



HACKENSACK PUBLIC SCHOOLS

191 Second Street, Hackensack, New Jersey 07601
(201) 646-8000 / www.hackensackschools.org

REGISTRATION INFORMATION

The following is a list of documents that must be presented in order to enroll a student in the Hackensack Public School system.

Please Note: All items listed below MUST BE SUBMITTED or your registration will not be processed.

Application for enrollment (one per student)

Emergency Information Verification

Child's birth certificate, passport, or immigration card.

ID for Parent or Guardian

Affirmation of residence –

- If renting include current lease **and** current utility bill. If you do not have a lease or deed in YOUR NAME and are living with someone in an apartment, you must complete the Landlord Affidavit
 - If you own your home include deed or current tax bill **and** current utility bill.

Home Language Survey

Transfer card from previous school with NJ State ID # (if applicable).

Completed medical forms:

- Student Health History (completed by parent/guardian)
 - New Entrants Requirements: immunization and physical exam (completed by doctor)

*Records Release Authorizations for transfer students only:

- General records: Academic, medical, attendance, discipline, & standardized tests
 - IEP (Individualized Education Plan) (if applicable)
 - 504

Please contact the school to schedule an appointment.

ADDITIONAL INFORMATION REQUIRED

High School students must provide academic records (transcripts) from the previous school showing course work and credits completed. If the student is entering the 9th grade, you must show proof that the student has completed the 8th grade. If coming from a New Jersey school, please provide NJASK and HSPA scores if available.

Custody or guardianship papers from the Surrogate Court at the Bergen Courthouse must be presented when a student is not living with the parent.