



HAMILTON TOWNSHIP SCHOOL DISTRICT
MERCERVILLE SCHOOL

60 Regina Avenue
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Jack Byrne
Principal

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TO: Parents/Guardians of Prospective Kindergarten Students:

Our school will open online Kindergarten registration for the 2021-2022 school year on January 18th, 2021. Virtual registration will be available through the remainder of this school year and the summer of 2021. We encourage you to complete the registration for your Kindergarten student as early as possible, as this helps us better prepare for the upcoming school year.

Children being registered must be five years of age on or before October 1, 2021 to be eligible to enter Kindergarten in September 2021. This cut-off date is strictly applied for all entering kindergarten students. District Policy 5112 – Entrance Age.

Kindergarten registration procedures include an administrative check of all information submitted on the District's on-line registration system, a health screening, and an academic readiness assessment of your child. In order to facilitate a smooth registration process for yourself and your child, we ask that you cooperate with the following:

1. Complete the district's on-line registration process by navigating to the Hamilton Township Registration website at <https://www.htsdnj.org/domain/22>. Review the information on "Kindergarten Pre-registration" (video tutorial) and then click on the "Online Registration System" link. Follow on-screen instructions.
2. Answer all questions on the registration forms and attach your registration documents to the online forms when prompted. The system will accept digital documents, PDFs and pictures of documents.
3. Alternate means of submitting documents are as follows:
 - a. Our online registration system has a feature called mobile capture, that will allow you to submit documents via your cell phone. You will be asked if you wish to use this feature near the start of your completion of the forms.
 - b. You may also email pictures of your documents, along with the name of your incoming Kindergarten student, to centralregistration@htsdnj.org. Our registration staff will attach the documents to your online registration forms.
 - c. You may contact the schools directly regarding submission of registration documents via fax, mail or to schedule a drop-off of the documents. You can find each school's contact information on the following website address: <https://www.htsdnj.org/Page/19428>

The required documentation for Kindergarten registration is located here, <https://www.htsdnj.org/Page/19397>. You may also refer to the bullets below:

- One primary and one secondary proof of residency
- The student's birth certificate
- The parent or legal guardian's photo ID
- For medical clearance, a copy of the student's immunizations and universal child health record

Once the online registration form and documentation is complete and reviewed by school staff, the student will be pre-registered for the 2021-22 school year. If there are any issues with your submission or documents, school staff will contact you to follow up. We anticipate that the health screening process and academic readiness assessment will be scheduled near or during the summer, depending on our state's COVID status at that time.

If you have any additional questions regarding registration, please call your school office at (609) 631- 4159. We look forward to your child becoming part of the HTSD family in the 2021-22 school year!

Jack Byrne
Principal