

South Hackensack School District
Dyer Ave · South Hackensack, NJ 07606 · (201) 440-2782

Jason Chirichella, Superintendent/Principal
Carla Moreno, Director of Curriculum and Instruction
Dina Messery, Business Administrator
Elizabeth Schaefer, Board Secretary



June 2022

Dear Parents,

The South Hackensack Board of Education is requesting re-registration for all students to verify residency. Re-registration will apply for all students entering Kindergarten through 8th grade for the 2022-2023 school year.

Enclosed please find the re-registration packet that includes:

- Parent Checklist
- Landlord Affidavit (For Renters)
- Student Transfer Card (If not returning in September)

This packet must be completed in its entirety **by no later than Monday, August 1, 2022.**

All documents can be mailed or dropped off to the main office.

Please note that there will be **no exceptions** and if this process is not completed over the summer, it may impact your child in September. Thank you for your understanding and handling this matter in a timely fashion.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Chirichella", is located below the word "Sincerely,".

Jason Chirichella
Superintendent / Principal

Cc: South Hackensack Board of Education

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"A Tradition of Caring"

junio 2022

Estimados padres,

La Junta de Educación de South Hackensack está solicitando la reinscripción de todos los estudiantes para verificar la residencia. Se aplicará la reinscripción para todos los estudiantes que ingresan desde jardín de infantes hasta el octavo grado para el año escolar 2022-2023.

Adjunto encontrará el paquete de reinscripción que incluye:

- Lista de verificación para padres
- Declaración jurada del propietario (para inquilinos)
- Tarjeta de transferencia de estudiante (si no regresa en septiembre)

Este paquete debe completarse en su totalidad a más tardar el lunes 1 de agosto de 2022.

Todos los documentos pueden enviarse por correo o dejarse en la oficina principal.

Tenga en cuenta que no habrá excepciones y si este proceso no se completa durante el verano, puede afectar a su hijo en septiembre. Gracias por su comprensión y el manejo de este asunto de manera oportuna.

Sinceramente,

Jason Chirichella
Superintendente / Director

CC: Junta de Educación de South Hackensack

Student Re-Registration Checklist

The following is a list of documents/forms that must be completed in order to re-enroll a student in Memorial School:

Student 1 Name: _____

Grade Entering in 2022-2023 School Year: _____

Student 2 Name: _____

Grade Entering in 2022-2023 School Year: _____

Student 3 Name: _____

Grade Entering in 2022-2023 School Year: _____

Student 4 Name: _____

Grade Entering in 2022-2023 School Year: _____

Proof of Residency: Must show TWO proofs of Identification:

Homeowners:

Current property tax bill OR a recorded deed showing ownership of a residence within South Hackensack

AND

A valid driver's license/photo identification

Renters:

Notarized Landlord Affidavit (to be completed by the landlord, listing all occupants of the rental premises). Must be thoroughly completed

A valid driver's license/photo identification

AND ONE of the following

Lease, pay stub, water bill, current gas/electric bill, valid car registration

Transfer Card – Student Not Returning for 2022-2023

Registered By: _____

Staff Initial (Office Use Only)

Jean Chirchala, Superintendent/Principal
 Carlo Marens, Director of Curriculum & Instruction
 Dina Mearns, Business Administrator
 Elizabeth Schaefer, Board Secretary



OWNER / LANDLORD AFFIDAVIT

After completing Section I, have the owner/landlord complete Sections II, III, and IV of this form. Have the form notarized and bring it to your registration appointment.

Section I: Tenant Information

Last Name	First Name
Current Address	City, State, Zip
Home Phone	Cell Phone

Section II: Owner/Landlord Information

Last Name	First Name
Current Address	City, State, Zip
Home Phone	Cell Phone

Section III: Lease Information

When did tenants move in?	How long is the lease agreement?		
Type of rental agreement:	Yearly	Month to Month	Rent to Own
List names of all persons living in the residence:			
1.	4.		
2.	7.		
3.	8.		
4.	9.		
5.	10.		

Section IV: Affidavit

The undersigned hereby swears to the above statements, knowing that the South Mackensack Board of Education will rely upon the same, and he avers that if any statements are willingly false, that he or she will be subject to punishment.

Signature of Owner/Landlord _____

Sworn and subscribed before me this _____ day of _____, 20____

Notary Signature _____

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IMPORTANT!

PLEASE COMPLETE THE FOLLOWING
STUDENT TRANSFER CARD ONLY IF YOUR
CHILD WILL NOT BE RETURNING IN
SEPTEMBER 2022-2023.

PLEASE ONLY FILL IN THE HIGHLIGHTED AREAS

**State of New Jersey – Department of Education
Student Transfer Card**

A41

Directions: This card must be completed by the transferring school and sent directly to the student's new school. The card must be sent the first day after the student's last date of attendance.

Name: _____ Grade: _____

Date of Birth: _____ Proof of Age: _____ SID: _____
(specify document)

Name of Parent or Guardian: _____

Current Address: _____

Forwarding Address: _____

School that the student is transferring to:

Name: _____ County: _____

Address: District: _____

School that the student is leaving:

Date: Last Day of Student Attendance: ____ / ____ / ____

Name: _____ County: _____

Address: District: _____

Principal: _____
(signature or designated signee) (print name)

Phone #: _____

New school must request the student's records within two weeks of the receipt of the card.

D94-05824

Immunization Record Information

Each medical inspector shall record the results of examinations upon a record form (A45) recommended by the Commissioner of Education. Such form shall be kept in a permanent file and shall be the property of the board of education and shall be preserved. The individual health record shall be forwarded with other school records of students who transfer to another school. If a child leaves school for any other reason the record shall remain the property of the school as authorized by N.J.A.C. 7:32-7(b).

Department of Health regulations effective September 1, 1991 do not permit immunization information to be forwarded on the back of the student transfer card. The school that the student is leaving must forward A45, Health History and Appraisal, to the student's new school. (N.J.A.C. 8:57-4.7b)

A signed copy of the first page of A45 may be sent to the new school with the student transfer card or a signed copy may be given to the parent or guardian at the time a transfer is requested.