



# *Haddonfield Memorial High School*

401 Kings Highway East · Haddonfield, New Jersey 08033-1297 · (856) 429-3960 · Fax (856)-795-8910

**Tammy K. McHale**  
*Principal*

**Daniel R. Licata**  
*Assistant Principal  
for Student Achievement*

**Gregory A. Eiding**  
*Dean of Student Life and  
Supervisor of Counseling*

Welcome to Haddonfield Memorial High School! We look forward to providing you with individualized counseling throughout your time here at HMHS. Our Counseling Department's mission is to provide a comprehensive school counseling program that addresses the emotional, social, career development, and academic needs of all students in the Haddonfield School District. Having a comprehensive counseling program that is fully integrated with the academic mission of the district and works with all the stakeholders in the school and community can help ensure success for Haddonfield students.

Our stellar staff works diligently to provide authentic instructional situations in each course and program we offer. Our programs meet the requirements set forth by the New Jersey Department of Education, while also encompassing the rigor of advanced placement classes. We encourage each student and his or her parents to familiarize themselves with our Program of Studies which outlines and describes each of our courses.

The [Program of Studies](#) is accessible on the website.

There are several steps to our registration process:

**Step 1:** [Complete Open Registration](#)

**Step 2:** Confirm with Haddonfield High School that the open registration is complete by emailing Mrs. Tina Bozine [tbozine@haddonfield.k12.nj.us](mailto:tbozine@haddonfield.k12.nj.us)

**Step 3:** After receiving your email, Mrs. Bozine will email you any additional documents to be completed

**Step 4:** Once registration is complete, a counselor will make a scheduling appointment with the family.

We approach our counseling philosophy in a distinct manner: all freshmen are assigned to our Freshman Transition Counselor and upon moving into sophomore year, through senior year, students are assigned one counselor by their last names. This approach enables counselors to develop a relationship, over time, with their students and their families.

Please be aware that immunization records are reviewed by our School Nurse. Students transferring from out-of-state or international locations are responsible for [ensuring proper immunizations](#):



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## *Preliminary Information for Student Registration*

### **Please Read Before Registering Online**

The information provided in the following pages will enable us to determine your student's eligibility to attend school in this district in accordance with New Jersey law. Please be aware that N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 require that a free public education be provided to students between the ages of 5 and 20, and to certain students under 5 and over 20 as specified in other applicable law, who are:

- Domiciled in the district, i.e., the child of a parent or guardian, or an adult student, whose permanent home is located within the district. A home is permanent when the parent, guardian or adult student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of home or residences elsewhere
- Living with a person, other than the parent or guardian, who is domiciled in the district and is supporting the student without compensation, as if the student were his or her own child, because the parent cannot support the child due to family or economic hardship
- Living with a person domiciled in the district, other than the parent or guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the U.S. armed forces and has been ordered into active military service in the U.S. armed forces in time of war or national emergency
- Living with a parent or guardian who is temporarily residing in the district
- The child of a parent or guardian who moves to another district as the result of being homeless
- Placed in the home of a district resident by court order pursuant to N.J.S.A. 18A:38-2
- The child of a parent or guardian who previously resided in the district but is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in relocation of the student, pursuant to N.J.S.A. 18A:38-3(b)
- Residing on federal property within the State pursuant to N.J.S.A. 18A:28-7.7 et seq.

Note that "guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district subject to a rebuttable presumption that the child is actually living with such custodian; it also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e). Also note that a student is entitled to attend school in the district of domicile notwithstanding that the student is qualified to attend school in a different district as an "affidavit" student or temporary resident.

### **Note that the following do not affect a student's eligibility to enroll in school:**

- Physical condition of housing or compliance with local housing ordinances or terms of lease
- Immigration/visa status, except for students holding or seeking a visa (F-1) issued specifically for the purpose of limited study on a tuition basis in the United States public secondary school
- Absence of a certified copy of birth certificate or other proof of a student's identity, although these must be provided within 30 days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1

- Absence of student medical information, although actual attendance at school may be deferred as necessary in compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.
- Absence of a student's prior educational record, although the initial educational placement of the student may be subject to revision upon receipt of records or further assessment by the district

**The following forms of documentation may demonstrate a student's eligibility for enrollment in the district. Particular documentation necessary to demonstrate eligibility under specific provisions in law will be indicated in the appropriate section of the registration form.**

Property tax bills, deeds, contracts of sale, leases, mortgages, signed letter from landlords and other evidence of property ownership, tenancy or residency

Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location

Court orders, State agency agreements and other evidence of court or agency placement or directives  
Receipts, bills, cancelled checks and other evidence of expenditures demonstrating personal attachment to a particular location, or where applicable, to support the student

Medical reports, counselor or social worker assessments, employment documents, benefit statements, and other evidence of circumstances demonstrating, where applicable, family or economic hardship or temporary residence

Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian person keeping an "affidavit student," adult student, person(s) who whom a family is living or others as appropriate

The totality of information and documentation you offer will be considered in evaluating an application, and, unless expressly required by law, the student will not be denied enrollment based on your inability to provide certain form(s) of documentation where other acceptable evidence is presented.

You will not be asked for any information or document protected from disclosure by law, or pertaining to criteria which are not legitimate bases for determining eligibility to attend school.

Please be aware that any initial determination of the student's eligibility to attend school in this district is subject to more thorough review and subsequent re-evaluation, and that tuition may be assessed in the event that an initially admitted student is later found ineligible.

If your student is found ineligible, now or later, you will be provided the reasons for our decision and instructions on how to appeal. State law allows school districts to admit nonresident students, through policies adopted at Board discretion, on a tuition basis. If your student is not eligible to attend school in this district free of charge, he or she may enroll on a tuition basis by contacting the Office of the Superintendent.



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## HADDONFIELD MEMORIAL HIGH SCHOOL NEW STUDENT REGISTRATION CHECKLIST

In order that the requirements of various State and Federal laws be met, the following information is mandatory for the registration of a student in Haddonfield Memorial High School. The following documents should be uploaded into Genesis

### A. PROOF OF RESIDENCY –TWO proofs are required, inclusive of, but not limited to

- Tax bill
- Mortgage or settlement papers or Lease agreement (naming parent/child)-THIS IS REQUIRED
- Utility Bill (gas/electric/sewer/water/telephone)
- Voter Registration Card

### B. DOCUMENTATION OF RELATIONSHIP TO STUDENT (as appropriate)

- Birth Certificate
- Court documentation demonstrating custody
- Foster Parent (State Agency Documentation)

### C. DOCUMENTATION OF GRADE PLACEMENT

- Most recent report card
- Copy of unofficial transcript
- Copy of standardized test score reports
- Copy of transfer card, if applicable

### D. PHYSICAL EXAMINATION FORM AND IMMUNIZATION RECORD

- Health History completed and signed by child's physician
- Current copy of immunizations  
\*See attached health history form

### E. CHILD STUDY TEAM/504 DOCUMENTATION ( IF APPLICABLE)

- Copy of Most Current IEP
- Copy of Most Current 504 Plan
- Other



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## **Peer Mentors Program**

If you choose to participate in this Peer Mentors Program, you will be paired with one or two experienced students who will contact you before the school year starts; answer your questions about HMHS; provide information about classes, teachers, and various extracurricular and social activities; and give you one or more personalized tours of the school (if the public health situation allows tours) to show you where your classes will meet. Once the school year begins, the Mentor or Mentors will continue to touch base with you, assisting you with anything you may need.

To complete the peer mentors application click [here](#)



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\_\_\_\_\_ will be attending our school as a  
9th, 10th, 11th, 12th grade student. Please send, at your earliest convenience, a complete  
transcript, health records, test scores, discipline records, CST records and any other important  
information which will be helpful to us in placing this student.

Thank you.

Sincerely,

Tammy K. McHale  
Principal

### **PERMISSION TO SECURE RECORDS**

I give my permission to the \_\_\_\_\_ school  
district to release my child's school records to the Haddonfield School District.

NAME OF FORMER SCHOOL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWN AND STATE: \_\_\_\_\_

CURRENT GRADE OF STUDENT: \_\_\_\_\_

NEW HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
DATE



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## **High School Athletics**

Registration for high school sports is available in the Genesis parents portal. Your Genesis parents portal will be available once your student is registered as a student. Log into your Genesis Account. Click on the “Student Data” tab and then the “Forms” sub-tab. If you are using a mobile device, click the 3 horizontal lines at the top left and then click on “Student Data” on the left and “Forms” on the right. This will bring up the “Forms Library. All questions in the Athletics Registration drop down menu must be completed then click “update answers” at the end. Use this link for HSD Athletic instructions: [HSD Athletic Instructions and links](#)

All students registering for sports or athletic clubs at Haddonfield Memorial High School must have your health care provider complete the pre-participation sports form. The sports pre-participation form can be found [here](#). Information on the activity fee can be found [here](#)

### **Frequent reasons sports physicals are returned as incomplete:**

- vision testing is required even if a student wears glasses. Please ask your health care provider to fill in vision results
- heart rate over 100. Please ask your doctor for an explanation or a heart rate recheck for a rate above 100 bpm
- all lines by physician have not been signed as indicated
- your health care provider did not sign the cardiac module on the sports form
- parent signature missing on health history
- a parental explanation is required on health history if you answer "yes" to any questions on that page
- height, weight or blood pressure results are missing on the physical

Asthma Forms can be found [here](#)

Antihistamine-Epinephrine Form can be found [here](#)

**All new students must also complete the athletic transfer forms required by the NJSIAA to be eligible for sports at Haddonfield Memorial High School. Please complete these forms and return with your registration packet if your student is interested in participating in athletics.**

**[Student Athlete Residency Affidavit](#)**  
**[NJSIAA Transfer Form](#)**