



MANVILLE PUBLIC SCHOOLS

Student Registration – Two Step Process

1100 Brooks Blvd.

Manville Board of Education Office

Step 1 - Manville Board of Education Office

***RESIDENCY MUST BE PROVED AT THE BOARD OF EDUCATION OFFICE FIRST:
Proof of Residency will not be accepted at the individual schools.***

Please contact Mrs. Jennifer Sanders to schedule an appointment to prove residency.
Phone (908) 231-8503 or jsanders@manvillesd.org

To prove residency before registering your child(ren), we ask you to please bring the completed Registration Packet along with your most recent proofs of residency, listing the Manville address.

- 1) *Original* Birth Certificate of all children being registered for school;
- 2) Property tax bills, deeds, contracts of sale, leases (must include ALL tenants), mortgages, notarized letter from landlords (must include ALL tenants), and other evidence of property ownership, tenancy or residency;
 - If the lease is unclear or on a month-to-month basis we request a *Notarized* letter from your landlord in addition to the Sworn Statement of Landlord
 - Yearly Leases: You will be asked to provide a new lease OR lease renewal AND current bill when the lease provided expires
- 3) Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
 - Two *current* bills (i.e. utility bills, PSE&G, Water, cell phone bill, credit card bills, bank statements; NJ Vehicle Registration; Valid NJ Driver's License; etc.)

*****After you prove residency, please move on to Step 2*****

Step 2 - School Appointment

YOU MUST CALL THE SCHOOL SECRETARY TO MAKE AN APPOINTMENT
You will find each school's contact information on the front of the Registration Packet.

**Both Residency AND Registration forms need to be completed when a child enters the district – even if there are siblings already enrolled.

**If you move within the Manville School District, you will need to reestablish your residency.