

**Hampden-Wilbraham Regional School District
Wilbraham, MA 01095**

Please use this form to ensure all documents are submitted to the district office.

PARENT/GUARDIAN CHECKLIST FOR INCOMING STUDENTS

Before a student may attend school in the Hampden-Wilbraham Regional School District (HWRSD), all necessary forms, documents, and health information must be submitted to the district office.

NAME OF STUDENT: _____
Last First Middle

- | | |
|---|---|
| <ul style="list-style-type: none">○ PROOF OF RESIDENCY (see below)○ CUSTODIAL FORMS if applicable (see below)○ ORIGINAL BIRTH CERTIFICATE (will be returned)○ Copy of DRIVER'S LICENSE from parent/guardian○ IMMUNIZATION RECORD○ PHYSICAL EXAM RECORD – most recent from pediatrician | <ul style="list-style-type: none">○ STUDENT REGISTRATION FORM○ RELEASE OF INFORMATION FORM○ CONNECT ED emergency contact info○ HOME LANGUAGE FORM○ Copy of IEP or 504 if applicable○ VISA and GREEN CARD (if not U.S. Citizen) |
|---|---|

PROOF OF RESIDENCY:

- **New or Existing Resident** - Copy of Deed, or recent real estate tax bill.
- **Lease/Rental** –SIGNED/NOTARIZED Copy of Lease Agreement from landlord/owner affirming tenancy with signatures (record of most recent rent receipt may be required).
- **Living with someone with a Hampden-Wilbraham address** – The *Residency Statement/Affidavit* must be signed by the owner of the home and notarized, and a copy of the most recent real estate tax bill. If the student is living with a relative we need court documentation showing this relative has legal physical custody.
- **New house under construction** – The town building inspector will provide an estimated date of completion. The Superintendent will then consider the written request for enrollment.
- **DCF/DYS** – A letter from the social worker placing the child, and a letter from the foster parent stating the child is coming to live in their home.
- **Additional Documents:** vehicle registration and utility bills may be required to establish proof of residency.

CUSTODIAL FORMS:

- **Divorced parents** must present original Order of the Probate Court designating current physical custody of the student, along with parenting schedule.
- **Legal Guardianship** must present original Order from Probate Court.

Please complete all forms, gather documents, and bring all required paperwork to the District Office at 621 Main Street, Wilbraham, MA 01095. We are located in the Minnechaug Regional High School.

RELEVANT LEGAL STATUTES PERTAINING TO RESIDENCY AND REGISTRATION

*****Massachusetts General Law, Chapter 76: Section 5. Place of attendance; violations; discrimination:** Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

*****General Laws, Education, Chapter 72: Section 2. School Registers and Returns:** Whoever, in control of any such minor, withholds information sought by a school committee or its agents under this section or makes a false statement relative thereto shall be punished by a fine of not more than fifty dollars. Supervisors of attendance, under the direction of the committee and superintendent of schools, shall have charge of the records required by this section, shall be responsible for their completeness and accuracy, and shall receive the co-operation of principals, teachers and supervisory officers in the discharge of their duties hereunder.

*****Federal McKinney-Vento Homeless Education Assistance Act:** Requires that school districts immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency.

Amended August 19, 2016

Approved by HWRSD Regional School Committee May 27, 2008