

# BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

580 Erial Road, Blackwood, New Jersey 08012-4550

(856) 227-4106 • Fax (856) 227-6835

[www.bhprsd.org](http://www.bhprsd.org)

Where inspiring excellence is our standard and student achievement is the result

**Brian Repici, Ed.D.**

*Superintendent*

**D. Jean Grubb**

*Board Secretary*

*Business Administrator*

**David C. Cappuccio, Jr.**

*Director of Special Services & Policy*

**Matthew Szuchy**

*Director of Curriculum & Instruction*

**Julie A. Scully**

*Director of Personnel Management*

## REGISTRATION PROCESS

### I. MAKE REGISTRATION APPOINTMENT

- a. The parent seeking enrollment within the BHPRSD must withdraw the student from prior district
- b. The parent must accompany the student for the registration process (homeowner must attend if an affidavit student)
- c. Contact the appropriate school to make an appointment as follows:
  - i. Highland-(856) 227-4100
  - ii. Triton-(856) 939-4500
  - iii. Timber Creek-(856) 232-9703

### II. COMPLETE REGISTRATION PAPERWORK

- a. Registration paperwork is available on the school/district website, or within each school.
- b. School Counseling secretary may email paperwork to parent, as applicable.
- c. Incomplete paperwork may result in a rescheduled appointment.

### III. ATTEND REGISTRATION APPOINTMENT WITH DOCUMENTATION

- a. Please bring the following documents to the scheduled registration appointment:
  - i. 4 Proofs of residency (See Attached Acceptable Proof of Residency Documents)
  - ii. Student's most recent report card
  - iii. Transcript
  - iv. Withdrawal Form
  - v. IEP, if applicable
  - vi. Student Immunization records
  - vii. Original or copy of birth certificate with parents' name
  - viii. Custody agreement, if applicable

#### TRITON REGIONAL HIGH SCHOOL

250 Schubert Avenue

Runnemede, NJ 08078-1796

(856) 939-4500 • Fax (856) 939-4724

Melissa Sheppard, Principal



@TritonHigh



#### HIGHLAND REGIONAL HIGH SCHOOL

450 Erial Road

Blackwood, NJ 08012-4599

(856) 227-4100 • Fax (856) 227-3619

Elizabeth G. Petite, Principal



@HighlandHS

#### TIMBER CREEK REGIONAL HIGH SCHOOL

501 Jarvis Road

Erial, NJ 08081-2169

(856) 232-9703 • Fax (856) 232-5267

Kasha Giddins, Principal



@TimberCreekHS

<https://www.facebook.com/Black-Horse-Pike-Regional-School-District>

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## **PROOF OF RESIDENCY DOCUMENTATION**

*The totality of documentation presented will be considered in evaluating an individual student's application for enrollment within the district, and unless expressly permitted by law, the student will not be denied enrollment based upon an inability to provide certain form(s) of documentation where other acceptable evidence is presented.*

### I. MANDATORY- MUST PROVIDE AT LEAST ONE OF THE FOLLOWING:

- a. Property Tax Bills
- b. Deeds
- c. Contracts of Sale
- d. Leases
- e. Mortgages
- f. Signed letters from landlords
- g. Other evidence of property ownership, tenancy or residency

### II. SECONDARY DOCUMENTS- PROVIDE THREE OF THE FOLLOWING:

- a. Current voter registrations, licenses, permits, bank statement, utility bills, and other evidence of personal attachment to a particular location.
- b. Court orders, state agency agreements, or other evidence of court/agency placements or directives
- c. Bills or other evidence of expenditures demonstrating personal attachment to a particular location, or where applicable, to support a student.
- d. Medical reports, counselor/social worker assessments, employment documents, benefit statements
- e. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance from the parent/guardian or person with whom an "affidavit student", or adult student, is residing.
- f. Documents pertaining to military status and assignment
- g. Any business record or document issued by a government entity
- h. Any other form of documentation relevant to demonstrating entitlement to attend school.

*You will not be asked to present any documentation protected from disclosure by law or pertaining to criteria which does not serve as a legitimate basis for determining eligibility to attend school. You may voluntarily, though, disclose any documentation you believe will help establish that your child meets the requirements by law for enrollment within the district. This information may include, but not be limited to: income tax returns; citizenship/visa status documents (unless student possesses or is applying for an F-1 visa); social security numbers/card; documents relative to local housing ordinances or conditions of tenancy.*

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