



Upper Township School District

525 Perry Road • Petersburg, NJ 08270
Phone (609) 628-3500 • Fax (609) 628-2002
www.upperschools.org

August 9, 2021

Dear Families:

N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22, require that a free public education be provided to students between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:

- Domiciled in the district;
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation;
- Living with a person, other than the parent or guardian, where the parent/guardian is a member of the military called to active service in time of war or national emergency;
- Living with a parent or guardian who is temporarily residing in the district; or
- Homeless.

The Upper Township School District has developed and implemented a strict Residency Verification Program to protect our community resources. The objective is to ensure that only those children eligible to attend school in our District are doing so and that any non-eligible students are appropriately removed from our attendance rolls. Please be advised that the District will pursue all available options against non-residents enrolling their child/children in the District; as well as against any individual furnishing false information for the purpose of enrolling non-resident students.

The Residency Verification Program comprises, among other things, a thorough review of applications for enrollment, documentation verification, periodic investigations, requests for validation of those previously determined eligible for attendance, and requests for additional information. In accordance with N.J.A.C. 6A:22-4.1, please be aware that any initial determination of the student's eligibility to attend school in the District is subject to a more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found to be ineligible.

Enclosed please find a list of documents that the District requires for proof of residency. Proof of residency must be emailed to Nicole Schneider (schneider@upperschools.org) or shown at the Board Office, located at 525 Perry Road, Petersburg, New Jersey, no later than **August 23, 2021**. If you have any questions, please contact Nicole Schneider at 609-628-3500 ext. 2221.

Thank you in advance for your cooperation.

Sincerely,

Vincent J. Palmieri, Jr.

Superintendent of Schools



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Student Name: _____

2021/22 Grade Level: _____

PROOF OF RESIDENCY

Proof of Residence must be at least two of the following:

- Lease Agreement (must include name, address and telephone number of property owner for verification) original only, no altered copies will be accepted.
- Tax Bill.
- Mortgage Settlement Papers.
- Photo license with Upper Township address/ NJ MVS code mandates address on driver's license be changed within 2 weeks of moving.
- Food Stamp Identification with Upper Township address (P.O. Boxes will not be accepted).
- Voter Registration with Upper Township address (P.O. Boxes will not be accepted).
- Utility Bill/Cable Bill.

I understand and acknowledge receipt of the attached notice. I have read and understand that the improper enrollment of a non-resident child in the District or the providing of false information in connection with the enrollment process may subject me to criminal, civil and monetary penalties as permitted under the law.

Signature

Date

Printed Name