statement(s) cannot be obtained, so long as evidence is presented that the underlying requirements of the law are being met.

A student will not be considered ineligible when evidence is presented that the student has no home or possibility of school attendance other than with a non-parent district resident who is acting as the sole caretaker and supporter of the student.

A student will not be considered ineligible solely because a parent or guardian provides gifts or limited contributions, financial or otherwise, toward the welfare of the student, provided that the resident keeping the student receives no payment or other remuneration from the parent or guardian for the student’s actual housing and support. Receipt by the resident of social security or other similar benefits on behalf of the student do not render a student ineligible.

It is not necessary that legal guardianship or custody be obtained before a student will be considered for enrollment on an “affidavit” basis.

END OF SECTION B

SECTION C (TEMPORARY RESIDENT): Complete this section if the student is living with a parent or guardian temporarily residing within the district, even if the parent has a domicile elsewhere.

1. How long have you lived in this residence?

2. Do you have a domicile or residences(s) elsewhere? YES NO

-If so, where are they and when do you live there?

3. Please list four forms of proof (see bottom of section A) you will provide to demonstrate that you are residing at the address given on page 1 of this application, and that such residence is not solely for the purpose of the student attending school in the district.

1. _____ 3. _____

2. _____ 4. _____

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 with a municipality, the district of domicile for school attendance purposes is that of the municipality to which the resident pays the majority of his or 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.

If the student's parents are domiciled in different districts regardless of which parent has legal custody, please answer the following questions:

4. Is there a court order or written agreement between the parents designating the district for school attendance?

YES NO

-If so, where does it require the student to attend school? (You will be asked to provide a copy of this document.)

5. Does the Student reside with one parent for the entire year? YES NO

-If so, with which parent and at what address? MOTHER FATHER

-If not, for what portion of time does the student reside with each parent and at what address?

6. If the student lives with both parents on an equal-time, alternating week/month or other similar basis, with which parent did the student reside on the last school day prior to October 16 preceding the date of this application?

MOTHER FATHER

PLEASE NOTE: No district is required, as a result of being the district of temporary residence for school attendance purposes where a student lives with more than one parent, to provide transportation for a student residing outside the district for part of the school year, other than transportation based upon the home of the parent residing within the district to the extent required by law.

END OF SECTION C

SECTION D (SPECIAL CIRCUMSTANCES): *Please indicate if any of the following apply.*

___ The student is the child of a parent or guardian who has moved to another district as the result of being homeless.

___ The student has been placed in the home of a district resident other than the parent or guardian by court order. (You will be required to provide a copy of the order.)

___ The student has been placed in the district by the Division of Youth and Family Services acting as the student's legal guardian.

___ The student is a child of a parent or guardian who previously resided in the district and is a member of the New Jersey National Guard or the United States reserves ordered to active service in time of war or national emergency.

___ The student is kept in the home of a person domiciled in the district, other than the parent or legal guardian, and the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.

___ If this applies, when is the parent or guardian expected to return from active military duty?

___ / ___ / ___

___ The student resides on federal property? Where?

___ The student's circumstances do not appear to be addressed anywhere in this application.

I understand that I will be contacted by the Superintendent's Office for further information.

END OF SECTION D

RESIDENCY

The procedure for tuition students is as follows:

1. The request is submitted to the Superintendent
2. Superintendent's Office sends application to parents
3. Application is returned to Superintendent with required back-up documents, as well as a \$100 non-refundable application review fee
4. Superintendent forwards documents to either Hilltop or Mountain View Principal
5. After Principal reviews, parents and student will come in for visit if student is an appropriate fit for school on application
6. If after the visit all parties wish to proceed, a non-refundable deposit of 10% of the total tuition is due to the district upon approval of enrollment by the Board of Education. Remaining tuition will be due at the start of every three month period thereafter.
7. The tuition cost is established by the board secretary, in consultation with the superintendent and Board of Education

For details please use this link:

<https://www.mendhamboro.org/cms/lib/NJ01000391/Centricity/domain/22/p-r/5118.pdf>

or follow these directions; District Home, Board of Education, District Policies, 5000 :: PUPILS.

