

Procedure for registering a student at  
Middle Township Middle School  
During COVID-19

Please send an email to [majort@middletpw.k12.nj.us](mailto:majort@middletpw.k12.nj.us), [ortmanj@middletpw.k12.nj.us](mailto:ortmanj@middletpw.k12.nj.us), and [hodgesa@middletpw.k12.nj.us](mailto:hodgesa@middletpw.k12.nj.us) to request a registration packet. Once you receive the registration packet, please print it, fill it out, scan it, and email it back to the above email addresses. When you send it back, please be sure to include the following:

Registration Packet completed

Two proofs of residency including your deed or lease agreement as once proof. The second proof of residency can include a recent utility bill, driver's license, etc.

Copy of Your driver's license

Copy of Birth Certificate

Previous school records – transfer card, last report card, and test scores

Immunization records

Copy of Custodial paperwork if applicable- If there are any custodial issues please let us know.

Procedure for transferring a student out of  
Middle Township Middle School  
During COVID-19

Please send an email to [majort@middletpw.k12.nj.us](mailto:majort@middletpw.k12.nj.us), [ortmanj@middletpw.k12.nj.us](mailto:ortmanj@middletpw.k12.nj.us), and [hodgesa@middletpw.k12.nj.us](mailto:hodgesa@middletpw.k12.nj.us) to request a transfer out information. Once you have received the transfer out information, please print it out, fill it out, scan it, and email it back to the above email addresses. Once we receive it we will complete it and email you the following.

Transferred card

Last report card

Immunization records

Most recent test scores