



**Wesfield Public Schools  
2018-2019  
Kindergarten Registration Information**

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**Children must be five years of age on or before September 1, 2018  
to attend kindergarten in Westfield Public Schools**

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**Fort Meadow Students:**

- ❖ Fort Meadow students entering Kindergarten in Westfield Public School **do not go through New Student Online Registration**. They are enrolled in Westfield Public Schools and their student information is already entered in Westfield's student information system called PowerSchool.
- ❖ Fort Meadow students will be transferred to their designated elementary school as part of the Power School summer rollover process.
- ❖ Fort Meadow will provide a Transition List to schools of incoming Kindergarten students and inform parents of their child's designated placement.
- ❖ Kindergarten screening appointments will be made by the home school the child will attend.
- ❖ Special education students, who will attend a program at a school other than their neighborhood school, will be screened at the school where they will attend.
- ❖ Screening for English Learners will take place on **June 12 and 13, 2018** at Fort Meadow Early Childhood Center. Screening appointments will be made by the English Learner Education Department at Central Office.
- ❖ Preschool health and cumulative records will be forwarded to students' home schools.
- ❖ Elementary schools will request updated student immunization and annual physical records as necessary.

**New Kindergarten Students:**

- ❖ Families will enroll their child using the **New Student Online Registration** which 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, please contact Central Office at 572-6439.
- ❖ During the New Student Online Registration Process, parents can refer to the *Grades K-4 Westfield Schools Street Listing for 2018-19 School Year* to determine their child's home school.
- ❖ Enrollment documents must be brought to the home school **within 10 business days** to complete the enrollment process.

❖ **Required Enrollment Documents:**

- Birth Certificate/I-94 Refugee Card
- Complete Immunization/Annual Physical Records
- Proof of Custody (if applicable)
- Proof of Residency

**All applicants must submit at least one document from Section A, B, and C**

- **Section A: Evidence of Residency**
  - 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 payment
  - Section 8 Agreement
- **Section B: Evidence of Occupancy**
  - A recent utility bill or work order dated within the past 60 days showing Westfield address, such as Gas, Oil, Electric, Cable Television and Home Telephone bills.
- **Section C: Evidence of Identification**
  - 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

- ❖ Upon verification of enrollment documents, your child will be officially enrolled as a student in Westfield Public Schools and entered into Westfield's student information system called PowerSchool.
- ❖ Kindergarten screening appointments will be made by the home school the child will attend.
- ❖ Screening for English Learners will take place on June 12 and 13, 2018 at Fort Meadow Early Childhood Center. Screening appointments will be made by the English Learner Education Department at Central Office.
- ❖ If a parent/guardian requires a translator during the enrollment process, please contact the English Learner Education Department at 642-9320.

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. c76§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.

**Parents/Guardians who have questions with the online registration process  
should contact Central Office at 572-6439.**

