



FHS New Student Registration Checklist

This must be done first for student to be entered into our electronic system:

- ☐ Residency Statement (obtained and stamped at the School Superintendent's Office 355 East Central Street, 3rd Floor-Franklin Municipal Building) Bring this with you to your Guidance appointment.

Gather these required documents from former school:

- ☐ Official Transcript from last school
- ☐ Discipline & Attendance Records from last school
- ☐ IEP or 504 plan copy, if applicable
- ☐ English Learner Paperwork, if applicable (Parent Notifications, Screener Score, ACCESS Scores, etc.) or Former English Learner Paperwork (FLEP Parent Notification, ACCESS Scores, FLEP Monitoring Forms, etc.)
- ☐ MCAS Scores

Gather the following required documents from home:

- ☐ Student's Birth Certificate
- ☐ Student's Immunization Records
- ☐ Proof of Physical Examination within the last 13 months
- ☐ Custody documentation, if applicable-Single parents must bring 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 separations, shared and joint custody arrangements.
- ☐ Guardianship or Foster Parent documentation, if applicable

Complete the following required documents on paper:

- ☐ Release of Information Form (print this form on the FHS Website/Students/Families/New Student Registration page- section #2 and complete)
- ☐ Home Language Survey (print this form on the FHS Website Students/Families/New Student Registration page- section #2 and complete)

Complete all (6) Online forms found on the FHS Website:

Links to these Forms can be found on FHS Website/Students/Families/New Student Registration page-section#3

- ☐ New Student Information Form
- ☐ Nurse Emergency Card
- ☐ Handbook Receipt Form
- ☐ Chromebook Consent Form
- ☐ Acceptable Use of Technology Form
- ☐ Student Release Form

Once you have all of your documents, call the Registrar to make your Guidance appointment:

FHS Student Registrar: Ms. Ivy Patten

Tel: (508) 613-1424 FAX (508) 613-1510

Email: patteni@franklinps.net Registrar Hours: Tues-Weds-Thurs 8:30 AM -3:00 PM

Franklin High School Website: www.franklinps.net/fhs