

Welcome to New Student & Kindergarten Registration

Township of Franklin Public Schools located in Franklinville NJ

Mary F. Janvier: Preschool Lottery/PSD, Kindergarten, 1st grade, and 2nd grade

Main Road School: 3rd grade and 4th grade

Caroline L. Reutter School: 5th grade and 6th grade

Each schools location & start/dismissal times are listed on page 6

PLEASE NOTE: We are the Township of Franklin Public Schools located in Franklinville NJ; **we are not** the Franklin Township School located in Somerset NJ.

If you are looking to register your child into grades 7th through 12th, please contact the Delsea Regional School District at (856)-694-0100 Ext. 275

Please note, if you are looking into Preschool for your student, more information in regards to our Preschool Lottery and how to enroll will be available in April 2021 located on our District Homepage. **For preschool, please be sure to enter your name into the lottery in April of 2021 and wait to be called prior to completing anything on this registration page.**



Below you will find all the information and the **4 steps necessary to register** your student for the remainder of the 2020-2021 or for the 2021-2022 school year!

Step 1:

[Click Here to Complete the Online Pre-Registration](#)

IMPORTANT: PLEASE BE SURE THAT IN THE FIRST BOX ON THE PRE-REGISTRATION TO SELECT THE CORRECT SCHOOL YEAR IN WHICH YOU WISH TO ENROLL; SO YOU WILL EITHER BE ENTERING THE REMAINING OF THE 2020-2021 SCHOOL YEAR OR THE 2021-2022 SCHOOL YEAR (NEXT YEAR).

Please note, be sure to answer all the preliminary questions and click “submit” when you have completed everything. **Once you completed Step 1**, you will receive a phone call from Ms. Taylor Schiavone to schedule a registration appointment to go over all of the required paperwork and turn-in all registration documents.

Step 2:

Click on each form to print and complete all of the District Forms (listed below) required for registration, as well as additional Health Forms if applicable.

Please note, if you are unable to print these forms, copies can be provided at the Administration Office Building at the time of your registration appointment.

[Emergency Form](#)

[Chromebook Acceptable Use Procedures](#)

[Student Enrollment Residency Questionnaire](#)

[Student Health History Form](#)

[Medical Exam Notice Form](#)

[Physical Exam Report](#)

→ Must be completed and signed by your students physician

[Records Request Form](#)

→ Only complete if your student has previously attended another school

[Statement of Residency Verification Form](#)

→ **Only complete if** the legal parent(s)/guardian(s) and student reside in a home owned/rented by anyone other than the legal parent/guardian.

[Student Custody Verification](#)

→ **Only complete if** the student does not reside with both biological parents due to separation or divorce. With this form, please provide any court documents implementing student custody and/or parenting time.

[Application for Free or Reduced Lunch \(if applicable\)](#)

Additional Health Forms (if applicable)

[Asthma Treatment Plan Form](#)

[Diabetic Management Update](#)

[EPI-Pen Administration Form](#)

[Food Allergy Emergency Care Form](#)

[Medication Consent Form](#)

[Seizure Action Plan](#)

Step 3:

Gather personal documents needed (listed below)

Please note, if you need to keep original copies of these personal documents, copies can be made for you at the Administration Office Building at the time of your registration appointment.

Birth Certificate

→ Original Copy must be presented

Photo ID or copy of Drivers Licenses for Parent/Guardian *(optional)*

Proof of Custody *(if applicable)*

→ Legal documents for divorce, separation, or guardianship

Proof of Residency *(please read below information)*

→ **If you own your home**: Please provide the most recent property tax bill or notice from the Franklin Township or Borough of Newfield Tax Office **AND** a current utility bill. If you have recently purchased a home and have not yet

received a property tax bill, a copy of your settlement statement **AND** certificate of occupancy is required.

→ **If you rent your home**: Current lease **AND** a current utility bill

→ **If you and your student are residing with another family or family member**: Homeowners/Renter's most recent property tax bill or current lease **AND** they must complete a [Statement of Residency Verification Form](#).

You will also be requested to provide us with a recent bill or piece of mail in your name at this address.

IEP *(if an IEP is already established - provide a copy)*

504 Plan *(if a 504 plan is already established - provide a copy)*

Transfer Card *(if transferring from another school district - provide a copy)*

Step 4:

Drop-Off ALL registration documents at your scheduled registration appointment time.

Please note, if you need to reschedule your registration appointment, please call the office to reschedule. If circumstances due to COVID require our district to not be able to meet in person, we will no longer require an appointment for registration. Instead, registration documents can be dropped off in our locked drop-box located directly next to our front doors at the Administration Office Building. Please be sure to put the paperwork in an envelope with your student's name and grade, the drop-box is checked on a regular basis.

Administration Office Building

3228 Coles Mill Road Franklinville, NJ 08322

(856)-629-9500 Ext. 1200

Information Regarding School Locations & Start/Dismal Times:

Mary F. Janvier School (PreK-2nd Grade)

Located at: 1532 Pennsylvania Avenue Franklinville, NJ 08322

Phone Number: (856)-629-0431

Full Day: 9:12 am - 3:57 pm

Single Day Session: 9:12 am - 1:57 pm

PreK AM: 9:12am to 11:45 am PreK PM: 1:12pm to 3:45pm

Main Road School (3rd & 4th Grade)

Located at: 1452 Main Road Newfield, NJ 08344

Phone Number: (856)-697-0220

Full Day: 8:17 am - 3:02 pm

Single Day Session: 8:17 am - 1:02 pm

Caroline L. Reutter School (5th & 6th Grade)

Located at: 2150 Delsea Drive Franklinville, NJ 08322

Phone Number: (856)-694-0223

Full Day: 7:25 am - 2:10 pm

Single Day Session: 7:25 am - 12:10 pm

[Click Here for Information on Before & After Care Programs](#)

Note to Parent/Guardian

Your student's education is very important to us, therefore we ask that this enrollment process is completed as soon as possible. The failure to fully complete all of the registration paperwork may result in a delay of your students first day of school. If you have any questions or special circumstances, please contact our registrar, Ms. Taylor Schiavone with any questions or concerns at (856)-629-9500 Ext. 1200 or email at tschiavone@franklintwpschools.org

Thank You!

We would love to have your feedback! Click on the link below to complete an optional survey to help us continue to improve our enrollment process!

[Click Here for Student Registration Parent/Guardian Feedback](#)