



Registration Process

In order to make your 9th grade registration as smooth and efficient as possible, we ask that you provide the following documentation to Mahwah High School:

1. **Child's birth certificate or current passport**
2. **Four proofs of residence:**
 - **Property tax bill, deed, lease, mortgage statement, signed letter from landlord and other evidence of property ownership, tenancy or residency (one form must be from this category.)**
 - Voter registration, **driver's license**, financial information, **utility bills**, delivery receipts, and other evidence of personal attachment to a particular location.
 - Court order, state agency agreement and other evidence of court or agency placement or directive.
 - Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location or, where applicable, support of student.
 - Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary evidence.
 - Affidavits, certification and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate.
 - Documents pertaining to military status and assignment.
 - Any business record or document issued by a governmental entity.
 - Any other form of documentation relevant to demonstrating student's entitlement to attend school.

You can either drop off copies of documents to the greeter's desk at the main entrance between 7:00 a.m. – 4:00 p.m., or you can email scanned copies or clear pictures of the documents to the high school at hs-registration@mahwah.k12.nj.us.

PLEASE MAKE SURE ALL FIVE (5) ITEMS ARE INCLUDED WHEN REGISTERING.
PARTIAL SUBMISSIONS WILL NOT BE ACCEPTED.

Due date for all document submissions is April 1st, 2019.



Mahwah High School

2019-2020

9th Grade Re-Registration Checklist

STUDENT NAME _____ DOB _____

REQUIRED REGISTRATION DOCUMENTS

_____ I have (circle one) **confirmed/updated** all contact information in Realtime.

Please check documents provided:
(see page 2 for additional information)

_____ Birth Certificate or Passport

Four Proofs of Residency:

One (1) of the Following:

_____ Current Lease (Must be current as of
September 2019)

_____ Mortgage Statement (Within 3 months)

_____ Current Property Tax Bill

_____ Deed

Three (3) Additional Proofs (with name and address):

_____ Driver's License

_____ Utility 1

_____ Utility 2

_____ Utility 3

_____ Other _____

Within 3 months

Utility includes phone, cable, water, gas, electric.

For School Use Only

Date Received _____

Contact Info _____

Documents Received:

_____ Birth Certificate

Must have 1 from this section.

_____ Passport

_____ Current Lease

_____ Mortgage Statement

_____ Property Tax Bill

Must have 1 from this section.

_____ Other _____

_____ 101 & 102 _____

_____ Driver's License

_____ Utility 1

Must have 3 from this section

_____ Utility 2

_____ Utility 3

_____ Other _____

Staff must collect a total of 5 documents at once.
Do not accept if submission is incomplete.

Received and accepted: _____

Scanned _____