

# CHARTER /VOCATIONAL SCHOOL

## Document Checklist

To register child(ren) accepted into a Charter School/Vocational, you **MUST** provide the documents listed below. The Enrollment Staff can Not register your child (ren) without the necessary documents.

1. Parent/Guardian/Foster Parent  
(Must provide guardianship/foster parent papers)
2. Photo ID
3. Child's **birth certificate**
4. Any three (3) of the proof of residency listed in the Proof of ResidencyList for Charter School
5. Charter /Vocational School Acceptance Letter
6. Charter/Vocational Registration Packet (see website) :  
  
[enrollment.eastorange.k12.nj.us](http://enrollment.eastorange.k12.nj.us)
7. Transfer – if a student is transferring from an East Orange district school
8. Has your child(ren) previously registered thru the Enrollment Center? If **NO**, please click on the link below and fill out an online application:

[eosd.focusschoolsoftware.com/focus/auth](http://eosd.focusschoolsoftware.com/focus/auth)

Place online application code here:

If **YES**, please call the Enrollment Center for further instructions  
@ 973-266-2399

## Proof of Residency List

All persons registering children into the East Orange School district must provide **three (3) current proofs of residency**.

Verification of a child's residency in East Orange requires the presentation of:

**Any three (3) of the following items listed:**

- Homeowner – East Orange property tax bill, mortgage statement, or signed Contract of Purchase.
- Tenant – Active Lease
- Child and Parent live with an East Orange Resident – Signed, notarized Sworn Statement of Residency (Residency Check Form) completed by the East Orange resident and parent or guardian. **(MUST BE PICKED UP FROM THE ENROLLMENT CENTER – 74 HALSTED ST) (PLEASE BE ADVISED AN ATTENDANCE OFFICER WILL VISIT THE HOME TO VERIFY YOUR RESIDENCY)**
- Child Placed in East Orange by Court – Court order placing a child in the home of East Orange resident
- Child Placed in East Orange by Child Welfare Agency – Document of child welfare agency ordering the placement of a child in the home of an East Orange resident or Foster Parent Placement Letter
- Driver's license
- Vehicle registration
- Auto insurance card
- Current utility bill
- Current cable television bill
- Current credit card bill
- Official mail (bank statement, government correspondence: Internal Revenue, Division of Taxation, Social Security Administration)
- Public assistance documents
- Income tax return (current year received thru the mail)
- Unemployment benefit verification
- Recent paycheck/pay stub
- Hospital/Medical bills
- Postal Change of Address

**A parent/legal guardian must complete the registration**

STATE ID#: \_\_\_\_\_ **CHARTER SCHOOL REGISTRATION** LOCAL ID#: \_\_\_\_\_

**(MUST BE ACCOMPANIED BY AN ACCEPTANCE LETTER)**

Name of student: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Gender: M  F

Address: \_\_\_\_\_ Grade student is registering for: \_\_\_\_\_

City & state student was born in: \_\_\_\_\_ Phone #: Cell \_\_\_\_\_

Phone #: Home: \_\_\_\_\_

Does student have health insurance?  No  Yes (name of company) \_\_\_\_\_

Name of school student attended during \_\_\_\_\_ school year: \_\_\_\_\_ City: \_\_\_\_\_

Name of school student attended during \_\_\_\_\_ school year: \_\_\_\_\_ City: \_\_\_\_\_

Name of **Charter School** student is entering: \_\_\_\_\_ City: \_\_\_\_\_

**Does student live with:**  **Mother**  **Father**  **Both**  **Guardian**  **Foster Parent**

**(Guardianship Papers or Foster Parent Placement Letter must be provided)**

Mother: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Father: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Emergency Contacts**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Proof of address\* 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Photo I.D.\* \_\_\_\_\_ \* **(Please place copies of Proof of Address, Photo I.D and Birth Certificate in the folder)**

Neighborhood School Code: \_\_\_\_\_  Acceptance Letter  Transfer  Birth Certificate  Photo ID

**(Make 3 copies of the Acceptance Letter, the original stamped letter and a copy goes to the parent; place the other 2 copies in the folder)**

Name of Charter School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

To: East Orange Enrollment Center  
74 Halsted Street (3<sup>rd</sup> Floor)  
East Orange, New Jersey 07018

Re: RESIDENT DISTRICT AUTHORIZATION FOR STUDENT ENROLLMENT (Acceptance Letter)

Name: (Last, First)		Date of Birth	Grade Accepted In:
Address:		City, State, Zip Code  East Orange, NJ	
State Identification # (S.I.D. #)  Issued by State Dept.	Local I.D. #  Issued by Enrollment Center	Estimated Start Date	**Resident School Code #  Issued by Enrollment Center

The student named above has completed the Registration Process for enrollment into \_\_\_\_\_ Charter School for the \_\_\_\_\_ school year. To finalize this enrollment, please assist us in registering this student through the East Orange School District. When the registration is complete, please inform the parent/guardian that they must return this acceptance letter stamped by the Enrollment Center staff to \_\_\_\_\_ Charter School as soon as possible. If you have any questions, or require additional information, please call \_\_\_\_\_ @ \_\_\_\_\_ . As always, your assistance is greatly appreciated.

\_\_\_\_\_  
Principal/ School Director

**For Enrollment Center Staff**

EAST ORANGE ENROLLMENT CENTER'S AUTHORIZATION TO ADMIT THE STUDENT NAMED ABOVE	
NAME (Print Name)	Title
SIGNATURE	Date

*(Parent: Please have this Acceptance Letter completed by the Charter School and bring it with you to the Enrollment Center at the time of your scheduled registration appointment.)*