

Dear Parents and Guardians,



As part of our annual registration process, all families are required to provide **proof of residency** within Neptune City. Please review the requirements below and be prepared to submit the appropriate documentation **in person** during the scheduled time windows listed at the end of this letter.

Standard Residency Verification

Families must submit **two (2) current proofs of residency** showing a Neptune City address:

1. A **current lease or mortgage statement** in the parent/guardian's name
2. A **current utility bill** in the parent/guardian's name

If You Reside with a Neptune City Resident (and Are Not on the Lease/Mortgage)

If you live with someone who resides in Neptune City and your name is **not on the lease or mortgage**, and you **do not have a utility bill** in your name, you must complete a residency **affidavit**, available in the school office.

For the affidavit, the following are required:

- Two (2) current proofs of residency from the Neptune City resident you are living with:
 - A **current lease or mortgage statement**
 - A **current utility bill**
- One (1) current proof of residency in the parent/guardian's name, such as:
 - A **bank statement**
 - A **driver's license**
 - A **New Jersey state ID**

All affidavits must be notarized.

On-Site Google Form

Parents/Guardians will also be required to complete a brief Google Form on site with the following information:

- First Name
- Last Name
- Contact Type
- Relationship to Student
- Phone Type
- Phone Number
- Email Address
- Street Address
- Street Number

Residency Document Submission Schedule

Please arrive during the allowed time windows based on your child's last name:

- **Last Names A–L:**
 - Arrive on **July 8, 9, or 10 (July 9 4:00 – 6:00 PM)**
 - During either **9:30–11:00 AM** or **12:30–1:30 PM**
- **Last Names M–Z:**
 - Arrive on **July 14, 15, or 16 (July 14 4:00–6:00 PM)**
 - During either **9:30–11:00 AM** or **12:30–1:30 PM**

If you have any questions, please contact the school office.

Sincerely,

Pedro Garrido, Chief School Administrator

Chè Paran ak Gadyen,



Kòm yon pati nan pwosesis enskripsyon anyèl nou an, tout fanmi yo oblije bay prèv rezidans yo nan Neptune City. Tanpri revize kondisyon ki anba yo epi prepare w pou soumèt dokiman ki nesèsè yo an pèsòn pandan lè yo pwograme, jan sa endike nan fen lèt sa a.

Verifikasyon Rezidans Estanda

Fanmi yo dwe soumèt de (2) prèv aktyèl rezidans ki montre yon adrès nan Neptune City:

1. Yon kontra lwaye oswa ipotèk aktyèl sou non paran/gadyen an
2. Yon bòdwo sèvis piblik aktyèl sou non paran/gadyen an

Si w Ap Viv Avèk Yon Rezidan Neptune City (e Non Ou Pa Sou Kontra Lwaye/Ipotèk la)

Si w ap viv ak yon moun ki rete nan Neptune City epi non ou pa sou kontra lwaye oswa ipotèk la, epi ou pa gen yon bòdwo sèvis piblik sou non ou, ou dwe ranpli yon deklarasyon sou sèman (afidavi) rezidans, ki disponib nan biwo lekòl la.

Pou deklarasyon sou sèman an, ou dwe bay sa ki annapre yo:

- De (2) prèv rezidans aktyèl ki soti nan moun wap viv avèk li:
 - o Yon kontra lwaye oswa ipotèk aktyèl
 - o Yon bòdwo sèvis piblik aktyèl
- Yon (1) prèv rezidans aktyèl sou non paran/gadyen an, tankou:
 - o Yon deklarasyon labank
 - o Yon lisans kondwi
 - o Yon kat idantite leta New Jersey

Tout deklarasyon sou sèman yo dwe notarye.

Fòm Google sou Sit la

Paran/Gadyen yo ap oblije ranpli yon fòm Google kout sou plas la ki gen enfòmasyon sa yo:

- Premye non
- Siyati
- Tip kontak
- Relasyon ak elèv la
- Tip telefòn
- Nimewo telefòn
- Adrès imèl
- Adrès lari
- Nimewo adrès

Orè pou Soumèt Dokiman Rezidans yo

Tanpri vini pandan orè ki pèmèt la selon siyati pitit ou a:

• Siyati A–L:

Vini swa 8, 9, oswa 10 jiyè (9 jiyè 4:00 – 6:00 PM)

Pandan swa 9:30–11:00 AM oswa 12:30–1:30 PM

• Siyati M–Z:

Vini swa 14, 15, oswa 16 jiyè (14 jiyè 4:00 – 6:00 PM)

Pandan swa 9:30–11:00 AM oswa 12:30–1:30 PM

Si ou gen nenpòt kesyon, tanpri kontakte biwo lekòl la.

Sensèman,

Pedro Garrido, Chèf Administratè Lekòl la