

**Totowa Public Schools**  
**Required Documents for Renter with a Lease**

**Primary Proof of Residency in Totowa (1)**

- Lease with current expiration date of a year or more, signed by both Homeowner and Tenant and dated

**Secondary Proof of Residency in Totowa (any 2 Required) – Documents *must* be dated within 30 days of registration date.**

- Bank Statement
- Phone Bill
- Cable Bill
- Utility Bill
- Pay Stub
- Insurance Bill

**Proof of Student's Age (Required)**

- **Original Birth Certificate with raised seal**

**Parent/Guardian Photo Identification (Required)**

- Driver's License with Totowa address or Motor Vehicle Change of address confirmation  
OR
- Passport

**Additional Required Documents**

- Custodial documentation, *if applicable*
- Immunization Records
- Physical Examination Form
- Health History
- Affidavit of Residency
- Transfer Card, if applicable

Note: A designated representative of the Board of Education may make periodic visits to the residence of the person or persons having such child(ren) living with him/her, to verify the child(ren)'s status as a bona fide resident of the household.

In the event the child(ren) is/are not residing as stated above, the Superintendent of Schools is authorized to apply to the Board for removal of the child(ren) who is/are attending school in the district but not residing within the district. Parents have the right to appeal, however, if the Commissioner rules in favor of the district, tuition will be assessed and prorated to the time of the child(ren)'s initial eligibility of attendance in the school.