

Parsippany-Troy Hills Township Schools

Joan F. Benos
Chief of Staff/Public Information Officer
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PO Box 52, 292 Parsippany Road
Parsippany, NJ 07054
973-263-7200 Ext. 7250

Non-Resident Procedures for Enrollment

Dear Parents:

Welcome to the Parsippany-Troy Hills Township School District. If you were unable to complete your registration due to the fact that you are living with a relative or friend here in Parsippany **and do not have your own lease or deed**, please see below:

- **First Call Mrs. Joni Benos @ (973) 263-7250 for procedures.**
- Mrs. Benos will email the forms to you that you need to fill out.
- When you fill out the form and submit it, you will need to attach:

PARSIPPANY RESIDENT

- Personal identification (ID or Passport)
- A copy of your lease, deed, or current tax bill.
- 2 current bills
- If you live in an apartment you must provide a letter from the Manager stating that they are aware of who is living with you in the apartment.

NON-RESIDENT LIVING WITH PARSIPPANY RESIDENT

- Personal identification (ID or Passport)
- If you have established your residence at this address and have proof of that residency such as a: tax bill, current utility bill, automobile registration, health insurance etc. bring that with you as well.
- You will be given thirty days from the date of your appointment with Mrs. Benos to establish your residency if you have not done so.

NON-RESIDENT LIVING IN RELATIVE'S RESIDENCE

- Owner needs to complete Statement of Residency Verification and have Notarized
- If owner lives out of town, they need to submit notarized form along with letter that they have granted permission for registrant to reside in their home
- Owner needs to show proof that home is under their name

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Documentation of Residency

All parents/guardians must provide copies of current documents as proof of residency in the Township of Parsippany-Troy Hills. Documents are required to clearly indicate the names and addresses provided for the registration of all students. **Individuals must provide one (1) document from Category A and two (2) documents from Category B. (If possible, please bring copies not originals)**

Category A – One (1) document	Category B – Two (2) documents	
Contract of sale Mortgage document or payment book Property tax bill Recorded deed Signed lease	Bank Statement (block out figures) Cable Bill Credit Card Statement Driver’s License Electric Bill Financial account information	Gas Bill Insurance Bill Paycheck Stub Telephone bill Vehicle Registration Voter registration Water/Sewer Bill
<i>or any other evidence of personal attachment to your residence of domicile.</i>		
<p><u>For Guardians Only</u></p> <p>Guardians must provide proof of legal guardianship by providing a copy of Court orders, State agency agreements, or other evidence of court or agency placements or directives.</p> <p>OR</p> <p>Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, legal guardian, person keeping an "affidavit student," person(s) with whom a family is living, or others as appropriate.</p>		

The totality of information and documentation received will be considered in evaluating an application; and, unless expressly required by law, the student will not be denied enrollment based on the lack of any specific form (an exception to this rule would be the Court Order or Affidavit Pupil situation).

✉ **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS** ✉

Parsippany High School 309 Baldwin Road Mr. Keith Bush, Principal	263-7001 Delayed Opening – 9:40/Half Day Dismissal 11:45 email – kbush@pthsd.net	7:40 - 2:25
Parsippany Hills High School 20 Rita Drive, Morris Plains, NJ 07950 Dr. Matthew Thompson, Principal	682-2815 Delayed Opening – 9:40/Half Day Dismissal 11:45 email - mjthompson@pthsd.net	7:40 - 2:25
Brooklawn Middle School 250 Beachwood Road Ms. Carly Stout, Principal	428-7551 Delayed Opening – 10:00/Half Day Dismissal 12:10 email - cstout@pthsd.net	8:00 - 2:46
Central Middle School 1620 Route 46 West Mr. Mark Gray, Principal	263-7125 Delayed Opening – 10:00/Half Day Dismissal 12:10 email – mgray@pthsd.net	8:00 - 2:46
Eastlake School 40 Eba Road Mr. Sebastian Powell, Principal	428-7583 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email – sppowell@pthsd.net	8:55 - 3:25
Intervale School 60 Pitt Road, PO Box 52, Boonton, NJ 07005 Mr. Christopher Waack, Principal	263-7075 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email – cwaack@pthsd.net	8:55 - 3:25
Knollwood School 445 Knoll Road Lake Hiawatha, N.J. 07034 Mrs. Melissa Carucci, Principal	263-7060 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - mvcarucci@pthsd.net	8:55 - 3:25
Lake Hiawatha School 1 Lincoln Avenue Lake Hiawatha, NJ 07034 Mr. Steve Figurelli, Principal	263-4344 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - sfigurelli@pthsd.net	8:55 - 3:25
Lake Parsippany School 225 Kingston Road Mr. Steven Linzenbold, Principal	428-7572 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - smlinzenbold@pthsd.net	8:55 - 3:25
Littleton School 51 Brooklawn Drive, Morris Plains, NJ 07950 Ms. Michele Hoffman, Principal	682-2847 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - mhoffman@pthsd.net	8:55 - 3:25
Mt. Tabor School 900 Park Road & Route 53 Mt. Tabor, NJ 07878 Mrs. Marlene Toomey, Principal	889-3361 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - matoomey@pthsd.net	8:55 - 3:25
Northvail School 10 Eileen Court Dr. Natalie Betz, Principal	263-7070 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - nbetz@pthsd.net	8:55 - 3:25
Rockaway Meadow School 160 Edwards Road Mr. Juan Cruz, Principal	263-7308 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - jcruz@pthsd.net	8:55 - 3:25
Troy Hills School 509 S. Beverwyck Road Mr. Jeffrey P. Martens, Principal	428-7588 K-5 Delayed Opening – 10:55/Half Day Dismissal 1:00 email - jmartens@pthsd.net	8:55 - 3:25
PACE/SKIP Community Education Mrs. Dawn Singerline, CEC, 292 Parsippany Road	SKIP HOURS -Before School 7:15AM – After School until 6:00PM 263-7200 x3021 email-dosingerline@pthsd.net	

ALL ADDRESSES PARSIPPANY, NJ 07054 UNLESS NOTED