



CLIFFSIDE PARK BOARD OF EDUCATION

525 PALISADE AVENUE 3RD FLOOR

CLIFFSIDE PARK, N.J. 07010

REGISTRATION PROCESS FOR ENROLLMENT OF NEW STUDENTS

1. OBTAIN TRANSFER DOCUMENTS, REPORT CARD, AND MEDICAL FORM (A45) FROM PREVIOUS SCHOOL. THERE SHOULD BE A FRONT AND BACK OF THE A45 CARD. (DOCUMENTS MUST BE IN ENGLISH OR HAVE A TRANSLATION DOCUMENT ATTACHED)
2. TO REGISTER AND PROVE RESIDENCY CALL THE BOARD OF EDUCATION OFFICE SECRETARY Claudia Hiles AT (201) 313-2308 TO MAKE AN APPOINTMENT. REGISTRATIONS ARE DONE BY **APPOINTMENT ONLY**. (PLEASE PICK UP THE REGISTRATION FORMS AT THE BOARD OF EDUCATION OFFICE OR OBTAIN THE FORMS FROM THE WEBSITE AT WWW.CLIFFSIDEPARK.EDU UNDER THE PARENTS TAB THEN CLICK ON REGISTRATION FORMS.)

ALL FORMS MUST BE COMPLETED BEFORE ATTENDING AN APPOINTMENT.

**Students registering for Pre-Kindergarten must be 4 years old by October 1st of that school year.*

**Students registering for Kindergarten must be 5 years old by October 1st of that school year.*

3. BRING TO THE BOARD OF EDUCATION YOUR **4 PROOFS** OF RESIDENCY DOCUMENTS.
 1. ORIGINAL CURRENT LEASE OR MORTGAGE STATEMENT, PROPERTY TAX BILL AND/OR DEED.
 2. MOST RECENT UTILITY BILL (PSE&G BILL, PHONE BILL, OR CABLE BILL).
 3. MOST RECENT BANK STATEMENT.
 4. DRIVER'S LICENSE/NJMV ID WITH CLIFFSIDE PARK ADDRESS.
4. BRING YOUR CHILD'S ORIGINAL BIRTH CERTIFICATE. (PARENTAL PROOF)
5. PHYSICAL FORMS MUST BE GIVEN IN TO THE SCHOOL'S MAIN OFFICE AT THE TIME OF REGISTRATION AND COMPLETED ON THE CLIFFSIDE PARK PUBLIC SCHOOLS PHYSICAL FORM. **STUDENTS ENTERING NJ SCHOOLS FOR THE FIRST TIME MUST HAVE A PHYSICAL.**
6. WHEN YOUR RESIDENCY IS COMPLETED, YOU WILL TAKE THE WHITE REGISTRATION ENVELOPE TO THE DESIGNATED SCHOOL. **YOU MUST CALL THE SCHOOL FIRST TO SET AN APPOINTMENT TO COMPLETE THE ENROLLMENT.**

SCHOOL #3- (201)-313-2330

SCHOOL #5 - (201)-313-2350

SCHOOL #4- (201)-313-2340

SCHOOL #6- (201)-313-2360

HIGH SCHOOL - (201)-313-2368