

Dear Parent / Guardian,

Welcome to the Haverhill Public Schools. We are looking forward to getting to know your child and your family. Please use this packet to complete all the necessary paperwork to register your child for school. You may schedule an appointment with our registration office staff for assistance or translation assistance. We are available Monday-Friday 8am – 4pm. Visit our website for more information at [www.haverhill-ps.org/registration](http://www.haverhill-ps.org/registration).

**REQUIRED DOCUMENTATION FOR ALL NEW STUDENTS IN K-12:**

- New Student Registration Form
- Child’s Birth Certificate
- Release of Records Form
- Home Language Survey
- Health Information Checklist
- Child’s Health Records Containing the Following:
  - Up to date Immunizations
  - Copy of Physical Examination (dated within one year)
  - Results of Lead Testing (for Pre-K and K students)
  - Results of TB test or “Low Risk” results
  - Vision Screening (for Pre-K and K students)
- Any Legal Paperwork pertaining to Child (custody, court orders, etc.)
- Last Report Card or Transcript if transferring from another school district
- IEP if student receives services under a Special Education Program
- 504 Plan if students receives services under Section 504
- Residency Validation: One document from each column below (A, B and C) is required for enrollment of all applicants. Please note, not providing all required documents will delay enrollment for your child.

Column A	Column B	Column C
Evidence of Residency ( <b>choose one</b> )	Evidence of Occupancy ( <b>choose one</b> )	Evidence of Identification ( <b>Choose one</b> )
<input type="checkbox"/> Recent mortgage payment receipt or property tax bill <input type="checkbox"/> Copy of lease or record of recent rental payment <input type="checkbox"/> Notarized Landlord Affidavit <input type="checkbox"/> Section 8 Agreement	A recent utility bill dated within the last 60 days showing a Haverhill address: <input type="checkbox"/> Gas, Oil, Electric <input type="checkbox"/> Home Telephone (not cell) <input type="checkbox"/> Cable or Excise Bill <input type="checkbox"/> Lease agreement stating Landlord is paying the utilities	<input type="checkbox"/> Valid Driver’s License <input type="checkbox"/> Valid MA ID Card <input type="checkbox"/> Passport

Students considered homeless under the McKinney-Vento Act have the right to enroll immediately upon registration. Please contact Zoraida Lopez, Homeless Liaison, at 978-420-1967 with any questions or for assistance.