



SOUTHERN REGIONAL HIGH SCHOOL  
GUIDANCE DEPARTMENT  
600 North Main Street  
Manahawkin, NJ 08050  
(609)597-9481 ext. 4315  
www.srsd.net

STUDENT REGISTRATION PROCEDURES

Directions:

1. Call (609)597-9481 ext. 4315 to schedule an appointment for registration. Registration is held BY APPOINTMENT ONLY.
2. If you live in Waretown, you MUST obtain a tuition waiver **prior to registration** at Southern Regional from the Waretown Board of Education Office. The Waretown BOE office will advise residents as to what documents are needed to obtain a tuition waiver.  
Waretown Board of Education Office -Frederic A. Priff Elementary School  
139 Wells Mill Road  
Waretown, NJ 08758  
(609) 693-0360
3. If you live in any of the other constituent districts, you must bring in proof of residency. The following items will be required:
  - NJ driver's license (that reflects your local address)
  - 2 additional items that reflect the local address (utility bills, deed, or lease/rental agreement)

**NOTE:** Any students/families residing with extended family must obtain a notarized letter from the family member who resides in the district. The letter must state the parent(s)/children's names that are living in the home. The extended family must then show proof of residency.

4. Use the following checklist to make sure that you have all of the necessary documents for your registration appointment.

\_\_\_\_\_ Birth Certificate (This is to verify that you are registering your child by their legal name.)

**NOTE:** Your child's diploma AND final transcript will have the name you provide upon registration. We cannot make any changes to the diploma and/or transcript after graduation.

\_\_\_\_\_ Guardianship or other legal documents relating to custody (if applicable)

\_\_\_\_\_ Transfer card from the previous school

\_\_\_\_\_ Health/immunization records

\_\_\_\_\_ Course list/schedule from previous school

\_\_\_\_\_ Special Education Records/Individualized Education Plan (IEP) (if applicable)

\_\_\_\_\_ 504 Plan (if applicable)

\_\_\_\_\_ Most recent report card showing subject/grades and promotion (if end of year)

\_\_\_\_\_ NJ ASK/HSPA scores

\_\_\_\_\_ Grades to date of leaving from current school (if transferring during the school year)

5. Please bring your child and the above documents to the guidance office for your scheduled appointment. Plan to arrive ten minutes prior to your appointment time to complete the registration forms.