

## **INSTRUCTIONS FOR AFFIDAVITS FOR NON-RESIDENT PUPILS IN THE MOORESTOWN TOWNSHIP SCHOOL DISTRICT**

The questions asked in the following pages will enable us to determine your student's eligibility to attend school in the Moorestown Township School District in accordance with New Jersey law. *Please be aware that 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:*

1. Domiciled in the district, i.e., living with a parent or guardian whose permanent home is located within the district. A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere;
2. Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship;
3. Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency;
4. Living with a parent or guardian who is temporarily residing in the district;
5. The child of a parent or guardian who moves to another district as the result of being homeless;
6. Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2;
7. The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to N.J.S.A. 18A:38-3(b); and
8. Residing on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 *et seq.*

*Note that the following do not affect a student's eligibility to enroll in school:*

1. Physical condition of housing or compliance with local housing ordinances or terms of lease;
2. Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in a United States public secondary school;

3. Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1;
4. Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 *et seq.*; and
5. Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district.

**The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the Affidavits.**

1. Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy or residency;
2. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
3. Court orders, State agency agreements and other evidence of court or agency placements or directives;
4. Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the student;
5. Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship, or temporary residency;
6. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others as appropriate;
7. Documents pertaining to military status and assignment;
8. Any business record or document issued by a governmental entity; and
9. Any other form of documentation relevant to demonstrating entitlement to attend school.

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment

based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will *not* be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school. You may voluntarily disclose any document or information you believe will help establish that the student meets the requirements of law for entitlement to attend school in the district, but we may not, directly or indirectly, require or request;

1. Income tax returns
2. Documentation or information relating to citizenship or immigration/visa status, unless the student holds or is applying for an F-1 visa;
3. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
4. Social security numbers.

**SUFFICIENT PROOFS OF RESIDENCY** must accompany the three completed affidavits. All Affidavits must be notarized before a non-resident child will be registered for classes.

**Please be aware that any initial determination of the student’s eligibility to attend school in this 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 ineligible. If your student is found ineligible, now or late, you will be provided the reasons for our decision and instructions on how to appeal.**

The Moorestown Township Board of Education takes the legitimacy of non-domiciled students seriously and will pursue all available legal remedies and criminal charges. New Jersey Statutes Annotated Title 18A:38-1(c), states:

“Any person who fraudulently allows a child of another person to use his residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his child to a person in another district commits a disorderly persons offense. . .”

**State law allows school districts to admit nonresident students, through policies adopted at Board discretion, on a tuition basis. If your child is not eligible to attend the Moorestown Township School District free of charge, he or she may enroll on a tuition basis upon approval by the Board so long as his/her enrollment in the Moorestown Township School District is consistent with Board Policy, procedure and subject to approval. The continued enrollment of any non-resident student is contingent upon the student’s maintenance of good standards of citizenship and discipline.**

TO BE COMPLETED BY THE RESIDENT

**MOORESTOWN TOWNSHIP SCHOOLS  
APPLICATION FOR NON-RESIDENT PUPIL**

PUPIL'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PUPIL'S DATE OF BIRTH: \_\_\_\_\_ SCHOOL GRADE: \_\_\_\_\_

DISTRICT SCHOOL TO BE ATTENDED: \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DO YOU OWN HOUSE? \_\_\_\_\_ RENT? \_\_\_\_\_

NAME OF NATURAL PARENT OR  
COURT APPOINTED GUARDIAN: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REASON FOR PUPIL'S RESIDENCE WITH YOU: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT SUPPORT DO YOU RECEIVE FOR THIS PUPIL? \_\_\_\_\_

\_\_\_\_\_

HOW LONG WILL PUPIL LIVE WITH YOU? \_\_\_\_\_

\_\_\_\_\_

I swear/affirm that the above statements are true and that I hereby give my permission to the Board of Education to verify the facts contained in the above statements. I understand that this application is a part of the application for Affidavit student enrollment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

**MOORESTOWN TOWNSHIP BOARD OF EDUCATION**

**Return Affidavit Application to: CATHERINE KAIN, CENTRAL REGISTRAR  
350 Bridgeboro Road, Guidance Entrance A4  
Moorestown, New Jersey 08057**

N.J.S.A. 18A:38-1(b)

I, \_\_\_\_\_ of full age, being duly sworn to law, upon my oath  
depose and say:

1. I am domiciled in the Township of \_\_\_\_\_ at the following  
address: \_\_\_\_\_  
and I have been so domiciled since \_\_\_\_\_.

2. State whether English is your native language: \_\_\_\_\_.  
a. If not, specify the native language spoken in your residence: \_\_\_\_\_.

3. The following individuals live in my home: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. State the relationship to you of each individual identified above: \_\_\_\_\_  
\_\_\_\_\_

4. My residence has \_\_\_\_\_ bedrooms.

5. I am providing a home for and supporting gratuitously at the above address, the child:  
\_\_\_\_\_, who is \_\_\_\_\_ years of age, and for whom I  
am requesting admission to the Moorestown Township Schools.

6. The aforementioned child will move into my residence on \_\_\_\_\_  
and \_\_\_\_\_ HAS \_\_\_\_\_ HAS NOT resided continuously with me at my residence since this date.

a. IF NOT, provide all addresses at which the aforementioned child has resided  
since the date provided in your response to #5 above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The aforementioned child named above will be living with me throughout \_\_\_\_\_ THE  
ENTIRE CALENDAR YEAR or \_\_\_\_\_ ONLY THROUGHOUT THE SCHOOL YEAR.

- a. If the aforementioned child will only be living with you THROUGH THE SCHOOL YEAR, state the name and address of the individual(s) with whom the child will be living for the remainder of the calendar year:

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8. The aforementioned child was born on \_\_\_\_\_. The full name of the natural father is \_\_\_\_\_ . His residence is \_\_\_\_\_.

The full name of the natural mother is \_\_\_\_\_ . Her residence is \_\_\_\_\_.

9. The aforementioned child will be living with me instead of the child's parent(s) and/or guardian(s) because (please be specific): \_\_\_\_\_

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10. I am receiving and/or will receive the following contributions or payments (in money and/or food, clothing, recreation, medical expense, lodging, or any other thing or service of value) from the child's parent(s) and/or legal guardian(s) in connection with the support, maintenance, and education of the aforementioned child: \_\_\_\_\_

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- a. State what the above contributions or payments, if any, are to be used for:

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11. I \_\_\_\_\_ DO \_\_\_\_\_ assume **all** of the personal obligations of and for the aforementioned child relative to school and for his/her regular attendance in the District school.

- a. If not, state the name and address of the individual(s) who will be assisting with the personal obligations for the aforementioned child and the nature of the support which will be provided:

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12. I intend to keep and support the aforementioned child in my home for a period of time longer than the present or prospective school term without receiving any monies from any sources at any time for the support of said child.

13. I will notify the Central Registrar, for the Moorestown Township Schools, immediately, in writing, if any of the conditions recited herein change.

14. I am duly authorized by the parent(s) and/or guardian(s) of the aforementioned child to act as their agent to sign any and all documents required by the District of parent(s) and/or guardian(s) domiciled in the District.

15. I hereby authorize the Moorestown Township Board of Education to investigate and confirm any and all statements made by me in this affidavit.

16. I realize that the District will require me to present copies of any five (5) of the following documents to evidence my residence within the District; property tax bill, deeds, contracts of sale, leases, mortgages, voter registration, driver's license, utility bills or other evidence of domicile.

**17. If this affidavit is in any way false, I may be assessed the tuition for the aforementioned child named above prorated to the time of the Board's request for a sworn statement.**

**18. I am aware that if any of the statements contained herein are willfully false, I will be prosecuted to the full extent of the law including the initiation of criminal charges against me.**

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Signature

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

The above named party appeared before me, a notary public of the State of New Jersey, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I made known to him/her the contents of the above affidavit which was then sworn and subscribed to by said party before me the day and year first above noted.

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Notary Public

FOR COMPLETION BY THE NON-RESIDENT  
PARENT(S)/GUARDIAN(S)

**MOORESTOWN TOWNSHIP BOARD OF EDUCATION**

**AFFIDAVIT**

N.J.S.A. 18A:38-1(b)

\_\_\_\_\_  
Name of Child

I, \_\_\_\_\_ of full age being duly sworn to law, upon my oath  
depose and say:

1. State your relationship to the aforementioned child: \_\_\_\_\_.

2. State the native language of the parent(s) and/or guardian(s) of the aforementioned child:  
\_\_\_\_\_

3. State the address of where the aforementioned child is currently residing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. State how long the aforementioned child will live at that address: \_\_\_\_\_  
\_\_\_\_\_

4. State in specific detail why the aforementioned child is not living with his/her parent(s)  
and/or guardian(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. State the name, address and telephone number of the father of the aforementioned child:  
\_\_\_\_\_  
\_\_\_\_\_

a. State his occupation and the name and address of his employer: \_\_\_\_\_  
\_\_\_\_\_

6. State the name (including maiden name), address and telephone number of the mother of  
the aforementioned child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. State her occupation and the name and address of her employer: \_\_\_\_\_  
\_\_\_\_\_



7. State the marital status (married, divorced, separated, widowed) of the parents of the  
aforementioned child: \_\_\_\_\_

a. If the parents are divorced or separated, state who has legal custody of the  
child(ren): \_\_\_\_\_

b. If the parents are divorced or separated, state who has primary physical custody of  
the child(ren): \_\_\_\_\_

c. Attach a copy of all legal documents regarding the legal status of the child(ren)  
and the parents, including court orders, separation orders, judgments of divorce  
and child custody orders).

8. State the name, address and age of any brother(s) or sister(s) of the aforementioned child:  
\_\_\_\_\_  
\_\_\_\_\_

a. State the name and address of the schools each of the brother(s) and sister(s)  
identified above will be attending this year: \_\_\_\_\_

9. State whether you are receiving any monies or benefits from the Federal, State or local  
government agencies on behalf of the aforementioned child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. If so, specify the source and amount of such monies or benefits: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. State whether either the parent(s) and/or guardian(s) is/are presently capable of  
supporting or providing care for the aforementioned child: \_\_\_\_\_

a. If neither the parent(s) and/or guardian(s) is/are presently capable of supporting or  
providing care for the aforementioned child, set forth in detail all reasons why  
neither the parent(s) and/or guardian(s) is/are presently capable of supporting or  
providing care: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Attach hereto all medical reports, counselor or social worker assessments,  
employment documents, benefit statements or other evidence of circumstances  
demonstrating family or economic hardship rendering the parent(s) and/or

guardian(s) incapable of supporting or providing care for the aforementioned child.

11. State whether the parent(s) and/or guardian(s) of the aforementioned child will make any contribution or payment, either in money or in kind, for food, clothing, recreation, medical expense, lodging or any other thing or service of value or other costs and expenses, in connection with the support, maintenance or education of the aforementioned child: \_\_\_\_\_

a. If so, describe in detail the contribution(s) the parent(s) and/or guardian(s) will make and for what use they are intended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. State who is presently providing for the financial costs for the aforementioned child: \_\_\_\_\_

13. State when you expect the aforementioned child to return to live with you: \_\_\_\_\_

14. I authorize the person with whom the aforementioned child is living to act as my agent and signatory on my behalf for all necessary documents required of parents and/or guardians in the District.

**15. I am aware that if any statements made in this affidavit are false I am subject to prosecution as a disorderly person.**

**16. I hereby authorize the Moorestown Township Board of Education to investigate and confirm any and all statements made by me in this affidavit.**

**17. I will assume full liability for the payment of tuition and all legal fees and court costs associated with any legal action brought by this district if statements made in this affidavit are shown to be false.**

\_\_\_\_\_  
Signature

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

The above named party appeared before me, a notary public of the State of New Jersey, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I made known to him/her the contents of the above affidavit which was then sworn and subscribed to by said party before me the day and year first above noted.

\_\_\_\_\_  
Notary Public