



The Office of The Registrar
Tel. (973) 762-5600 x1830 or x1852
transfers@somsd.k12.nj.us
registration@somsd.k12.nj.us

Streamlined Registration Requirements

Below is a comprehensive list of documents to support a student's application and prove residency in the District. Full page, legible copies of the documents are to be placed in the Drop Box (located at the Board of Education, 525 Academy Street, Maplewood) for enrollment. Once received, applications will be submitted for processing and enrollment in the District. Student placement will occur once the upon completion of this process.

Proofs/Documents for the enrollment of a student:

1. Proof of Student Name and Age**

- Clean, legible copy of the **Original** Birth Certificate (with seal evident)
- Adoption Papers

2. Proof of parent/guardian's identity

- State issued Photo Driver's License or Non-Driver License (for identification purposes only)
- Passport with photo

3. Health Records

- Physician **Certified** Immunization Record (preferably on the District's [form](#))
- Physician **Certified** Physical Exam Form (preferably on the District's [form](#))
- Health record from the previous school District

4. Student's Academic Information/Records

- Proof of grades/report card
- High School Transcript with a record of grades from each year the student attended high school
- Transfer Card or Withdrawal Form from previous school
- 10-Digit NJ State ID Number (former NJ public school students only)

5. Proof of Residential Custody (if applicable)

- Custody order
- Court Order
- Divorce Decree
- Notarized Statement (when no formal order exists) from non-residential parent

NOTE: All documents must match the names listed on the birth certificates and all addresses must match the enrolling address.

Proof of Residency in South Orange or Maplewood

Full page, legible copies of the items listed from Proof of Address A and Proof of Address B are acceptable.

PDF Statements may be provided for those with online accounts. Screen shots, online summaries, email notifications and forwarded mail will not be accepted.

PROOF OF ADDRESS A:

- **HOMEOWNERS:** Current Mortgage Statement (dated in the last 30-days) or a Current Property Tax Bill (online summaries will not be accepted),
- **RENTERS:** Current copy of your fully executed lease signed by all parties (riders not required) or a Notarized Owner/Landlord Affidavit, signed and notarized by the owner of the property.

PROOF OF ADDRESS B:

ONE (1) of the following dated within the last 30 days:

- Water Bill (NJ American Water or South Orange Water),
- Waste Management Bill,
- Sewage Bill,
- South Orange Disposal Bill,
- S.O. Garbage Bill,

OR

Two (2) of the following bills/statements dated in the last 30 days:

- Utility Bill,
- Pay Stub (with name and address ** included),
- Bank/Financial Statement (from 2 separate institutions)
- Credit Card Statement (from 2 separate institutions),
- Cellular phone Bill, or
- Loan Statement (auto, personal or student)

Note: Residents who have recently purchased a home and do not have a mortgage statement or tax bill, may submit a Signed Affidavit of Title and the First Mortgage Payment Letter/Coupon along with mail from proof of address A or B to complete the enrollment process. All documents must have the South Orange or Maplewood address listed to complete the enrollment process.

PARENTS/GUARDIANS WHO RESIDE IN THE HOME OF A FRIEND/RELATIVE

If you reside in the home of a friend or relative, should submit the following:

- A copy of the friend/relative's driver's license or passport.
- All proof of residency documents, for the friend/relative according to the list above (proof of address A & B).
- A Notarized Owner/Landlord Affidavit (if the relative/friend is a homeowner) or a Notarized Resident/Tenant Affidavit (if a renter), completed by the friend/relative. *Affidavits are found under the Registration Documents section of the website.*
- Mail for the parent/guardian of the student being enrolled as listed above in Proof of Address B.

If you are experiencing difficulty with the enrollment process please email: registration@somsd.k12.nj.us