

SADDLE RIVER SCHOOL DISTRICT  
SADDLE RIVER, NJ 07458  
201-327-0727

The local school district must provide free public education to "any person who is domiciled within the district: NJSA 18A:38-1(a). Domicile is where a person (parent or guardian) is eligible to vote, pays taxes, and has a "fixed" residence.

GRADES 6 - 12 REGISTRATION CHECKLIST 2017 - 2018

A complete packet is required before the student(s) may begin school.

General Information:

- \_\_\_\_\_ Cumulative File Information form
- \_\_\_\_\_ Original Birth Certificate (with seal)

In addition, parents/legal guardians must bring originals of Proof of Residency:

- \_\_\_\_\_ Notarized Affidavit of Residency/Landlord Certification
- \_\_\_\_\_ Original Lease/Deed
- \_\_\_\_\_ Parent's Driver's License
- \_\_\_\_\_ Utility Bill(s)
- \_\_\_\_\_ Acknowledgement of HS Choice Letter
- \_\_\_\_\_ Acknowledgement of Saddle River Residency Ordinance
- \_\_\_\_\_ Copy of custody papers (if applicable)

NOTE: After completing all of the above residency requirements, you must register your child with the middle school or high school. Registration information is included in this packet.

THE INFORMATION PROVIDED IN THIS REGISTRATION PACKET  
MUST BE THAT OF YOUR CURRENT/PERMANENT DOMICILE

Registration Date \_\_\_\_\_  
Start \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_

**Wandell School - Saddle River, NJ 07458**

**Cumulative File**

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*City State Zip*

Email Address: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Authority of Birth Date \_\_\_\_\_

Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_ Primary Language \_\_\_\_\_  
*M/F White, Black, Hispanic, American Indian/Alaskan Native, Asian/Pacific Islander, Other*

Name Birthplace Citizenship Parent's Education  
*(First, last - please print) City, State, Country Country (List highest level completed)*

Mother \_\_\_\_\_

Father \_\_\_\_\_

Guardian \_\_\_\_\_

Is there a custody agreement in place? Yes / No (If you answered "yes," please provide us with a copy of the custody agreement.)

Occupation Business/Firm Address Phone

Mother \_\_\_\_\_

Father \_\_\_\_\_

Please list children in family, including the above child, with eldest first

Name Birth date Grade as of Sept. 1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Names Phone Numbers

Persons to call in emergency when parents are not available: \_\_\_\_\_

Has your child ever received Basic Skills Instruction (BSI)? \_\_\_\_\_

Are there any handicapped pre-school children in family? \_\_\_\_\_

Has your child ever been evaluated by a Child Study Team? \_\_\_\_\_

AFFIDAVIT OF RESIDENT OF SADDLE RIVER

STATE OF NEW JERSEY:

COUNTY OF BERGEN:

NOTE: If applicant is married, this affidavit must be signed by both husband and wife.

Sworn Statement for Right of Non-tuition School Attendance

\_\_\_\_\_ and \_\_\_\_\_ of full age and being duly sworn according to law and under oath say:

- 1. My/our domicile (permanent home) is in Saddle River at \_\_\_\_\_. I am/we are owner(s) of or rent the foregoing property. This has been my/our permanent residence since \_\_\_\_\_. A copy of my/our deed or lease, whichever is applicable, is attached hereto. If I/we do not have a lease, then I/we understand that I/we have to produce a sworn statement from my/our landlord which acknowledges my/our tenancy.
2. I/we am/are allowing the adult(s) named \_\_\_\_\_ and \_\_\_\_\_ and the child(ren) named \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, to reside with me/us on a full-time basis in my/our domicile (permanent home).
3. This affidavit is made specifically to induce the Saddle River Board of Education to accept the child(ren) named above as a legally qualified student(s) in the Saddle River District public schools and without payment of tuition, knowing that the Saddle River Board of Education will rely upon the truth of the statements herein contained.
4. I/we agree to furnish any documentation that may be required by the Saddle River Board of Education and/or its administration to confirm the accuracy of any of my/our representations.
5. I/we fully understand and agree that any false or fraudulent statements, answers, or declarations contained in this affidavit or in the application for admission may render me/us personally liable to the Saddle River Board of Education for the payment of tuition per child for the State certified per child amount for the school year.
6. I/we fully understand and agree that, if I/we fraudulently allow the child(ren) named above to use my/our residence, I/we will have committed a disorderly persons offense. If I am/we are convicted of such an offence, I/we may be fined up to \$1000.00 and/or be imprisoned for up to six months.
7. I/we fully understand and agree that any false statements contained in this affidavit may subject me/us to criminal prosecution for the crime of false swearing in violation of N.J.S.A. 2C:28-2. If I am/we are convicted for such a crime, I/we may be punished by a fine of up to \$7,500.00 and/or be imprisoned for up to 18 months.

Signature of Applicant

Signature of Applicant

Printed Name of Applicant

Printed Name of Applicant

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public of the State of New Jersey

My commission expires on \_\_\_\_\_

**LANDLORD CERTIFICATION**

1. I \_\_\_\_\_ am the owner of property located at \_\_\_\_\_ in the Borough of Saddle River, County of Bergen, and State of New Jersey.
2. I am renting the property to \_\_\_\_\_. There is not a signed lease which memorialized the duration or terms of the rental agreement. The tenancy commenced on \_\_\_\_\_ and expires on \_\_\_\_\_.
3. I agree to furnish information on the continued tenancy of the person named in paragraph two to the Saddle River Board of Education and its administration upon request.
4. I certify that the statements made by me in this certification are true, and I am aware that if any statement made by me is false that it may subject me to civil and criminal penalties.

\_\_\_\_\_  
Signature of owner of property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of owner of property

NOTARY PUBLIC

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_

*Saddle River School District*  
*Wandell School*  
97 East Allendale Road, Saddle River, New Jersey 07458  
(201) 327-0727 Fax (201) 236-8166

*Louis J. DeLisio*  
Interim Superintendent/Principal

*Glenn N. Stokes*  
Vice Principal

May, 2017

Dear Parents/Guardians:

Re: Transfers Between High Schools of Saddle River Resident Students

In August, 2004, three similar resolutions were adopted by the members of the Boards of Education of Ramsey and Northern Highlands Regional High School and our own Saddle River Board of Education. The new regulations, which went into effect immediately, alter the existing transfer policies for Saddle River residents' students attending either Ramsey or Northern Highlands high schools.

Beginning in the school year (2004-2005), Saddle River students attending either Ramsey or Northern Highlands high schools, are permitted a one-time lifetime transfer to the other high school without parental tuition expense if they notify one of the three school districts prior to the start of school in September in any school year of their desire to transfer. If this one-time request for transfer is made after the start of school at either high school, then for the remainder of that school year, parents will be responsible and charged tuition costs for that school year only. However, the Saddle River School District will pay the tuition costs in subsequent years to the appropriate high school district for any one-time transfer taking place after the start of any school year.

While this resolution changed the existing transfer policy with regard to tuition, it does not alter the fact that deciding on the most appropriate high school placement for your child is a very important decision and should not be made without due consideration and active investigation.

Thank you.

Sincerely,



Louis J. DeLisio  
Interim Superintendent/Principal

LJD:jm

## Saddle River School District

This form is to be completed by parents/guardians of all grades.

Student Name: \_\_\_\_\_

Grade in September: \_\_\_\_\_

I have read the letter dated May, 2017, regarding the policy of transferring between Ramsey and Northern Highlands Regional High School.

If currently a high school student, we would like our child to attend

\_\_\_\_\_ High School in September.  
(Ramsey or Northern Highlands Regional)

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**ORDINANCE NO. 15-911-C**

**AN ORDINANCE TO PREVENT THE UNLAWFUL ENROLLMENT OF SCHOOL CHILDREN IN THE SADDLE RIVER SCHOOL SYSTEM AND TO PROVIDE PENALTIES THEREFORE**

**BE IT ORDAINED** by the Mayor and Council of the Borough of Saddle River that the following be added to the Code of the Borough of Saddle River:

**Ineligible student enrollment prohibition; penalties.**

(a) Purpose. A section to prohibit and penalize any parent or other person enrolling a student in the Saddle River School District seeking free of charge education when such student is ineligible for free of charge education.

(b) Prohibited conduct. It shall be unlawful for any person over the age of 18 to:

(1) Knowingly register or enroll a student in the Saddle River School District seeking free of charge education or maintain the enrollment of a student receiving free of charge education when the student is ineligible for free of charge education pursuant to N.J.S.A. Title 18A; or

(2) Knowingly assist, aid or permit a student to register or enroll in the Saddle River School District seeking free of charge education when the student is ineligible to attend free of charge pursuant to N.J.S.A Title 18A; or

(3) Knowingly permit his or her name, address or other residence designating documentation to be utilized in the registration or enrollment of any student seeking free of charge education in the Saddle River School District when the student is ineligible to attend free of charge pursuant to N.J.S.A Title 18A; or

(4) Not notify or inform the Saddle River School District when a student is no longer a resident in the household of that person who had previously knowingly permitted his or her name, address or other residence designating documentation to be utilized in the registration or enrollment of the student in the Saddle River School District.

(c) Requirements. Upon the request of the Saddle River School District, the parent or guardian of a student registered in the Saddle River School District shall be required to complete a questionnaire intended to determine the student's eligibility to attend school in the Saddle River School District free of charge in accordance with N.J.S.A. Title 18A. All residents hosting other families, with a student enrolled in the Saddle River School District in their residence, must register with the Saddle

River School District and must notify the Saddle River School District when such other families no longer reside with the resident.

(d) Enforcement. Sections (a), (b) and (c) may be enforced by the administrative officials of the Saddle River School District in their sole discretion.

(e) Penalty. Any person violating the provisions of Sections (a), (b) and (c) shall, upon conviction thereof, be sentenced to pay a fine of up to \$2,000 and to the maximum lawful extent make restitution to the Saddle River Board of Education. In determining the amount of restitution, the Municipal Court of the Borough of Saddle River, Bergen County shall include amounts incurred by the Saddle River Board of Education, including but not limited to tuition costs, investigation expenses and attorneys' fees.

(f) Restitution. Restitution ordered by the Municipal Court of the Borough of Saddle River, Bergen County, shall be paid to the Saddle River Board of Education within thirty (30) days of such an order being final and not subject to further appeal. Unpaid restitution and fines may, upon the petition of the Saddle River Board of Education to the Municipal Court of the Borough of Saddle River, be converted into liens against the properties of the offending parties.

(g) Severability. Each section, subsection, sentence, clause and phrase of this section is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this section to be unconstitutional, void or ineffective for any cause, or reason, shall not affect any other portion of this chapter.

Except as provided for herein, all other provisions of the Ordinance shall remain in full force and effect.

If any section, subsection, part, clause or phrase of this Ordinance shall be declared invalid by judgment of any court of competent jurisdiction, such section, subsection, part, clause or phrase shall be deemed to be severable from the remainder of this Ordinance.

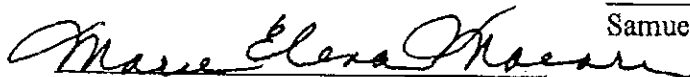
This Ordinance shall take effect immediately upon final passage and publication as required by law.

Approved:



Samuel S. Raia, Mayor

Attest:



Marie Elena Macari, Borough Clerk



# Saddle River School District

This form is to be completed by parents/guardians of all grades.

Student Name: \_\_\_\_\_  
(Please print)

I have read the Borough of Saddle River Ordinance No. 15-911-C , an ordinance to prevent the unlawful enrollment of school children in the Saddle River School System and to provide penalties.

\_\_\_\_\_  
Parent's Name                      Parent's Signature                      Date

Attachment: Ordinance No. 15-911-C

# **STUDENT REGISTRATION INFORMATION**

## **FOR GRADES 6 THROUGH 12**

### **Eric S. Smith Middle School (Grades 6 through 8)**

After completing all of the requirements for residency at the Saddle River Board of Education, you must register your child at the Eric S. Smith Middle School for **Grades 6 through 8** by going to:

**<http://www.ramsey.k12.nj.us/domain/1043>**

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### **Northern Highlands Regional High School (Grades 9 through 12)**

After completing all of the requirements for residency at the Saddle River Board of Education, if your child is planning to attend Northern Highlands Regional High School, you must register your child at

**<http://www.northernhighlands.org/domain/170>**

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### **Ramsey High School (Grades 9 through 12)**

After completing all of the requirements for residency at the Saddle River Board of Education, if your child is planning to attend Ramsey High School, you must register your child at

**<http://www.ramsey.k12.nj.us/domain/1041>**