



James Altobello, Ed. D.  
Director of Secondary Education

HAMILTON TOWNSHIP SCHOOL DISTRICT  
OFFICE OF ADMINISTRATION

James E. Stevenson Board of Education Building  
90 Park Avenue  
Hamilton, NJ 08690  
Phone: (609) 631-4100 Fax: (609) 631-4106  
Extension: 3048

April 25, 2022

Dear Parents/Guardians:

The Hamilton Township School District requires the families of **fifth grade and eighth grade** students to submit supporting residency documents prior to their entry into middle school and high school. You will be required to complete the following steps to comply with the re-enrollment process.

Please use our Express Update system to provide two updated proofs of address for each student advancing to the 6th or 9th grade. You can find our Express Update system and additional information by going to our website at [htsdnj.org](https://www.htsdnj.org) and navigating to Departments → Central Registration → 5th to 6th and 8th to 9th Grade Re-Registration. (<https://www.htsdnj.org/Page/20490>) Your login information can be found on the Parent Portal under "Back to School," which uses the same login for each student as Express Update. You can also contact your school for help with logging in.

Suggested documents to use are any of the following: deed, mortgage statement, lease, lease renewal letter, property tax bill, driver's license for the address, contract of sale, utility bill, cable/phone bill, financial statement, insurance statement or contract, employment documents and pay stubs, voter registration or other government mailings, or any similar mailing or document showing your name and address. For affidavit families, the submitted documents can be in the third party's name. If you have trouble using the Express Update system, you can also email your residency documents to [reregistration@htsdnj.org](mailto:reregistration@htsdnj.org), and our staff will manually update our records.

Your attention to this matter is important and we appreciate your support with this initiative. If you have any questions we encourage you to contact your school office.

Sincerely,

*James Altobello*  
James Altobello Ed.D