

May 2017

## District-wide Re-registration

Dear Parents/Guardians:

The Township of Union Board of Education has proposed a new annual process to verify that students who are attending our schools are in fact domiciled within the Township of Union. The district-wide re-registration process will enable the Board of Education to remove students who are ineligible to attend Union Schools and to direct tax dollars to the students entitled to receive an education in the Township of Union Public Schools. It is in the interest of all residents and taxpayers that this process occurs each school year beginning now.

The re-registration process requires the completion and submission of the attached form, along with copies of all supporting documentation. Families are required to bring this information to the schools listed below based on the following schedule:

Beginning Monday, May 22, 2017 – Monday, June 26, 2017

Monday through Thursday

Time: 6:00 p.m. – 8:00 p.m.

### Locations:

For Students Currently in Grades 8-11: Union High School Library

For Students in Grades 5-7: Burnet Middle School Auditorium

For Students in Grades Pre-K – 4: Hannah Caldwell Cafeteria

For families with students in more than one of the groupings above, parents may choose one location to re-register all their children.

Please understand there will be a wait as we work to process each family. Being prepared with copies of all required documents may expedite the process. Your patience is greatly appreciated.

For families with special circumstances, custody arrangements, or registering with an Affidavit, please see Mrs. Donna Hubbard for re-registration at Union High School at the times listed above.

Students with a McKinney-Vento status will be required to meet with the district homeless liaison, Mrs. Julia Vicidomini (908)851-6407 or [jvicidomini@twpunionschools.org](mailto:jvicidomini@twpunionschools.org), to reaffirm eligibility.

Please be advised, if your re-registration form and supporting documents are not received by the beginning of September 2017, the student(s) will be deemed ineligible to continue attending the Township of Union Public Schools and therefore, will not be permitted to attend classes.

If you have any questions regarding the re-registration process, please contact Mrs. Donna Hubbard for further information at (908)851-6403 or [dhubbard@twpunionschools.org](mailto:dhubbard@twpunionschools.org).

Thank you in advance for your cooperation during this process. It is our hope that in the future you will have the ability to submit your forms and supporting documents electronically.

**TOWNSHIP OF UNION PUBLIC SCHOOLS  
RE-REGISTRATION FORM**

**(Complete and return with copies of documents during re-registration – ONE PER FAMILY)**

I/we \_\_\_\_\_  
Name of Parent(s)/Guardian(s)

of \_\_\_\_\_  
Address Apt. #

\_\_\_\_\_  
City State Zip Telephone Number

**certify that the information provided is true and accurate. I also acknowledge tuition may be assessed in the event an initially re-admitted student is later found to be ineligible.**

**Signature**

**Date**

<b>Student's Full Name (please print clearly)</b>	<b>Grade</b>	<b>School Attended 2016-17 School Year</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**COPIES OF DOCUMENTS TO BRING** (one from each category)

- Copy of your car, home, or apartment insurance showing a valid Union address;
- For **homeowners** (a copy of either your deed, mortgage payment, or property tax bill) **OR**  
For **tenants** (rental lease showing names of ALL tenants, including all children, **OR**  
For **tenants** (notarized 5C affidavit from landlord indicating that you are the tenant, also showing the names of ALL individuals who live there).
- Copy of one utility bill (water, gas, electric, sewer, land-line phone, or cable TV);
- Copy of one either: bank statement, pay stub, credit card bill, cell phone bill, driver's license, medical report, delivery receipt (Must have Union address);  
**Section 5 & 6 – Must see Donna Hubbard at UHS**
- If appropriate, complete affidavits (student, applicant/guardian, non-resident) 6A and 6B affidavits;
- If divorced, court documents showing proof of custody/joint custody

**FOR OFFICIAL USE ONLY**

- |    |       |                 |
|----|-------|-----------------|
| 1. | _____ | <b>Initials</b> |
| 2. | _____ | <b>Initials</b> |
| 3. | _____ | <b>Initials</b> |
| 4. | _____ | <b>Initials</b> |
| 5. | _____ | <b>Initials</b> |
| 6. | _____ | <b>Initials</b> |

Approved \_\_\_\_\_ by \_\_\_\_\_  
date initials

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