

# Linden Public Schools

## Central Registration Procedure

1. Prior to scheduling appointment, obtain all of the following:

\*If coming from outside the United States, please have all documents translated to English\*

### **DO NOT GO TO STEP 2 UNLESS ALL DOCUMENTATION HAS BEEN OBTAINED**

- **Original Birth Certificate and/or Passport**
- Proof of Custody (if applicable): Legal documentation for divorce, separation (by location), single parent or guardianship
- Affidavit (if applicable)
- **Health Records: Immunizations and current physical**
- **Proof of Residency (6 points- see below)**
- **Parent/Guardian Photo I.D.**
- IEP (special education)
- **Transfer Card from previous school**
- **Report Card for this year and previous grades (transcript)**
- **School Profile (grading system)**
- **State or Standardized Test Results (NJASK, PARCC)**
- 8<sup>th</sup> grade diploma (9<sup>th</sup> grade students only)
- Proof of Income (Pre-K students only)

2. Email registration@lindenps.org, or call 908-486-2800 ext. 8050, to schedule an appointment for registration.

**Appointments are held at 100 Edgewood Road only at the following times:**

**Monday: 8:00 AM-12:00 PM; 1:00-3:00 PM    Wednesday: 8:00 AM-11 AM**

**Friday: 8:00-11:30 AM; 12:30-3:00 PM**

*Walk-in registrations will be accepted on Tuesdays from 8:00 AM-12:30 PM; 1:30-3:00 PM and on Thursdays from 8:00 AM-1:00 PM; 2:00-3:00 PM*

3. Complete online form at <https://genesis.linden.k12.nj.us/genesis/openReg> and

download/print/complete additional required forms from the Central Registration web page.

4. Bring all required documents and student(s) to scheduled appointment.

5. Upon completing registration at Central Registration, you will be given a verification of registration form and referred to the corresponding school's office in order to complete registration.

### **6 POINTS FOR PROOF OF RESIDENCY**

Each document MUST be up to date (within 30 days of registration appointment) and have the current address of the Linden Resident.

Mortgage, Deed, Tax Bill – **3 PTS**

Car Registration, Insurance – **2 PTS**

Cable Bill – **2 PTS**

Government Mail – **2 PTS**

Gas Bill – **2 PTS**

Water Bill – **2 PTS**

Pay Stub – **2 PTS**

Electric Bill – **2 PTS**

Letters (doctor, lawyer, court) – **1 PTS**

Credit Card Bill – **1 PT**

NJ Driver's License/State ID – **1 PT**

Lease – **1 PT**