



*Serving With Pride The*  
**Township of Manalapan**  
*and the*  
**Borough of Englishtown**

*Nicole Santora, Ed.D.*  
*Superintendent*

**Jodi Pepchinski**  
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Peter M. Friedman Building  
54 Main Street  
Englishtown, N.J. 07726-1599  
(732) 786-2500  
(732) 786-2542 FAX

December 2023/January 2024

Dear Parents/Guardians:

Please be advised that the district is now accepting enrollment for kindergarten students and incoming Grade 1 students new to the district for the 2024-2025 school year. All students entering kindergarten or first grade for the 2024-2025 school year need to register for school, unless they are already a student in the district. We kindly ask that you register your child as soon as possible.

Children must be 5 years of age by October 1st of their kindergarten year to register for kindergarten and 6 years of age by October 1st of their first grade year to register for first grade.

**OPEN-ENROLLMENT**  
**(December 20, 2023 - March 1, 2024)**

All registration will be completed using our [online process](#). **Please remember to select the 2024-2025 school year!** If you do not have Internet access, contact us at 732-786-2529. You will be informed of the status of your child's registration and building assignment once open-enrollment has ended and all registrations have been processed. Status of registration and building assignment for students registered after March 1, 2024 will be provided after June 1, 2024.

**DOCUMENTATION**

The following documentation must be uploaded during the online registration process. It is best to have the documents prepared and scanned prior to registering.

**Required Documents**

The following documentation must be uploaded during the online registration process. It is best to have the documents prepared and scanned prior to registering.

1. Birth Certificate - A scanned original certified birth certificate from the Bureau of Vital Statistics. A hospital notice of birth is not acceptable.
2. Proof of Residency - Two scanned proofs of residency (e.g., driver's license, mortgage, rental agreement, deed, utility bill, voter registration). If you have any questions, please contact the Transportation Department at (732) 786-2640.
3. [Universal Child Health Record](#) - Completed, signed/dated/stamped by the parent and physician, scanned and uploaded. Immunization Record Forms and additional Health Forms/Medical Packets that may be required outside of the registration process may be found below under the Additional Documents and on the [District Nurse Website](#).



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**Additional Documents (Must be submitted outside of the Online Process)**

1. [Request for Child Care Transportation](#)
2. [Special Consideration Form](#)
3. [Health Forms/Medical Packets](#) - Forms for specific medical conditions (e.g., allergies, asthma, diabetes, seizures, medication during school) must be completed, signed/dated/stamped by the parent and physician, scanned and uploaded/provided to the school nurse.
4. [Immunization Records Form - Registration](#) - Completed, signed/dated by the parent and physician, scanned and uploaded or provided to the school nurse. The official Immunization Record from your physician's office may also be uploaded/provided to the school nurse. Proof of Immunizations/Exemptions must be up to date and submitted by the start of school, or your child may be excluded from school.

**Submitting Documents Outside of the Online Process**

This [link](#) explains how to submit documents that were not included during the online registration process.

**QUESTIONS OR SPECIAL CIRCUMSTANCES**

If you have any additional questions or special circumstances relating to registration, please contact Mrs. Jodi Pepchinski, Assistant Superintendent for Curriculum and Human Resources at (732) 786-2529.

Sincerely,

Jodi Pepchinski