



HIGHLAND PARK PUBLIC SCHOOLS

IRVING PRIMARY SCHOOL

121 S 11th Ave, Highland Park NJ, 08904

PRINCIPAL MEGAN MCNALLY

mmcnally@hpschools.net

(732) 572-2400, EXT 1001

www.irving.hpschools.net

2021-2022 Registration for Irving Primary School

Welcome to Irving Primary School! We can't wait for you and your child to be a part of our community of learners. Irving Primary School is home to our Pre-K through First Grade students. Our faculty and administration work to create a warm, comfortable place where our youngest learners take the journey through those magical primary grades. This letter will outline our spring enrollment process for any new preschool, kindergarten, or first grade student that will be entering Irving for the 2021-2022 school year (please refer to age requirements below). If your child already attends Irving, you do not need to re-register. Please note:

- Age Requirements (*No Exceptions Will Be Made*)
 - **Pre-K:** 4 years old on or before October 1, 2021
 - **Kindergarten:** 5 years old on or before October 1, 2021
 - **First Grade:** 6 years old on or before October 1, 2021

Before you register, please make sure that you have the following documents in an electronic format that you can submit via email in PDF format.

1. Copy of your child's birth certificate (US Citizens). Copy of your child's passport (Non-US Citizens)
2. One primary proof of residency:
 - a. Renters - current lease or renewal contract
 - b. Homeowners - proof of home ownership (**tax bill, mortgage statement, current property tax assessment, deed/title**)
 - c. Persons residing with a Highland Park resident must complete the [Affidavit of Residency Form](#) (this form must be notarized by a notary public). The Highland Park resident must provide primary proof (see above) that he/she owns or rents the property. The parent must provide the required three additional proofs of residency (see below)
3. Three additional proofs of residency (**utility bills, phone bill, driver's license, auto insurance id card, motor vehicle registration, medical bills, tax returns ... etc.**)
4. Copy of your child's immunization records
5. Copy of your child's last physical exam ([Click here for form](#))
6. Copy of custody or guardianship paperwork (if applicable)

Procedures for Open Registration Starting March 22

(Please read the instructions below before proceeding)

1. Click on the [link found here](#) for Open Registration.
2. Please answer all of the questions to the best of your ability (student information, student contact information, home language survey). Enter your email address on the last page of Open Registration to receive the email containing the links for Online Registration. **Important - If you do not enter your email address at the end of the Open Registration process you will not receive the email confirmation which contains the links for the Online Registration forms.**
3. Check your email for the email containing the links for the Online Registration forms. The email will come from hpgenesis@hpschools.net (HPPS Pre-Registration Confirmation)
4. Please send all required documents from the registration checklist (Registration Form #5) to Ms. Ingram via email (kingram@hpschools.net) in PDF format. You may use the App (designed for Android or iPhones) called **Genius Scan**, which is free and can be downloaded on your phone. This app allows you to take a picture of your documents



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and it will turn them into PDF files. If you are unable to scan and send your documents please contact the main office to set up a time to bring in paper copies. **All required documents must be submitted as part of the registration process.**

5. It is possible that the nurse may need to contact you for health information or clarification. If there is a need to follow up on any of the information provided you will be notified. **Please make sure that you use an email address that is checked regularly as important announcements or requests will be sent to this email address.** If you are concerned that you may miss emails from the school in your personal email account you may want to create a separate email account that you use exclusively for communication between you and the school.

6. Your child's registration is not complete until all forms are completed, documents submitted (steps 1-4). You will receive email confirmation that your child is enrolled in school after your child's information is processed and entered into our student database.

7. If you do not have internet access or have questions about registration, please call **732-572-1205 x1002** and speak to a secretary in the main office for further assistance. If you need assistance in Spanish to complete the Open/Online Registration forms, please contact the main office. We will arrange for you to speak with someone who can assist you with translation.

Open/Online Registration FAQ

Will my child and I get to visit the school? Due to the circumstances at hand, we are not sure whether or not scheduled visitations will be available at this time. If our scheduled events for new families take place, (K Orientation and the Strawberry Festival), all registered families will be contacted with the dates and times. Our Kindergarten students (if they are new and didn't attend Pre-K with us), will be asked to come in for a screening assessment). Again, all of this is dependent upon when we resume a normal schedule.

Before the start of school, families can join us for our supply drop off evening. Information for that event will be released later in the summer.

When will I find out my child's class placement? Parents will be notified of class placements in mid-August.

Can I choose which Pre-K session my child attends (am/pm)? You will be given an option to request the session you would like your child to attend. Placements are made on a first come, first serve basis. Requests are not a guarantee.

Do I need to have a current physical for my child? All new students entering Irving are required to supply proof of a health physical completed not more than 365 days prior to the start of school and proof of current immunizations. All Pre-K students under 5 years old must provide proof of the flu shot before 12/31/2021.

If you have additional questions, feel free to reach out to:

Keisha Ingram

Phone: 732-572-6990 ext. 1002

kingram@hpschools.net