



Demarest

REGISTRATION

All students registering for enrollment must complete a registration packet and provide required documentation (see below) prior to scheduling an appointment. To request a registration packet, please call Kristin Kohler at 201-768-3200 x13140 (or email kohler@nvnet.org).

When the registration packet is completed and all required documentation is obtained, please call the guidance office to arrange to bring in the documents for review. Once required documentation has been received and reviewed, an appointment will be made at that time for the parent and student to come in to complete the student's schedule. We will not schedule an appointment without proper documentation. There can be no exceptions.

REGISTRATION REQUIREMENTS

Registration Packet *(completed and signed)*

Proofs of Identity and Residency

All documents must be original (copies can be made in the guidance office)

- Student's Birth Certificate, Family Certificate or country of origin documents *(in English or translated to English and must state both parent and student name; passport may be provided only as a supplemental identification but does not meet requirement for proof of natural parent)*
- Property tax bill, deed, contract of sale, lease, mortgage statement, signed letter from landlord, other evidence of property ownership, tenancy or residency
- Driver's license, utility bills, financial account information, delivery receipts, and other evidence of personal attachment to a particular location *(2 required)*

Academic Transcript, Latest Report Card and Standardized Testing Results

(if not in English, must be translated - student entering Grade 12 must present an official transcript)

If the student is classified (has an IEP, special needs), please include a copy of this documentation as the Child Study Team must review and collaborate with Guidance in student scheduling/registration.

Complete Immunization Record and Current Physical

NOTE:

- If divorced, child custody agreement/proof of custodial parent status must be provided.
- If guardianship/affidavit status, appropriate documentation required prior to registration.

**Parent and student must be present to complete the schedule.
If an interpreter is required, the Guidance office must be notified prior to scheduling an appointment.**