



Re- Registration
2011

Process

- September – November 2010
 - Board responds to citizens' concerns regarding residency
 - Superintendent and attorney met to outline re-registration process and forms
- November 2010 – met with Central Office team to identify dates, timeline and schedule of personnel at re-registration
- January – March 2011 communicated the process to the community:
 - March 1, 2011 - Initial Letter sent to parents/guardians explaining process
 - Information and forms put on the website
 - Information was included in the Suburbanite and the Record

Process Continued

- Re-registration dates evening and morning
 - Maugham 4/4,6,7
 - Smith – 4/11,12,13
 - Stillman 5/2,4,5
 - Mackay – 5/5,9,10,11
 - Middle School – 5/16,17,18,19,
 - High School – 5/23,24,25,26
- Families who did not attend were sent a notification and make –up dates were established
 - Make-up dates were in the morning and in the evening on 6/6,8,9,13,14,15; 7/5,6,12,14
- Keep the public in the loop:
 - Articles in the record and Suburbanite
 - CBS News Report
- Throughout the process contact with lawyer about questions regarding documentation
- Formal disenrollment letters sent to students who did not re-register
- Schools notified of the names of students
- Identified families who moved from the district

Personnel Involved

- Superintendent, Mrs Lynn Trager
- Assistant Superintendent, Mrs. Barbara Laudicina
- Business Administrator, Mr. Louis Mondello
- Assistant to the Superintendent for HR, Mrs. Terry Collins
- Assistant to the Superintendent for Special Services, Mrs. Suzanne Bassett
- Administrative Assistants, Peg Mondello, Maureen Duffy, and Lauren Haight
- Central Office Secretaries
- 1 building level Secretary from each building
- Board Attorney, Mr. Jamie Plosia

Outcomes

September 2011

- 12,037 documents processed in 5 months
- 2,090 families representing 3,524 students re-registered while also registering 251 new students
- 149 families, representing 251 students, had incomplete registration forms needing additional documentation
- 206 families, representing 319 students, did not re-register initially
- 426 total hours worked outside of the workday
- 1 Family appealed
- 106 families (142 students) withdrew their children from the district
- Re-Registration Cost - \$8,153.73 (postage, Payroll and Attorney Fees)
- 25 Families are living with other families in the district – information given to the Town

Conclusion

- All students that are now attending Tenafly Public Schools have met registration requirements