



Township of Franklin

Public Schools

3228 Coles Mill Road • Franklinville, NJ 08322
Phone: (856) 629-9500 • Fax: (856) 629-1486



REGISTRATION INFORMATION - 2019-2020 SCHOOL YEAR

- **REGISTRATION INFORMATION IS FOR STUDENTS TRANSFERRING INTO OUR SCHOOL DISTRICT THAT ARE CURRENTLY IN A PRESCHOOL DISABLED PROGRAM OR IN GRADES KINDERGARTEN TO 6 AND WHO RESIDE IN THE TOWNSHIP OF FRANKLIN OR THE BOROUGH OF NEWFIELD IN GLOUCESTER COUNTY.**
- **ON LINE PRE-REGISTRATION AND REGISTRATION APPOINTMENT REQUIRED: COMPLETE AND SUBMIT THE ONLINE PRE-REGISTRATION (under School Forms). YOU WILL BE CALLED TO SET UP A REGISTRATION APPOINTMENT AT THE ADMINISTRATION BUILDING, 3228 COLES MILL ROAD, FRANKLINVILLE, NJ 08322. TRANSFER STUDENTS WILL ALSO BE SET UP WITH A PLACEMENT TESTING APPOINTMENT TO BE COORDINATED WITH THE REGISTRATION APPOINTMENT. FOR ANY QUESTIONS OR FURTHER INFORMATION, CALL 856-629-9500, ext. 1200.**

The schools in our district are:

- **Mary F. Janvier School**
1532 Pennsylvania Avenue, Franklinville, NJ 08322
Preschool Disabled Program & Grades K-2 Principal: Mr. Henry Kobik Phone Number: 856-629-0431
- **Main Road School**
1452 Main Road, Newfield, NJ 08344
Grades 3 & 4 Principal: Ms. Amy Morley Phone Number: 856-697-0220
- **Caroline L. Reutter School,**
2150 Delsea Drive, Franklinville, NJ 08322
Grades 5 & 6 Principal: Mr. Theodore Peters Phone Number: 856-694-0223

Documentation needed for registration:

Students transferring from a New Jersey Public School

- **Copy of Transfer Form from previous school district**
- **Copy of Health Card from previous school district or Student's Immunization Records**
- **Birth Certificate**
- **Proof of Residency**
 - **If you own your home:** Most recent property tax notice from the Franklin Township or Borough of Newfield Property Tax Office AND a current utility bill. If you have recently purchased a home and have yet not received a property tax notice, a copy of your settlement statement AND certificate of occupancy.
 - **If you rent your home:** Current lease AND a current utility bill.
 - **If you and your child are residing with another family:** Homeowner's most recent property tax notice or current lease AND they must complete a *Statement of Residency Verification* form, which can be found on the last page of the online pre-registration, under *Documents*, or picked up at the Administration Building. If you have received a bill at this address, please bring it so we can make a copy.
- **Court Documents** – If there are court documents regarding the custody or parenting time of your child, or, if you are the guardian of the child being registered, a copy of the custody document is required.
- **Special Services** – If your child currently receives services from the Child Study Team, receives Basic Skills Instruction or has a 504 Plan, a copy of their most recent I.E.P. (Individual Education Plan) or other appropriate documentation is requested at the time of registration.

Students transferring from a private school or from another state or country:

- All of the documentation listed on the first page will be required. If your child's previous school does not issue a transfer form, then we will request a copy of the last report card issued and the name and address of the school.
- All children transferring from a private school or a school from another state or country must present proof of a physical. If your child has not had a recent physical, you will need to schedule one soon. The *Physical Examination Report* that is to be completed by your physician can be found on the last page of the online pre-registration, under *Documents*, or picked up at the Administration Building.

School Forms:

- **Online Pre-Registration Form – Required** – this site must be completed **BEFORE** the registration and placement testing appointments can be set up. Go to our website – www.franklintwpschools.org – click on *Student Registration*. On that page, under **School Forms**, find **ONLINE PRE-REGISTRATION FORM - REQUIRED** and **CLICK HERE** to go to that site. Complete each section and answer the questions listed. Click on “Submit” at the bottom of the last page. **The following registration forms are listed on the last page under *Documents*. They can be printed out, completed and brought to your child's appointment. If you are not able to print them out, they will be given to you at the time of registration.**
- **Emergency Form – Required** - this form needs to be completed so that we will have your contact information and phone numbers for emergency contacts. The State of N.J. has requested that we survey incoming students about health coverage – please answer that section accordingly and sign your name to authorize us to release your name and address to NJ FamilyCare (only if you do not have health insurance for your child).
- **Student Enrollment Residency Questionnaire – Required** - this form needs to be completed to determine what type of residence your child is living in. If you and your child are living with another family in their home, we need to know if it is your choice or if you are living there out of necessity (had to abruptly leave your permanent home due to fire, eviction, domestic violence, etc.)
- **Home Language Survey – Parent/Guardian Language Questionnaire – Required** – this form needs to be completed so that we are aware if your child speaks a language other than English.
- **Student Health History Form – Required** - this form needs to be completed to let us know if your child has had of any diseases or infections listed. We also need to be aware of any allergies your child may have and any other health information that you feel is important.
- **Medical Examination Notice** – This form needs to be completed **ONLY** if your child is being requested to have a physical. See above under *Students transferring from a private school or another state or country*.
- **Physical Examination Report** – This form needs to be completed **ONLY** if your child is being requested to have a physical. It needs to be completed by your child's physician.
- **Statement of Residency Verification Form** – This form is required **ONLY** if you and your child live with another family in their home. The homeowner with whom you reside will need to complete this form and have their signature notarized. See “Proof of Residency” (on the 1st page) for other documentation you and the homeowner will need to give to us.

Registrations for Grades 7-12

- You will need to call the Delsea Regional School District at 856-694-0100 for registration information.