



# Joyce Kilmer School

## Re-Registration Process for 4<sup>th</sup> Grade

### 2022 - 2023

Please upload the requested documents to complete the required re-registration process for your student.

Log in to the Realtime Parent Portal.

Click on the “Document” tab and all the possible documents we accept as proof of residency will be listed. Use the information below to determine which documents verify your residency.

Click on the “Provide Document” tab and follow the instructions for uploading.

Please note that the only type of documents that can be uploaded are PDF, JPG and PNG. Additionally, the maximum document size is 5 MB.

#### **REQUIREMENT ONE**      **DOCUMENT VERIFYING STUDENT IDENTIFICATION**

##### **Provide 1**

- Birth Certificate OR Valid Current Passport

#### **REQUIREMENT TWO**      **PRIMARY DOCUMENT INDICATING WHERE STUDENT IS DOMICILED**

##### **Provide 1**

- Current Lease (valid as of Sept 2022\*)
- Mortgage Statement
- Mahwah Property Tax Bill
- Deed
- Signed letter from landlord or other evidence of property ownership, tenancy or residency

#### **REQUIREMENT THREE**      **SECONDARY DOCUMENTS TO SUPPORT RESIDENCY**

##### **Provide 3 - Must show name and address**

- Driver’s License
- Utility Bills (current date)
  - Gas, Electric, Cable, Phone, Water
    - Page 1 only with name & address
- Other
- **Other** includes bank or credit card statements, cancelled checks, insurance documents, delivery receipts, voter registration, or other evidence of personal attachment to a particular location.

**PLEASE REDACT ANY CONFIDENTIAL INFORMATION AS NECESSARY BEFORE UPLOADING**

ALL REQUIRED ITEMS MUST BE INCLUDED IN UPLOAD. PARTIAL SUBMISSIONS WILL NOT BE CONSIDERED A COMPLETE REGISTRATION.

\*IF YOU ARE PROVIDING A LEASE AND IT EXPIRES PRIOR TO OCTOBER 1, 2022, YOU ARE REQUIRED TO SUBMIT YOUR NEW LEASE AT TIME OF RENEWAL.

**DUE DATE FOR DOCUMENT SUBMISSION IS APRIL 29, 2022**