

PreK – Grade 8 REGISTRATION DOCUMENTATION CHECKLIST

You will need to provide the following documents to register your child/children.

☐ **Proof of Residence:** Proof of Residency can only be obtained, in person, by the parent/guardian of a student. **Please provide documents in ONE box from Column A AND ONE box from Column B**

IF YOU....	Column A <u>Evidence of Residency*</u>	Column B <u>Identification (Photo ID)</u>
Are a Home Owner	Record of recent mortgage payment and/or a current real estate tax bill. <i>(Utility bills are unacceptable)</i>	Valid Driver's License OR Valid Photo ID Card
	Signed HUD/Closing Disclosure Document <i>(Purchase & Sale Agreements are not accepted)</i>	Valid Passport
Are a Renter Are a Tenant at Will or have No Formal Lease	Copy of a Signed Current Lease (school district reserves the right to verify with landlord)	Other Valid Government issued Photo ID
	<u>Notarized Landlord Affidavit</u> stating you are a tenant at will and a copy of the landlord's real estate tax bill (verifying that they own the property). In addition, please bring evidence of a current rental payment.	
Live with someone	<u>Home Owner</u> must provide a recent mortgage statement or real estate tax bill and sign a <u>notarized document</u> verifying you are a member of their household. (Document available at Registration/Central Office)	Misc. Information
	<u>Lease Holder</u> must provide a current lease with your name listed, by the landlord, as additional tenant(s) at the rental property (which must comply with the existing lease agreement occupancy clause).	There will be a Notary Public available at Kindergarten Registration AND at the Superintendent's office daily.

**Please be advised that the Town Census is NOT considered proof of residence.*

☐ **Original Birth Certificate:** Please bring your child's original birth certificate (with official seal). Your child must be five years of age on or before August 31, 2020 to be eligible to attend Kindergarten in Franklin.

☐ **Custodial Parent Documentation:** Single parents/guardians must bring legal documentation verifying that they are the primary/custodial parent of their child/children (i.e. court orders, divorce documents or a notarized custody verification form provided by central office). This includes separations, shared and joint custody arrangements, foster children, caregivers, etc. **Please call 508-553-4824 for any custody related questions or clarifications.**

☐ **Current Physical and Immunization Records:** You must bring your child's current physical (on Doctor's letterhead) **AND** an original immunization record. **You will not be able to register your child without this required information.** All immunizations must be current.