



Revised February 2024

## New Jersey Department of Education New Nonpublic School Registration Form

To be eligible for State and federal services, a nonpublic school must submit this registration form, in addition to the annual Nonpublic Enrollment Report. Forms must be submitted *by October 15* to be included in the current school year's Nonpublic Enrollment Report, which will generate State and federal allocations in the following school year for the provision of services by the school district in which the nonpublic school is located.

### Directions

Please complete this form and email to NJDOE Office of Nonpublic Schools at [nonpublic@doe.nj.gov](mailto:nonpublic@doe.nj.gov). Incomplete forms will not be processed and will be returned to the sender.

### School Information

School opened on or will open on (mm/yyyy):

School Name:

Physical Address:

City:

State: NJ

Zip Code:

Mailing Address:

City:

State: NJ

Zip Code:

Telephone Number:

Email:

Primary Contact Person:

Title of Position:

Email:

School District in which school is located:

County in which school is located:

Please check the box(es) that reflect all of the grade level(s) that are currently being provided at this school/facility.

K      1      2      3      4      5      6      7      8      9      10      11      12

## Certifications

I certify that the following statements are true and have attached the required documentation:

1. School has a valid Certificate of Occupancy.

The **Certificate of Occupancy** is required to register a nonpublic school. *Please attach a copy.* The school must comply with the [Health and Safety Requirements of Nonpublic School Facilities](#).

2. School is a registered business in the State of New Jersey.

The **State of New Jersey Business Registration Certificate** is required to register a nonpublic school. *Please attach a copy.*

3. School is:

Not for profit

The **Certificate of Formation or 501(c)(3)** is required if school is not for profit. *Please attach a copy if applicable.*

For profit

4. School will contact its municipal Department of Health to register students' immunization records.

Schools must comply with The [NJ Department of Health Immunization Requirements](#).

5. School meets the definition of a nonpublic school.

Pursuant to New Jersey Law, a nonpublic school is defined as "an elementary or secondary school within the State, other than a public school, offering education for grades kindergarten through 12, or any combination of them, wherein any child may legally fulfill compulsory school attendance requirements and which complies with the requirements of Title VI of the Civil Rights Act of 1964." (P.L.88-352)

6. School complies with *N.J.S.A. 18A:38.25*

A nonpublic school is a place where children attend and receive instruction equivalent to that provided in the public schools for children of similar grades and attainments. As such, the school requires in person attendance by children.

## Signature

\_\_\_\_\_  
Nonpublic School Administrator

\_\_\_\_\_  
Date (mm/dd/yy)

## Form Submission

Email the completed form to the Office of Nonpublic School Services at [nonpublic@doe.nj.gov](mailto:nonpublic@doe.nj.gov).

After your form has been processed, you will receive an email with your official nonpublic school registration letter.

## For NJDOE Use Only

Date Received (mm/dd/yy):

NP County Code:

NP District Code:

NP School Code: