

*Please be advised that this remote/online registration process is applicable only for the current “At-Home/Distance Learning Program”. During this remote/online registration process, the District is waiving the requisite documentation needed for new students to be enrolled in the Clifton Public Schools. However, please note that when the District reopens, students will not be eligible to attend school until all of the necessary documentation is received. As such, at that time, when schools reopen you will need to provide all other required documentation.*

Effective Monday, May 4th, 2020, Clifton Public Schools will be accepting remote/online registrations for:

- 2019-2020 “At-Home/Distance Learning Program”
- 2020-2021 Kindergarten Registration for Clifton Residents who will attain the age of five (5) by October 1st, 2020
- 2020-2021 Registration for the State Funded Pre-School program. This is for Income Eligible Clifton Residents who attain the age of four (4) by October 1st, 2020. Limited “over-income” seats are available on a first come, first served basis, determined by completion of the online registration process.

Registration for all other grade levels will open July, 1st, 2020.

### **How to Register Remotely**

Please follow the below-listed steps to complete the registration process. All registrations are required to be completed online.

1. Visit the Clifton Public Schools website: [www.clifton.k12.nj.us](http://www.clifton.k12.nj.us)
  - Open the “District Information” drop down menu and select **REGISTRATION**
2. Click the link to enter the online registration system: After completing the registration, you will receive a **Confirmation Number**.
3. Complete the Google Form (you will need your **Confirmation Number** to continue with this step)
4. Based on the responses provided in the google form, a registration case manager (see below-listed names) will contact you via telephone or Google Meet (whichever is your preferred method) to verify/confirm the accuracy of the information and assist the individual on how to then send required documentation (e.g. email, scan, etc.)
5. Provide the Office of the Registrar with appropriate documentation.

### **Required Documentation for “At-Home/ Distance Learning Program”**

- **Proof of Birth (if applicable, must be translated):** Birth Certificate, Passport or other legal documents showing birth date of child (original only) – Birthday must be on or before October 1st. *Please note cutoff date is only applicable for Prek-3, Prek-4, and Kindergarten Registrations only!*
- **School Transfer Record (if applicable, must be translated):** Transcript, current Report Card, etc. State or District Transfer Card.
- **Language Survey:** In order to comply with New Jersey State Statute 6A:15-1.3, and plan for your child’s educational needs, we are required to survey all students to determine the primary language(s) spoken at home
- **Student Health Inventory:** A health history on each student is helpful in establishing a comprehensive picture of your child’s health status. The information on this form is considered confidential and will be kept in your child’s health file.

**Documentation of Residency**

**Total of three (3) items including one (1) mandatory proof from Column A and two (2) proofs within the last thirty (30) calendar days from Column B.** All three (3) proofs of address need to display the same name.

<b>Category A- One (1) Document</b>	<b>Category B-Two (2) Documents</b>
○ Mortgage Statement (30 days current)	○ Current Bank or Credit Card Statement
○ Deed (owner)	○ Current Telephone or Cable Bill
○ Notarized Landlord Affidavit (renter)	○ Current Water/Sewer Bill
○ Property Tax Bill (owner)	○ Current PSEG Bill (Gas/Electric Bill)
○ Signed Current Lease (tenant name and address must be visible)	○ Current Pay Stub (name and address must be visible)
○ Notarized Residency Verification Form ( <i>Sworn Statement</i> ) (owner; tenant)	○ Driver’s License, Registration or Insurance Card (count as one proof)

**Registration Case Managers**

Brenda Duarte  
 Cynthia Eromenok  
 Nancy Foster  
 Stephanie Rodriguez

If you have any questions please do not hesitate to reach out to the Office of the Registrar via phone at 973-470-2291 or email at [registration@cliftonschoools.net](mailto:registration@cliftonschoools.net). A member of our team will respond to you as quickly as possible.