

## Welcome to Cherry Hill Public Schools!

*You have the option to complete the registration process electronically or to schedule an appointment to complete the process in person. To schedule an appointment, please call (856) 429-5600 x4429.*

Information for registering new students to our district are as follows:

### 1. Pre-Registration:

Go to [www.chclc.org](http://www.chclc.org), to pre-register your child(ren) online. Click on 'Departments' and then 'Registration'. All information about the registration process can be found on that page. When you are ready to pre-register your child(ren), click 'Begin the Genesis Pre-Registration Process'. *If you plan to complete the registration process electronically, all required documents must be uploaded at this time.* All additional forms are included in this packet.

### 2. Required Documentation for Registration:

1. Parent Photo ID (*Photo ID issued by a government, public body, or authority.*)
2. Two Parent Proofs of Residency (*Please see below.*)
3. Child's Birth Certificate or Passport
4. Most Recent Immunization Records
5. Evidence of a recent Physical Examination (*Must be submitted within 30 days of registration.*)
6. Most Recent Report Card or Transfer Card (*If applicable.*)
7. District Registration Packet (*Attached.*)
  - Proof of Domicile
  - Request for Student Records
  - Physical Exam Mandate
8. IEP or 504 Plan (*If applicable.*)
9. Custody Documentation (*If applicable.*)
10. Proof of a Negative Tuberculosis (TB) Test (*If applicable.*)

### Parent Proofs of Residency:

In accordance with New Jersey Administrative Code 6A:22-3.4 **Proof of eligibility:** A district board of education representative shall accept the following forms of current documentation or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the Cherry Hill School District. **ALL documents must contain the parent's name, Cherry Hill address, and be dated within the past two months.**

- **If you own your home**, please submit TWO documents, such as: property tax bill, mortgage statement, current utility bills, financial account information, employment documentation, or any other business record or document issued by a government entity.
- **If you recently purchased your home**, please submit a copy of your Deed (1st page and signature page only), AND a copy of your Closing Disclosure (1st page and signature page only) OR a copy of your homeowner's insurance.
- **If you rent**, please submit a copy of your current signed lease, AND a current utility bill, financial account information, employment documentation, or any other business record or document issued by a state or local government entity.
- **If you live with someone who owns a house in Cherry Hill**, please download and complete the [Landlord Affidavit](#). Both the owner and tenant must submit two proofs of residency and sign the Landlord Affidavit in the presence of a Notary.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

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:*

- Income tax returns
- Documentation/information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa
- Documentation/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 instructions on how to appeal.**

***\*Middle School and High School Scheduling Information: After the registration is finalized, the school's Guidance Department will contact you directly to arrange a scheduling appointment.***

# **PROOF OF DOMICILE**

Student Name: \_\_\_\_\_  
(Please print)

Dear Parent/Guardian:

The Cherry Hill Board of Education has policies and procedures related to "Proof of Domicile" for students who attend our schools. The District shall only provide a free education to those students who are domiciled within the District or who otherwise qualify for a free education pursuant to the statutory and regulatory guidelines set forth in N.J.S.A. 18A:38-1 *et seq.* and N.J.A.C. 6A:22-1.1 *et seq.* A student shall be domiciled in the District "when he or she is living with a parent or legal guardian whose permanent home is located within the District." N.J.A.C. 6A:22-3.1. The home is permanent if "the parent or guardian intends to return to it when absent and has no present intent of moving from it..." *Id.* If the District discovers that a student is attending school whose parents are not domiciled within the District and who is not otherwise eligible for a free education, the District may apply for the student's removal and seek tuition reimbursement for the period of ineligible attendance in accordance with the provisions of N.J.S.A.18A:38-1(b) (2).

Applicants who fraudulently allow a child of another to use his residence, or who fraudulently claim to have custody of a child, may be charged with a disorderly persons offense. N.J.S.A. 18A:38-1 (c). If the applicant is convicted of such an offense, the applicant may be fined up to \$1,000.00 and/or be imprisoned for up to 6 months.

Any false statements, answers or declarations contained in the Affidavit or in an application for admission may subject the applicant to criminal prosecution for the crime of false swearing, in violation of N.J.S.A. 2C:43-3. If convicted for such a crime, the applicant may be punished by a fine of \$10,000.00 and/or be imprisoned for up to 18 months.

I, the undersigned, hereby acknowledge that I have read and understood the contents of this notification.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Guardian



## **REQUEST FOR STUDENT RECORDS**

Date: \_\_\_\_\_

\_\_\_\_\_ *Name of Previous School*

\_\_\_\_\_ *Address*

\_\_\_\_\_ *City / State / Zip Code*

### ***Please forward the following records:***

Academic, Discipline, Health (original card if New Jersey), Standardized Test Scores, CST, IEP, other records for:

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **DOB** \_\_\_\_\_

### **PLEASE MAIL RECORDS TO THE SCHOOL ADDRESS CIRCLED BELOW**

**Clara Barton Elementary School**

223 Rhode Island Avenue  
Cherry Hill, NJ 08002  
Phone: 856-667-3303  
Fax: 856-667-7968

**J.F. Cooper Elementary School**

1960 Greentree Road  
Cherry Hill, NJ 08003  
Phone: 856-424-4554  
Fax: 856-751-0954

**Bret Harte Elementary School**

1909 Queen Anne Road  
Cherry Hill, NJ 08003  
Phone: 856-795-0515  
Fax: 856-795-7090

**James Johnson Elementary School**

500 Kresson Road  
Cherry Hill, NJ 08034  
Phone: 856-428-8848  
Fax: 856-795-7132

**Joyce Kilmer Elementary School**

2900 West Chapel Avenue  
Cherry Hill, NJ 08002  
Phone: 856-667-3903  
Fax: 856-667-8516

**Kingston Elementary School**

320 Kingston Road  
Cherry Hill NJ 08034  
Phone: 856-667-0986  
Fax: 856-667-0343

**A Russell Knight Elementary School**

140 Old Carriage Road  
Cherry Hill NJ 08034  
Phone: 856-428-0830  
Fax: 856-428-0972

**Horace Mann Elementary School**

150 Walt Whitman Boulevard  
Cherry Hill, NJ 08003  
Phone: 856-428-1144  
Fax: 856-428-7168

**Thomas Paine Elementary School**

4001 Church Road  
Cherry Hill, NJ 08034  
Phone: 856-667-1350  
Fax: 856-755-1491

**Joseph D Sharp Elementary School**

300 Old Orchard Road  
Cherry Hill, NJ 08003  
Phone: 856-424-1550  
Fax: 856-424-6577

**Richard Stockton Elementary School**

200 Wexford Drive  
Cherry Hill, NJ 08003  
Phone: 856-424-1505  
Fax: 856-761-0367

**Woodcrest Elementary School**

400 Cranford Road  
Cherry Hill, NJ 08003  
Phone: 856-429-2058  
Fax: 856-216-9073

**Henry C Beck Middle School**

950 Cropwell Road  
Cherry Hill, NJ 08003  
Phone: 856-424-4505  
Fax: 856-424-8602

**John A Carusi Middle School**

315 Roosevelt Drive  
Cherry Hill, NJ 08002  
Phone: 856-667-1220  
Fax: 856-779-0613

**Rosa International Middle School**

45 Browning Lane  
Cherry Hill, NJ 08002  
Phone: 856-616-8787  
Fax: 856-616-0904

**Cherry Hill High School East**

1750 Kresson Road  
Cherry Hill, NJ 08003  
Phone: 856-424-2222  
Fax: 856-424-0637

**Cherry Hill High School West**

2101 Chapel Avenue  
Cherry Hill, NJ 08002  
Phone: 856-663-8006  
Fax: 856-663-2180

**Arthur Lewis Administration Bldg.**

Attn: Violeta Katsikis  
45 Ranoldo Terrace  
Cherry Hill, NJ 08034

***I hereby give permission for the release of my child's records.***

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PHYSICAL EXAM MANDATE

Student Name: \_\_\_\_\_  
(Please print)

Dear Parent/Guardian:

New Jersey Law mandates that every student entering a New Jersey Public School, regardless of the transferring locations, must present a physical exam signed by a licensed physician. The physical must have been completed within 365 days prior to the student's registration in Cherry Hill Public School District and is due in the nurse's office within 30 days of registration.

If your student is entering grades 5-12 and may play a sport, the physician must complete the state mandated sports physical form. All sports, interscholastic or intramural, require a current sports physical. The sports physical form will be accepted as an entrance physical. **The Universal Health record does not meet the criteria for sports.**

Your signature indicates that you have been informed of this policy.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Guardian