

IRVING SCHOOL REGISTRATION CHECKLIST

- Birth Certificate/Passport (Original BC For US Citizens, Original Passport For Non-US Citizens)
- Immunization Records (A45 – NJ Health Record For Students Transferring From A NJ Public School)
- Well Child Visit/Physical (For new Pre-K and Kindergarten Students)
- Copy of Lease/Mortgage Statement/Deed or Title/Tax Assessment/Tax Bill
- Parent Photo ID (Driver's License, State Issued ID, Passport)
- Legal Documentation (Custody, Guardianship, Name Changes ... etc.)
- NJ Student Transfer Card (A41)

(All Students Transferring From A NJ Public School Must Have This Card From Their Former School At The Time Of Enrollment)

****If you are living with someone and not the mortgage or lease holder, then you must include a **notarized** copy of the **Residency Notification Form**. This form can be found in the registration packet.****

Additional Proof of Residency: Please provide **3** of the following Items. (If you have just moved to Highland Park in the last month, you have 30 days to submit these items to the Irving School main office)

- Phone Bill Cable Bill Credit Card Bill
- Driver's License Pay Stub PSE&G Bill
- Bank Statement Water Bill Tax Return

PICK UP PATROL DISMISSAL PLANS

- WALKER (Mon, Tues, Wed, Thurs, Fri)
- BUS (Mon, Tues, Wed, Thurs, Fri)
- CAR LINE (Mon, Tues, Wed, Thurs, Fri)
- AFTER SCHOOL PROGRAM (Mon, Tues, Wed, Thurs, Fri)

PAPERLESS E-MAIL (I agree to receive school notifications and information via e-mail)

YES NO **PARENT SIGNATURE** _____



HIGHLAND PARK PUBLIC SCHOOLS

IRVING PRIMARY SCHOOL

121 S 11th Ave, Highland Park NJ, 08904

PRINCIPAL MEGAN MCNALLY

m McNally@hpschools.net

(732) 572-2400, EXT 1001

www.irving.hpschools.net

2020-2021 Registration for Irving Primary School

Welcome to Irving Primary School! We can't wait for you and your child to be a part of our community of learners. Irving Primary School is home to our Pre-K through First Grade students. Our faculty and administration work to create a warm, comfortable place where our youngest learners take the journey through those magical primary grades. This letter will outline our spring enrollment process for any new preschool, kindergarten, or first grade students that will be entering Irving for the 2020-2021 school year.

To begin the process, you will need to complete the [online registration](http://www.hpschools.net) found at www.hpschools.net. This will be [available for your pre-registration on March 16th](http://www.hpschools.net). Note: we are not accepting paper registrations for the upcoming school year. If you are in need of computer access, please feel free to come into our main office.

Along with completion of the online pre-registration, you will need to bring the other necessary paperwork (see checklist) to Irving School to complete the enrollment process on your designated day below. At that time, you must have all documentation with you for review. Only a parent or legal guardian may enroll a child. All registrations will be done according to the child's last name:

Date	AM Registration	PM Registration
March 31, 2020	9:30-11:30am (A, B, C)	1:00-2:30pm (D, E, F)
April 1, 2020	9:30-11:30am (G, H, I, J)	1:00-2:30pm (K, L, M)
April 2, 2020	9:30-11:30am (N, O, P)	1:00-2:30pm (Q, R, S)
April 3, 2020	9:30-11:30am (T, U, V)	1:00-2:30pm (W, X, Y, Z)
May 2, 2020 (Make Up Day) **Call for an appointment	9:30-11:30am	1:00-2:30pm

All spring registrations will take place at Irving Primary School, 121 South 11th Avenue, Highland Park, NJ. PLEASE COME WITH THE STUDENT ON THE DATE ASSIGNED, ACCORDING TO THE STUDENT'S LAST NAME.

Notes about Registration Days:

- Age Requirements (no exceptions!)
 - **Pre-K:** 4 years old on or before October 1, 2020
 - **Kindergarten:** 5 years old on or before October 1, 2020
 - **First Grade:** 6 years old on or before October 1, 2020
 - **We strongly encourage you to register early (in the spring) because summer appointments are limited and the Readiness Assessment is important for class placement.**



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FAQ about Spring Enrollment

Will my child and I get to visit the school? Yes. If you register in the spring, you will have the opportunity to attend the following:

- **Kindergarten Parents:** There will be a Kindergarten Information Night for all registered kindergarteners on Wednesday, June 17th, starting at 6:30pm. This is for parents/guardians only. We will offer babysitting on this evening.
- **Pre-K, Kindergarten, and Grade 1:**
 1. All registered families will be invited to our school-wide Strawberry Festival on June 11th at 6pm.
 2. Students will get to visit the school prior to the first day for supply drop off.

Should my child come to registration? Yes! While you are registering your child, our staff will be conducting a quick readiness assessment with your child used for class placement.

When will I find out my child's class placement? Parents will be notified of class placement in mid-August.

Can I choose which Pre-K session my child attends (am/pm)? You will be given an option to request the session you would like your child to attend. Placements are made on a first come, first serve basis. Requests are not a guarantee.

Do I need to have a current physical for my child? All new students entering Irving are required to supply proof of a health physical completed not more than 365 days prior to the start of school and proof of current immunizations. All Pre-K students under 5 years old must provide proof of the flu shot before 12/31/2020.

I missed the spring registration dates, how do I register my child? After the May 2nd Make-Up day, you may call to make an appointment starting on July 1, 2020. Please call the number below to schedule an appointment. Unfortunately, we cannot accommodate classroom visitations or tours in the summer. ***We strongly encourage you to register early (in the spring) because summer appointments are limited!***

If you have additional questions, feel free to reach out to:

Keisha Ingram

Phone: 732-572-2400 ext. 1002

kingram@hpschools.net