

STUDENT _____

Last Name

First Name

Middle Name (required by state)

Enrollment Form Checklist

Enrolled by _____
Name (Staff Member/Guidance Counselor)

Date of Entry ____/____/____
Month Day Year

The following information (or permission for the school to obtain it) must be collected at the time of enrollment:

- Proof of Residence
 - Copy of documentation enclosed
- Proof of Guardianship
 - Copy of documentation enclosed
- Proof of Student's Date of Birth (for kindergarten enrollment only)
 - Copy of documentation enclosed
- Transcript/Most Recent Report Card
 - Copy of documentation enclosed
 - Permission granted by parent/guardian for school to request materials from previous school
 - Copy of documentation received from previous school
 - Not applicable (kindergarten enrollment)
- Folder/Permanent Record
 - Copy of documentation enclosed
 - Permission granted by parent/guardian for school to request materials from previous school
 - Copy of documentation received from previous school
 - Not applicable (kindergarten enrollment)
- Massachusetts Comprehensive Assessment System (MCAS) scores
 - Copy of documentation enclosed
 - Permission granted by parent/guardian for school to request materials from previous school
 - Copy of documentation received from previous school
 - Not applicable (kindergarten enrollment)
- Record of Immunizations
 - Copy of documentation enclosed (exclusion documentation, if appropriate)
 - Copy of Immunization Form provided. Parent/guardian must return this form completed within 15 days for student to remain in school.
- Emergency Card/Form
 - Completed by parent/guardian
- Free or Reduced Meals Program
 - Information regarding Free or Reduced Meals for student was presented
- Student Internet Acceptable Usage Policy
 - Student and parent/guardian reviewed and signed Acceptable Usage Policy
- Individualized Education Plan (if applicable)
 - Copy of documentation enclosed
 - Permission granted by parent/guardian for school to request materials from previous school
 - Copy of documentation received from previous school
- 504 Accommodations (if applicable)
 - Copy of documentation enclosed
 - Permission granted by parent/guardian for school to request materials from previous school
 - Copy of documentation received from previous school

Homeroom/Classroom _____ House/Cluster (grades 6-12) _____

Student ID Number _____ Guidance Counselor (High School only) _____