

**Ridgefield Park Public Schools  
Ridgefield Park, New Jersey 07660**

**CHANGE OF ADDRESS FORM**

Please return this form to Mrs. Emmets in the Guidance Office at Ridgefield Park Jr./Sr. High School. Please attach a copy of the following documents to this form:

- Lease or deed for the new address you are submitting to the school district
- Post office change of address form
- Notarized letters listed below which are **mandatory**:
  - Owner of Dwelling
  - Renter of Dwelling
  - Property Owner (Landlord)

Upon receipt of this form with the documents attached Mr. Morton, Registrar, will review and approve the changes. The student files will be updated accordingly. If there are any questions or concerns, Mr. Morton can be reached at 201-440-1448 or Mrs. Emmets at 201-807-2655.

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**LITTLE FERRY STUDENTS**

It is required that Little Ferry students submit a new **Permission to Register Certificate** obtained at the Board of Education Office at Memorial School, 130 Liberty Street, Little Ferry, NJ. You may reach the Registrar's office at 201-641-6186 Ext. 1402.

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**DATE:**

**TOWN: RP or LF**

Please circle one

***LIST ALL STUDENTS ENROLLED:***

**STUDENT'S NAME:**

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Last Name	First Name	Grade	School
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**STUDENT'S NAME:**

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Last Name	First Name	Grade	School
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**NEW ADDRESS:**

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Address	City	Zip
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**PREVIOUS ADDRESS:**

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Address	City	Zip
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\*If contact information has changed

**CONTACT INFO:**

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Relationship	Home Phone	Cell Phone	Email address
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**Parent/Guardian Signature:** \_\_\_\_\_

4/7/2014

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**OWNER OF DWELLING**

I, \_\_\_\_\_, the legal parent/guardian of  
(Print Legal Parent/Guardian Name)

\_\_\_\_\_, have submitted  
(Print Child's First, Middle and Last Name)  
copies of a mortgage or deed, a property tax record, a utility bill indicating the Ridgefield Park address.

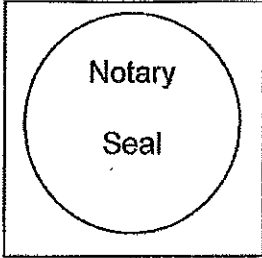
I hereby pledge that we do reside in the Village of Ridgefield Park and that we satisfy all residency requirements as established by district policies and regulations.

I understand that if the residency information that I have provided is found to be false or if I do not notify the Ridgefield Park Public Schools of any residency change, I will be responsible for all the tuition costs and fees paid by the Ridgefield Park Board of Education in addition to any legal fees that may be incurred.

**Parent/Guardian  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Relationship to Child** \_\_\_\_\_

Subscribed and affirmed before me in the county of _____, State of New Jersey, this _____ day of _____, 20__.	
	_____ (Notary's official signature)
	_____ (Commission expiration date)

**This document must be notarized.**

**Ridgefield Park Public Schools  
Ridgefield Park, New Jersey 07660**

**RENTER OF DWELLING**

I, \_\_\_\_\_, the legal parent/guardian of

(Print Legal Parent/Guardian Name)

\_\_\_\_\_

(Print Child's Name)

(Print Child's and address)

having submitted copies of current original lease verifying names and status/duration of lease indicating the Ridgefield Park address.

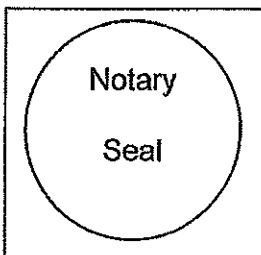
I hereby pledge that we do reside in the Village of Ridgefield Park and that we satisfy all residency requirements as established by district policies and regulations.

I understand that if the residency information that I have provided is found to be false or if I do not notify the Ridgefield Park Public Schools of any residency change, I will be responsible for all the tuition costs and fees paid by the Ridgefield Park Board of Education in addition to any legal fees that may be incurred.

**Parent/Guardian**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Relationship to Child** \_\_\_\_\_

Subscribed and affirmed before me in the county of _____, State of New Jersey, this _____ day of _____, 20__.	
 <p>Notary Seal</p>	_____ (Notary's official signature)
	_____ (Commission expiration date)

**This document must be notarized.**

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Ridgefield Park, New Jersey 07660**

**PROPERTY OWNER (LANDLORD) OF DWELLING**

I, \_\_\_\_\_, am the owner of the  
(Property Owner-Landlord - Please Print)  
property at \_\_\_\_\_ and  
Dwelling Number and Street - Please Print  
my telephone number is \_\_\_\_\_  
(Home phone) (Cell phone)

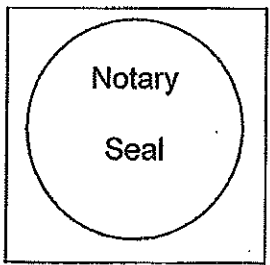
Name of Tenant(s) \_\_\_\_\_  
(Tenant Name - Please Print)

Name of Child(ren) \_\_\_\_\_  
(First and Last Name of Child - Please Print)  
\_\_\_\_\_  
(First and Last Name of Child - Please Print)  
\_\_\_\_\_  
(First and Last Name of Child - Please Print)

I hereby affirm that the parent(s)/guardians(s) and the child(ren) listed above do reside at the address above in the Village of Ridgefield Park.

Furthermore I understand that any person, including a property owner (landlord) who fraudulently allows a child of another person to use his/her residence or address and is not the primary supporter of that child and/or any person who fraudulently claims to have given up custody of his/her Child to a person in the Ridgefield Park Public Schools District commits a CRIMINAL OFFENSE, which is punishable by law.

**Property Owner/Landlord**  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and affirmed before me in the county of _____, State of New Jersey, this _____ day of _____, 20__.	
	_____ <small>(Notary's official signature)</small>
	_____ <small>(Commission expiration date)</small>

**This document must be notarized.**