



## New Student Online Registration Information PreK-12

Welcome to the Westfield Public Schools. We look forward to partnering with you to provide a comprehensive educational experience that prepares your child for a bright future. New Student Online Registration can be found on the District webpage at [www.schoolsofwestfield.org](http://www.schoolsofwestfield.org) under the *Parents* tab and clicking on the *Registration* link.

Online Registration can be done on any mobile device or computer. If you do not have access to this technology or need assistance, please contact Central Office, 94 North Elm Street, Suite 201 at 572-6439 to schedule an appointment. Please note: Children must be five (5) years of age on or before September 1, 2018 to enter kindergarten in Westfield. No waivers or exceptions to this policy will be allowed.

All required enrollment documents must be brought to Central Office, 94 North Elm Street, Suite 201, within 5 business days to complete the enrollment process. Please be aware that your child cannot start school until all documents have been submitted and reviewed.

### Required Enrollment Documents:

- Birth Certificate/I-94 Refugee Card
- Proof of Immunizations and Physical Form
- Proof of Residency – must submit one document from Section A, Section B, Section C

#### Section A

Record of recent mortgage payment and/or property tax bill  
Copy of Lease and copy of recent rental payment  
Legal affidavit from landlord affirming tenant and record of recent rental payments  
Section 8 Agreement

#### Section B

A recent utility bill or work order dated within the past 60 days showing Westfield address, such as Gas & Electric, Oil, Cable Television, and Home Telephone bills

#### Section C

Valid MA driver's license with current address  
Current vehicle registration  
Valid MA photo ID card with current address  
Valid Passport  
Or one of the following dated within the past year: W-2 form, Excise Tax, or Property Tax bill  
Or dated in the past 60 days: Payroll Stub, Bank or Credit Card statement

All former school records including: academic transcript/report card, test scores, discipline records/reports and attendance records.

### If applicable:

Proof of Physical Custody  
Current IEP (Individual Education Plan) and/or any special education information  
504 Documents

Upon verification of enrollment documents, your child will be officially enrolled as a student.

If a parent requires a translator during the enrollment process, please contact the English Language Education Department at 642-9320. Screening appointments for English Learners will be made by this office.

According to Massachusetts law, only those students who are living in Westfield are eligible to attend the Westfield Public Schools unless accepted through the School Choice Program. A determination that a student does not actually reside in Westfield renders the student ineligible to enroll in the Westfield Public Schools, or if the student is already enrolled, shall result in the termination of enrollment. Please be aware that M.G.L. chapter 76 §5 allows the District to obtain the daily tuition rate from any adult who enrolled a student in the Westfield Public Schools, knowing that the student was not a resident.