



Nutley Public Schools

Mr. Natale Ferrara - Security/Residency Officer
315 Franklin Avenue
Nutley, New Jersey 07110
973-320-8494

REMINDER: Nutley Public Schools' District Wide Re-Registration of Students

As a follow up to Superintendent Glazer's announcement of a *District Re-Registration of Students*, please see the information below on the re-registration process.

Parents/Guardians of students must provide the District with current proof that their student permanently resides at a Nutley address. **This includes all students except those that are in the following categories:**

- **All kindergarten students who began school in the 2021/2022 school year**
- **Any student who enrolled or transferred into the Nutley District after June 1, 2021**

To re-register your student:

1. Gather the Residence Status documents from Group A (below) that apply to you as either a homeowner or renter.
2. Gather (3) Residency Documents from Group B (below).
3. Scan and save your documents as a .pdf.
4. Log into your child's Realtime Parent Portal.
5. Select 'Documents' from the Parent Portal and follow the prompts for uploading your saved documents.
6. For families with more than one student, please repeat the process for each child.
7. You will receive an email when the re-registration has been processed.

For your convenience, a link to the Realtime Parent Portal can be found here:

www.fridayparentportal.com

Group A- Residence Status

Homeowner

-Choose (1) of the following-

- Mortgage Statement
- Property Tax Bill
- Deed

Plus (3) documents from group B

Renter

-Submit all of the following -

- [Landlord Statement](#)
- Lease

Plus (3) documents from group B

Group B- Proof of Residency - Choose (3) of the following documents. This information must be dated within the last 90 days.

- Phone Bill
- Cable Bill
- PSE&G Bill
- Water Bill
- Insurance Bill
- Credit Card Bill
- Driver's License
- Bank Statement

If you would prefer, you may submit required documents via the red Mail Box located outside John Walker Middle School, 325 Franklin Avenue, near the front entrance. Please be sure to add the residency proof, copies will be accepted, in an envelope with your child's name/grade. The mailbox is available Monday-Friday from 8am-8pm.

If you have not re-registered your child by the extended date of December 6, we will move to begin disenrollment proceedings of your student at the December 20th Board of Education meeting.

Thank you in advance for your cooperation. Please contact the Registration Office at 973-320-8494 with any questions.

Sincerely,



Mr. Natale Ferrara
Security/Residency Officer