

# **GREAT MEADOWS REGIONAL SCHOOL DISTRICT**

**PO Box 74 Great Meadows, New Jersey 07838-0074**  
**Superintendent's Office: Phone: 908-637-6576 ~ Fax: 908-637-6356**  
**Business Office: Phone: 908-637-8672 ~ Fax: 908-637-6356**

**MICHAEL MAI**

*Superintendent of Schools/Director of Special Services*

**Kathy Ascolese**

*Confidential Secretary  
Superintendent/Special Services*



**Amanda Kinney**

*Acting Business Administrator/  
Board Secretary*

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## **PARENT PORTAL UPLOAD INSTRUCTIONS**

1. Log into your Parent Portal. (Please contact your child's Main Office Secretary if you do not have your login credentials.)
2. Select the Documents tab in the left-hand column.
3. The following four document requests will have the "Provide Document" button available.
  - a. Re-Registration Form
  - b. Proof of Property Ownership Tenancy or Residency
  - c. Proof of Photo Identification
  - d. Proof of Financial Attachment to Property
4. Select the "Provide Document" button for the document you are ready to upload.
5. Select the "Choose File" button. (Acceptable formats: PDF, PNG or JPG.)
  - a. Please make sure all documents are flat and readable.
6. Select the "Upload" button. (You will receive a confirmation message once completed).
7. Repeat the process for any remaining documents.

If you misplaced any of these instructions or the Re-Registration form they can be viewed at and downloaded from [www.gmrtd.com](http://www.gmrtd.com) / Re-Registration Instructions by looking to the upper right of the page for the documents. If you do not see the attachment then please click on the "Re-Registration Form" header to expand the box.

## **RE-REGISTRATION DOCUMENTATION REQUIRED**

Complete the re-registration form and provide one proof from each of the three document categories.

Please remember that these documents must have the parent's name (not the student), the Independence Township or Liberty Township address, and be valid (not expired) or reasonably current (usually within the past 60 days).

### **Document 1: Re-Registration Form**

Enclosed with this letter is the Re-Registration form. Additionally, you can download the form from the GMRSD website.

### **Document 2: Proof of Property Ownership, Tenancy or Residency**

This documentation is used to connect you to a property – where you are (1) permanently residing and (2) where you and your children sleep – in Independence or Liberty Township.

Any of the following can be provided:

- Mortgage statement, deed or contract of sale
- Lease agreement
- Property tax bill

In situations where one family is living with another, a notarized affidavit may be an acceptable substitution. Please contact the Great Meadows Business Office to discuss this further.

### **Document 3: Proof of Photo Identification**

This documentation is used to both validate your identity and to further connect you to the address. Any of the following can be provided:

- Drivers license (*This is preferred*)
- Passport or REAL ID
- Other paperwork from a government agency that has your name and photo.

### **Document 4: Proof of Financial Attachment to Property**

This documentation is used to demonstrate that you are incurring expenses at the address provided. The following are suggested documents but others can be provided:

- Utility bill: telephone, cable, internet, water, sewer, electric, heating fuel, etc. (*This is preferred*).
- Financial account information such as bank, credit card or insurance statements.
- Do not provide Amazon, FedEx, UPS deliveries or random mail as a proof. These do not demonstrate the level of permanency that is required.

**Please redact (white-out) any account numbers, financial information, balances or social security numbers on documents you choose to provide. This information is neither required nor wanted in the registration process.**

*All of the information and documentation you offer will be considered when re-registering your student. Unless expressly required by law, students will not be denied re-enrollment based on an inability to provide specific proofs when other acceptable evidence is presented. Please reference the enclosed "Preliminary Information: Please Read Before Proceeding" which goes further into what the school needs and what your rights are.*