

REGISTRATION PROCEDURE

PARENTS OR LEGAL GUARDIANS MUST PROVIDE CURRENTLY DATED INFORMATION

IF YOU OWN YOUR HOME YOU MUST PRESENT:

- Gloucester City Tax Bill, Water Bill and TWO additional, currently dated, proofs of residence.

IF YOU RENT THE PROPERTY YOU MUST PRESENT:

- Lease and Documentation from Gloucester City Housing Dept., with parent/guardian and children's names listed, and TWO other currently dated proofs of residence.
(Gloucester City Housing Dept. 700 Somerset St. 856-456-7689)
- If legal guardian, **MUST** present court custody papers. Court hearing papers **WILL NOT** be accepted.

EXAMPLES OF ADDITIONAL PROOF WITH PARENT/GUARDIAN NAME & ADDRESS (ALL MUST BE CURRENTLY DATED)

- Utilities bills
- Current drivers license (license with sticker not accepted)
- Insurance bills
- Settlement papers
- Phone bill
- Work order for services with parent/guardian name and address
- Bank statement mailed to home (no web printed statements accepted)

FOLLOWING STUDENT INFORMATION IS ALSO REQUIRED:

- Birth Certificate – an official document issued by the county or state of birth containing a raised seal & parents names.
- Immunization Records which the school nurse will review and advise if any additional immunizations needed.
- School Transfer Card from the child's former school (grades 1-12).
- New Pre-K Students must be 3, 4 or 5 by Sept. 30.

Contact Janice Kenney for appointment or questions
(856) 456-7000 x2158 Fax 856-742-8385