



Westfield Public Schools 2018-2019

New Student Online Registration Information: Grades PreK-12

Welcome to the Westfield Public Schools. We look forward to partnering with you to provide you 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 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 the school directly.
- ❖ During the New Student Online Registration Process, parents of elementary students can refer to the *Grades K-4 Westfield Schools Street Listing for 2018-19 School Year* to determine their child's home school. **Please note: Children must be five years of age on or before September 1, 2018 to attend kindergarten in Westfield Public Schools.** No waivers or exceptions to this policy will be allowed.
- ❖ Enrollment documents must be brought to the home school **within 5 business days** to complete the enrollment process.
- ❖ During the summer months students entering Grades K-4, should bring the enrollment documents to the Central Office at 94 North Elm Street, Suite 201.
- ❖ **Required Enrollment Documents:**
 - Birth Certificate/I-94 Refugee Card
 - Complete Immunization/Annual Physical Records
 - 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

If applicable:

- Proof of Physical Custody
 - Current IEP (Individual Education Plan) and/or any special education information
 - 504 Documents
 - All prior school records including: academic transcript/report card, test scores, discipline records/reports, and attendance records
- ❖ 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.
- ❖ Screening appointments for English Learners 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.

