



# NEW STUDENT REGISTRATION



**A person, other than the parent, who intends to enroll a student *WITHOUT* proof of custody or guardianship, CANNOT enroll a student unless a legal guardianship, issued by the state or by the court of law, is submitted.**

**Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code and enrollment of the child under false documents, subjects the person to liability for tuition and other costs. TEC Sec.25.002 (3)(d).**

**Step 1 :** Student **ONLINE PRE-REGISTRATION** must be completed prior to submitting documents. To start the process, go to [www.wdeptford.k12.nj.us](http://www.wdeptford.k12.nj.us) or [www.wdschools.org](http://www.wdschools.org).

**Step 2 :** In **2** business days after submitting the Pre-Registration, you will get an email "**Notice of Incomplete Registration**" that has a list of **required documents** to be submitted to complete the registration.

The "Notice of Incomplete Registration" email will also have a **link/instructions** for you to schedule an appointment to submit the documents.

## *Documents that **MUST** be submitted **IN-PERSON** [by the **parent/legal guardian**]*

- ☐ **BIRTH CERTIFICATE** of the student, must be original with the **raised seal** (hospital certificate NOT acceptable)
- ☐ **PHOTO ID/DRIVERS LICENSE** (government-issued) of the parent or legal guardian

## *Documents that can be submitted **IN-PERSON** or can be **UPLOADED** during pre-registration only*

- ☐ **CUSTODY/GUARDIANSHIP** issued by the court of law or by the state, *if applicable*
- ☐ **DEED, PROPERTY TAX** or **MORTGAGE** bill (**recent**; must submit one) for PROPERTY OWNERS  
- OR -  
**LEASE CONTRACT** for RENTERS with a **current lease date** (If lease has an expired date, you must submit proof of lease renewal)
- ☐ **UTILITY** bill (**recent** water & sewer or gas or electric/solar bill; must submit one)
- ☐ For **\*SHARED-HOUSING**, notarized **RESIDENCY AFFIDAVITS** (*blank forms available online or in our office*)
- ☐ **IMMUNIZATION** record (up-to-date)
- ☐ **PHYSICAL EXAMINATION** record (*must be taken within 1 year from date of last physical*)
- ☐ **TRANSFER CARD** (**required**, if transferring within NJ; parent **MUST REQUEST** a copy from school)
- ☐ **REPORT CARD** or unofficial **TRANSCRIPT OF RECORDS** (**required** for incoming **9<sup>th</sup> - 12<sup>th</sup>** grades)
- ☐ **IEP/504 PLAN/SPEECH**, *if applicable*

**\*SHARED-HOUSING** - Parent/Guardian's name is **NOT** on the PRIMARY Proof of Residency

*If you are residing with a family or a friend in West Deptford, the resident who owns or renting the property, must provide proof that you reside in West Deptford with a notarized **RESIDENCY AFFIDAVIT** and **two (2) Proofs of Residency** as listed above. **Person on the affidavit and on the Deed/Property Tax/Mortgage bill or Lease plus Utility bill must be the same person.***

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