

Franklin Public Schools

Online Registration Checklist

Please gather all the required documentation for upload before registering online.
To find out which school you are districted for, call the Superintendent's office at 508-553-4819.

- ☐ **PROOF OF RESIDENCE:** Only Parents/Guardians may register their children. Please collect the documentation listed below before attempting to fill out the online registration form – ONE box from Column A, **AND** both items from Column B.
Please note: the Town Census is not considered "Proof of Residency".

If you...	Column A <u>Evidence of Residency</u>	Column B <u>Evidence of Identification (Photo ID)</u>
Are a Homeowner	<input type="checkbox"/> Property tax bill OR <input type="checkbox"/> Recent mortgage statement OR <input type="checkbox"/> Signed closing documents <i>(utility bills or purchase & sales agreements are not accepted)</i>	<input type="checkbox"/> Valid Driver's License OR <input type="checkbox"/> Valid Photo ID Card OR <input type="checkbox"/> Valid Passport OR <input type="checkbox"/> Valid Other Government issued Photo ID
Are a Renter	<input type="checkbox"/> Copy of Lease (<i>FPS reserves the right to verify with Landlord</i>). OR <input type="checkbox"/> Landlord Affidavit (must include snapshot of landlord's ID and snapshot of landlord's face in lieu of notarized document)	
Tenant at Will (no formal lease)	<input type="checkbox"/> Homeowner or lease holder must sign an affidavit (available from the Superintendent's office) verifying you are a member of their household, AND they must provide evidence of residency (see above) and must include snapshot of homeowner's ID and snapshot of homeowner's face in lieu of notarized document. NOTE: lease must include student's name as an occupant living at the address on the lease.	
Live with someone		AND <input type="checkbox"/> A snapshot of your face (for verification)

- ☐ **ORIGINAL BIRTH CERTIFICATE:** Legal or official court documents are required for individuals acting as legal guardian. Birth Certificate must have official seal. Your child must be five years of age on or before August 31st of the year they will enter Kindergarten.
- ☐ **CUSTODIAL PARENT DOCUMENTATION:** Single parents must have legal documentation verifying they have physical custody of the child/children (i.e. court order, divorce document or a notarized custody form provided by Central Office). This includes separation, shared and joint custody arrangements.
- ☐ **IMMUNIZATION RECORDS / PHYSICAL EXAM:** A copy of your child's most recent physical examination and immunization records is required. This will be requested directly from the school secretary after your student is registered.
- ☐ **ONLINE REGISTRATION:** Once you have all required documentation, please fill out our online registration form [HERE](https://www.franklinps.net/district/prek-grade-12-student-registrationchange-address-online-form/pages/kindergarten) (https://www.franklinps.net/district/prek-grade-12-student-registrationchange-address-online-form/pages/kindergarten)