

# 2022-23 New Student Registration

This is only for **NEW** students including those who **TRANSFERRED-OUT** and wish to **RE-REGISTER** here in West Deptford School District.



If you are a **CURRENT/ACTIVE** student in West Deptford School District, your child's school will email you a "Re-Enrollment" link with the "SNAPCODE" unique for every student, during the summer. Please contact your school directly, where your child will be attending, for questions about re-enrollment.

**STEP 1 :** Student **ONLINE PRE-REGISTRATION** must be completed prior to submitting documents. Go to [www.wdeptford.k12.nj.us](http://www.wdeptford.k12.nj.us) or [www.wdschools.org](http://www.wdschools.org) to start the process.

**STEP 2 :** After submitting the Pre-Registration, please wait for an email "**Notice of Incomplete Registration**" that will tell you the **required documents** to be submitted to complete the registration.

The email will also have a **link** for you to schedule an appointment with the registrar to submit the documents listed on the "Notice of Incomplete Registration" email.

**Documents that MUST be submitted IN-PERSON [by the parent/legal guardian]**

- Original BIRTH CERTIFICATE** of the student w/ the **raised seal** (hospital cert NOT accepted)
- Government-issued PHOTO ID/DRIVERS LICENSE** of the parent or legal guardian

**Documents that can be submitted IN-PERSON or can be UPLOADED during pre-registration only**

- Proof of **CUSTODY/GUARDIANSHIP** issued by the court of law or by the state, *if applicable*
- [Property Owners] **DEED, PROPERTY TAX** bill or **MORTGAGE** bill (most recent)  
- OR -  
[Renters/Lessee] **LEASE CONTRACT** with a current lease date (If lease has an expired date, you must submit proof of lease renewal)
- UTILITY** bill as secondary proof of residency (most recent)
- Up-to-date **IMMUNIZATION** records
- Current **PHYSICAL EXAMINATION** record (*must be taken within 1 year from date of last physical*)
- TRANSFER CARD** (*required, if transferring within NJ; parent must request copy from school*)
- REPORT CARD** or unofficial **TRANSCRIPT OF RECORDS** (*required for incoming 9<sup>th</sup> - 12<sup>th</sup> grades*)
- IEP/504 PLAN/SPEECH**, *if applicable*
- For **SHARED-HOUSING**, notarized **RESIDENCY AFFIDAVIT**

**A person, other than the parent, who intends to enroll a student WITHOUT proof of custody or guardianship, CANNOT enroll a student unless a legal guardianship, issued by the state or by court order, is submitted.**

**Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code and enrollment of the child under false documents, subjects the person to liability for tuition and other costs. TEC Sec.25.002 (3)(d).**

**Click here to start the PRE-REGISTRATION**