

Totowa Public Schools
Required Documents for No Lease, Month to Month Lease, or Living with a Family Member

Primary Proof of Residency in Totowa (Both Required)

- Affidavit of Landlord, filled out by the homeowner and signed by the Homeowner and Tenant and dated. The homeowner will need to sign this from in front of a notary.

AND

- Homeowners current Property Tax Statement

Secondary Proof of Residency in Totowa (any 3 required) – Documents *must be dated within 30 days of Registration.*

- Bank Statement
- Phone Bill
- Cable Bill
- Utility Bill
- Pay Stub
- Insurance Bill

Proof of Student's Age (Required)

- **Original Birth Certificate with raised seal**

Parent/Guardian Photo Identification (Required)

- Driver's License with Totowa address or Motor Vehicle Change of address confirmation
OR
- Passport

Additional Required Documents

- Custodial documentation, *if applicable*
- Immunization Records
- Physical Examination Form
- Health History
- Affidavit of Residency
- Transfer Card, if applicable

Note: A designated representative of the Board of Education may make periodic visits to the residence of the person or persons having such child(ren) living with him/her, to verify the child(ren)'s status as a bona fide resident of the household.

In the event the child(ren) is/are not residing as stated above, the Superintendent of Schools is authorized to apply to the Board for removal of the child(ren) who is/are attending school in the district but not residing within the district. Parents have the right to appeal, however, if the Commissioner rules in favor of the district, tuition will be assessed and prorated to the time of the child(ren)'s initial eligibility of attendance in the school.