



Franklin Public Schools

Registration Checklist

A checklist of procedures and documentation that you will need to register students coming to Franklin and the Franklin Public Schools from other towns and states.

AT THE MUNICIPAL BUILDING

355 East Central Street

The “**Residency Statement**” must be filled out and brought to the Superintendent’s Office (3rd Floor)

- **Documents Required:** please bring with you one box from Column A and one box from column B”

If you...	Column A	Column B
	<u>Evidence of Residency</u>	<u>Evidence of Identification (Photo ID)</u>
Own a home	Record of recent mortgage payment or property tax bill OR	Valid MA Driver’s License
	<u>Signed</u> HUD Settlement Statement (not P&S)	Valid MA Photo ID Card
Rent	Copy of Signed Lease and record of recent rental payment OR	Valid Passport
	Section 8 Agreement	Valid Other Government issued Photo ID
Live with someone	Landlord Affidavit (notarized) AND landlord’s property tax bill or mortgage statement	

Custody Documentation: If divorced or separated, you will need to show legal or official court documentation indicating that you are the custodial parent and have physical custody of the child.

- **Guardianship: Responsible Adult Affidavit** - This form must also be completed by the person who is not the parent or legal guardian of a child seeking enrollment to the Franklin Public Schools. (Can be obtained in the Office of the Superintendent)

AT YOUR CHILD’S SCHOOL

Once your Residency Statement is completed and stamped, you will take it to your child’s school with the following:

Birth Certificate or US passport. Legal or official court documents are required for individuals acting as legal guardian.

- **Non US Citizens** - Please provide a copy of your Visa and, if applicable, immigration documentation.

Immunization Records – Physician’s copy (on *Doctor’s Letterhead*) of child’s immunization records. Must be up to date before entry into school. Physical examinations are required for any new student to be within the past year. Physical exam forms can be obtained at the school or from your physician. Subsequent physical exams are required in grades 5, 7 and 10. For students entering kindergarten, the State requires vision screening within one year of entry.



Release of Information – you will be asked to sign a release, allowing us to obtain your child’s previous school records. Please bring the name and address of the school your child last attended. It would be helpful if you bring any student records with you including previous report cards.



Anyone unable to provide sufficient proof of Residency (as noted above), or any other questions regarding registration, should be referred to the Superintendent of Schools (508) 553-4819

Please note: A **CORI (Criminal Offender Record Information)** request must be submitted for all parents/guardians wishing to participate in school activities.

