

BOARD OF EDUCATION

BOROUGH OF NEW MILFORD
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DANIELLE M. SHANLEY
SUPERINTENDENT
OF SCHOOLS

STEPHANIE E. KUCHAR, ED. D.
BUSINESS ADMINISTRATOR/
BOARD SECRETARY

STUDENT ELIGIBILITY FOR CONTINUED ENROLLMENT

Dear Parent or Guardian:

The policy of the New Milford Board of Education is to provide a tuition-free education to eligible students domiciled within the Borough of New Milford. In order to establish domicile for this purpose, a minor student must reside with his/her parent(s) or legal guardian(s) who reside within the Borough.

The Board has experienced difficulties in the past resulting from its discovery of students who were not properly domiciled within the Borough but who, nevertheless, were enrolled in the New Milford Public Schools on a tuition-free basis. The Board of Education has also received complaints from residents regarding possible violations of its policy regarding tuition-free enrollment eligibility.

The Board has determined that it is in the best interests of the school district to periodically verify the enrollment eligibility of students currently receiving tuition-free education in the New Milford Public Schools. This will ensure that the Board's policy regarding enrollment eligibility is applied to everyone in the same way. It will also ensure that the Board is not unnecessarily expending resources or losing revenues due to the improper tuition-free enrollment of any student(s).

To confirm the Board's records, please fill out the enclosed form and return it with a copy of your deed or lease or copies of two (2) current bills or other current proofs of residency which confirm your residence. Kindly provide this information by the start of school to the main office of the school your child will be entering in September. If your child will be entering Grade 6, return the above documents to: D.E. Owens Middle School, 470 Marion Avenue, New Milford, NJ 07646. If your child will be entering Grade 9, the documents are to be returned to: New Milford High School, 330 River Road, New Milford, NJ 07646. ***Please note: If your child will be attending Bergen Academies or any of the Bergen County Technical or Vocational Schools, you are still required to prove residency and should send the information to the Main Office of New Milford High School.***

IMPORTANT: If the required documentation is not received by the start of school, the student will be deemed to be a former resident, pursuant to Policy/Regulation No. 5111, and the parent(s) or guardian(s) of the student will be liable for tuition for every day each student attends the New Milford Public Schools until the required documentation is received. To view current annual tuition rates, please refer to the Residency Policy on our district website (located under FORMS at www.newmilfordschools.org). **These rates do not include Special Education classes and services (if required).*

If you have any questions, please contact either your child's school (D.E. Owens Middle School for incoming 6th Grade students – 201-265-8661) or (New Milford High School for incoming 9th Grade students – 201-262-0172). The Board of Education understands that this residency verification process may cause inconveniences for some, therefore, we thank you in advance for your efforts and your desire to protect the interests of the school district and the taxpayers in New Milford.

**NEW MILFORD BOARD OF EDUCATION
NEW MILFORD, NJ 07646**

**PROOF OF RESIDENCY
Re-Registration – Incoming Grades 6 and 9**

The New Milford Board of Education requires that you provide the following information:

Your Address: _____

Names of student(s):

Student Name (Print)	Age	Grade	School Attending

Please provide the following proof of residency documents:

_____ Copy of deed or **current** lease

OR TWO (2) OF THE FOLLOWING:

_____ **Current** utility bill (such as PSE&G, water, telephone), property tax bill, etc. (portion with address and date)

PARENT STATEMENT

I, _____, affirm that I am the ___ natural parent *or* ___ legal guardian of the student(s)
(print name) (check one)
listed above. I further state that this form and the attached documentation constitute true and accurate proof that the student(s) listed above reside(s) with me within the Borough of New Milford and will continue to do so for at least the next twelve (12) consecutive months. If any student listed above no longer resides with me, or if I move my residence out of the Borough of New Milford within that twelve (12) month period, I will promptly notify the New Milford Board of Education in writing.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are false, I am subject to punitive action.

Signature: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM WITH COPIES OF REQUIRED DOCUMENTS TO THE MAIN OFFICE OF THE SCHOOL YOUR CHILD WILL BE ATTENDING IN SEPTEMBER