



# Little Falls Township Public Schools

Tracey Marinelli  
Superintendent of Schools  
973-256-1034  
tmarinelli@lfschools.org

Andrea Marchesani  
Administrative Assistant  
973-256-1033 x1226  
amarchesani@lfschools.org

## Registration Process

**Please read all instructions carefully before beginning the registration process.**

To register, (1) review this document, (2) complete and submit the online Pre-Registration, and (3) submit all required enrollment documents. **Please note that registrations are conducted on Wednesdays ONLY.**

- (1) Review this document for detailed instructions and for the complete list of registration requirements. Additional documents and forms are provided on the website.
- (2) Complete and submit the online Pre-Registration by clicking the [Pre-Registration link](#). Please read the form in its entirety and follow all instructions for a successful completion.
- (3) Submit your original documents via the Yellow Registration Mailbox located at School No. 3, 560 Main Street, outside the Main Office doors. This is a secured, locked mailbox. Please be sure to put the documents in an envelope with your child's name on it.

**Important:** All three steps must be completed prior to enrollment. Forms that are not properly signed or do not meet all requirements will be denied, delaying the registration. **Please see below for the complete list of requirements:**

### **Primary Proof of Residency in Little Falls - (1) Required – must be current, dated within 30 days**

Homeowner:

- ☐ Mortgage Statement ☐ Township Property Tax Bill

Renter:

- ☐ Lease and Rent Receipt (Lease must be non-expired, 1 year or longer, include names of all those residing at residence, and signed by both Landlord and Tenant)
- ☐ Affidavit of Residence, *in the absence of a valid Lease* (Signed by Homeowner and Notarized – Homeowner must still provide Primary and Secondary Proofs of Residency)

**AND**

- ☐ Affidavit of Resident, *in the absence of a valid Lease* (Signed by Parent/Guardian and Notarized – Parent/Guardian must still provide Secondary Proofs of Residency)

### **Secondary Proof of Residency in Little Falls – (2) Required – must be current, dated within 30 days**

(Secondary Documents provide proof of attachment to the residence & must show address in the billing section)

- ☐ Bank Statement ☐ Cable Bill ☐ Home or Vehicle Insurance Bill
- ☐ Phone Bill ☐ Utility Bill - Electric, Gas, or Water

**Billing Address & Service Address on the bill(s) must be the same**

### **Proof of Student's Age**

- ☐ Original Birth Certificate

### **Parent / Guardian Photo Identification – (1) Required**

- ☐ Driver's License ☐ Passport

### **Additional Required Documents**

- ☐ Custodial Documentation, *if applicable* ☐ IEP, *if applicable* ☐ Immunization Records
- ☐ Internet Use Form ☐ Language Survey ☐ Physical Examination Form
- ☐ Publicity Release Form ☐ Records Release Form ☐ Transfer Card, *if applicable*

(Students transferring from a New Jersey public school **must** obtain a transfer card from previous school district)

For additional information, please contact Amy Wright at (973) 812-9512 x3407 or [awright@lfschools.org](mailto:awright@lfschools.org).

One District... One Team... One Vision...

32 Stevens Avenue, Little Falls, New Jersey 07424

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