

CHERRY HILL PUBLIC SCHOOLS

Registration Department
Malberg Administration Building
45 Ranoldo Terrace, Cherry Hill, NJ 08034-0391
(856) 429-5600 x4429
FAX: (856) 429-3874
www.chclc.org

DUE TO COVID-19, WE ARE COMPLETING THE REGISTRATION PROCESS ELECTRONICALLY.

Documents can now be uploaded during the pre-registration process.
Please email registration@chclc.org with any questions.

Welcome to Cherry Hill Public Schools
Information and requirements for registering new students to our district are as follows:

1. **Pre-Registration:**

Please [PRE-REGISTER](#) your child(ren) online. Please gather all required documentation before you begin the pre-registration process. **All required documents must be uploaded during the pre-registration process.** All additional forms are included in this packet. Please see below for required documentation needed to complete registration. *Please note: an email address is required to pre-register your child(ren) online.*

2. **Parent ID:**

Preferred Identification: Photo ID issued by a government, public body, or authority (Ex., driver's license, military ID, or passport), Employee ID or other appropriate form of identification. Other forms of identification are acceptable but may delay the registration process. We make our determination on eligibility to register upon the totality of information and documentation offered by the applicant.

3. **Parent Proofs of Residency:**

In accordance with New Jersey Administrative Code 6A:28-2.5 **Proof of eligibility:**
A district board of education representative shall accept the following forms of current documentation from persons attempting to demonstrate a student's eligibility for enrollment in the Cherry Hill School District.
The documents must contain the Parent's name and the Cherry Hill address.

- **If you own a house any TWO forms will be accepted:** Property tax bill, mortgage statement, current utility bills, financial account information, deed, closing disclosure, employment documentation, or any other business record or document issued by a government entity (dated within the two months before registration).
- **If you rent you must have your Current Signed Lease (original) including student(s)' name(s) PLUS ONE** current utility bill, financial account information, employment documentation, or any other business record or document issued by a state or local government entity (dated within the two months before registration).
- **If you live with someone who owns a house in Cherry Hill:** Please download a Landlord Affidavit. Both the owner and tenant must each provide two proofs of residency (dated within the two months before registration) and sign the affidavit in the presence of a Notary.

4. **Student(s):**

Birth Certificate or Passport
Evidence of completion of Required Immunizations
Evidence of a recent Physical Examination - Must be submitted within 30 days of registration

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

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

Malberg Administration Bldg.
Attn: Violeta Katsikis
Fax: 856-429-7948

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

Parent's Signature: _____ **Date:** _____

PHYSICAL EXAM MANDATE

Date _____

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.

Parent/Guardian Signature _____