



New Jersey Department of Education New Nonpublic School Registration Form

Registration Process

To be eligible for State and Federal services, a nonpublic school must submit this registration form. Additional reports will be required to receive services; visit the [Nonpublic School Services webpages](#) to learn about the requirements.

All nonpublic schools that submit the New Jersey Department of Education (NJDOE) nonpublic school registration form will undergo a two-tier review process, as follows:

- ✓ Tier 1 review: The Office of Nonpublic School Programs will review the registration form and confirm that all requirements have been met, including submission of the [Health and Safety Requirements of Nonpublic School Facilities Attestation](#). The applicant will receive an email providing the review status.
- ✓ Tier 2 review: The NJDOE county personnel will schedule an on-site visit with the listed nonpublic school administrator and conduct the health and safety review to verify that the school has complied with *The Health and Safety Requirements of Nonpublic School Facilities Attestation*. The applicant will be contacted by the appropriate NJDOE County Office staff to schedule the school visit.
- ✓ After successful completion of the tier 2 review, the applicant will receive an email with their official nonpublic school registration letter.

This process will be on-going throughout the year, but with deadlines provided in the timeline in Table 1.

If the nonpublic school desires to complete the registration process sooner than the deadlines indicated in Table 1, assume the same time requirements apply and the NJDOE will try to accommodate the school.

Table 1: New Nonpublic School Registration Timeline

Activity	Deadline
Nonpublic schools submit registration forms to the Office of Nonpublic School Programs	No later than June 1
Tier 1 review: The Office of Nonpublic School Programs completes review of registration forms and, if approvable, contacts the county offices to set up on-site visits with the nonpublic school administrators	No later than June 30 (4 weeks required after submission)
Tier 2 review: The county offices schedule on-site school visits to verify schools comply with <i>The Health and Safety Requirements of Nonpublic School Facilities Attestation</i> and the visits take place	No later than July 31 (4 weeks required after tier 1 completion)
On-site visits are completed, and the Office of Nonpublic School Programs notifies the nonpublic schools of their final registration determinations	No later than August 31 (4 weeks required after tier 2 completion)
Nonpublic Enrollment Report opens (Completion of this report 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.)	Fall

Submission Instructions

Please complete this form and email along with all required documents to NJDOE Office of Nonpublic Schools at nonpublic@doe.nj.gov. Incomplete forms will not be processed and will be returned to the sender.

Registration Timeline

Does your school want the registration process completed sooner than the deadlines indicated in Table 1?

Yes No

If yes, provide your desired registration completion date (mm/dd/yy):
(allow a minimum of 12 weeks from submission date)

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) at this school/facility that are currently being provided academic instruction equivalent to that provided in the public schools for children of similar grades and attainments.

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Certifications

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

Table 2: Certifications

Statement (check to certify)	Required Documentation
1. School has a valid Certificate of Occupancy.	The Certificate of Occupancy is required. This includes trailers, mobile units and any other temporary or permanent structures being used for educational purposes in accordance with N.J.A.C. 5:23-6.18 and 5:23-6.18(a). Please attach a copy.
2. School attests to compliance with the Health and Safety Requirements of Nonpublic School Facilities .	A signed attestation is required. Please attach a copy.
3. School is a registered business in the State of New Jersey.	The State of New Jersey Business Registration Certificate is required. Please attach a copy.
4. School is: Not for profit For Profit	The Certificate of Formation or 501(c)(3) is required if school is not for profit. Please attach a copy if applicable.
5. School will contact its municipal Department of Health to register students' immunization records.	Schools must comply with the NJ Department of Health Immunization Requirements .
6. 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)
7. 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. "Equivalent instruction" means "academic equivalence" and "equivalent academic instruction." Before and after school programs that may supplement full time instruction do not meet this definition. The school requires in-person attendance by children.

Signature

Nonpublic School Administrator

Date (mm/dd/yy)

For NJDOE Use Only

Date Received (mm/dd/yy):

NP County Code:

NP District Code:

NP School Code: