



Riverdale

Public School District

52 Newark-Pompton Turnpike
Riverdale, NJ 07457
Phone: 973-839-1300
FAX: 973-839-1024
<http://www.rpsnj.org>

New Student Registration Process

For High School Students only

Only a parent or legal guardian may register a student in the Riverdale School District to attend Pompton Lakes High School. Registration Packets are available from the Administrative Offices or may be downloaded from our website. Completed registration packets can be returned to the Board of Education office by contacting Lynn Hutman, Registrar, to set up an appointment. Mrs. Hutman may be reached at (973) 839-1300 x 7 or lhutman@rpsnj.org.

Initial determination of eligibility for admission to the Riverdale Public Schools/Pompton Lakes High School is subject to a thorough review and there is a potential for assessment of tuition in the event that an initially admitted student is later found ineligible pursuant to N.J.A.C. 6A:28-2.6. Any and all persons who give fraudulent information for the purpose of attending the Riverdale Public Schools/Pompton Lakes High School will be prosecuted to the fullest extent of the law and sued for tuition for the student's period of ineligible attendance in the schools of the district.

A parent or legal guardian must supply the following proof of residency. Once it is verified, the parent or legal guardian will contact Pompton Lakes High School to complete the registration process.

The District requires at least three (3) documents demonstrating proof of residency. The following are examples of the documentation accepted by the District. The District will not require disclosure of any of these documents as a condition of enrollment, and all eligible students will be admitted into the District provided that the documentation submitted is sufficient to demonstrate residency:

Proof of Residency (examples)

Must have one of the following:

- Original deed or property tax bill, or
- Copy of lease or signed notarized letter from landlord

In addition to the above, must have two additional proofs of residency:

- Original of current month or prior one month's utility bill
- Bank or mortgage statement
- Bill or pay stub
- Vehicle registration
- Photo identification, such as driver's license or passport (for the purpose of proof of address only)



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Moreover, if you are seeking to enroll a student pursuant to N.J.S.A. 18A:38-1(b) and N.J.A.C. 6A:22- 3.1(a)2, please complete and submit forms RPS-REGISTRATION-AFFIANT, Affidavit of Domiciliary and Affidavit of Non-Resident Parent/Guardian.



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Student Registration Form

Student Information

Last Name		First Name		Middle Name	
Home Address		Apt. #		City	
State		Zip		Home Phone	
Date of Birth				<input type="checkbox"/> Female	<input type="checkbox"/> Male
City of Birth			State/Country of Birth		
Date of Entry Into First US School (if applicable):				Grade	

Ethnic Group

<input type="checkbox"/> Caucasian	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan
<input type="checkbox"/> Asian	<input type="checkbox"/> Hawaiian Native/Other Pacific Islander (check all that apply)		

Parent/Guardian* Information

(*Court documentation required for Guardianship)

Parent/Guardian 1 (will be used as primary contact)

First Name	Last Name	Relationship to Student	
Address	City	State	Zip
<input type="checkbox"/> Own <input type="checkbox"/> Rent Other: _____			
Home Phone	Home Email		
Work Phone _____			
Cell Phone and Provider _____			

Parent/Guardian 2

First Name	Last Name	Relationship to Student	
Address	City	State	Zip
<input type="checkbox"/> Own <input type="checkbox"/> Rent Other: _____			
Home Phone	Home Email		
Work Phone _____			
Cell Phone _____			



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Student Lives With:			
<input type="checkbox"/> Parent/Guardian 1 and 2		<input type="checkbox"/> Parent/Guardian 1	
<input type="checkbox"/> Parent/Guardian 2		<input type="checkbox"/> Other* (please explain):	
<i>*If a custodial agreement exists, custody papers or notarized statement from the custodial parent must be provided to allow for a second reporting account for the student (i.e., report cards, messages from administrators, etc.).</i>			
Emergency Contact (other than parent/guardian 1 or 2)			
Emergency Contact Name			
Relationship to Student			
Address			
Phone		Phone #2:	
Emergency Contact Name			
Relationship to Student			
Address			
Phone		Phone #2	
Sibling Information			
Name(s) of Sibling(s)	DOB (MM/DD/YY)	Do/Will they attend Riverdale/PLHS?	
The information above is true and correct. Fraudulent statements will be prosecuted to the full extent of the law.			
Signature of Registering Parent/Guardian		Date	