



## **WRENTHAM PUBLIC SCHOOLS**

### **School Registration Procedures for Preschool through Grade 6**

To register a student for school, the parent or guardian must bring the following information to the school the child will attend:

**Registration times: between 9am-2pm, Monday through Friday**

See Pre-Enrollment Checklist

Valid photo identification of adult registering

Birth Certificate-Original, must have seal

Proof of custody (if applicable)

Health records with up-to-date immunizations

Proof of Wrentham residency

Current IEP (if applicable) with parent signature

### **FAQ's**

#### **Q. What is the enrollment/registration?**

This is the process by which students are admitted to the Wrentham Elementary school and includes verification of birth date, medical records, proof of residency, and submission of previous school records if applicable. Teachers are not assigned until all requirements have been met.

#### **Q. What is the age requirement to enroll my child in WPS?**

Students entering Kindergarten must be Age 5 by August 31st.

Students entering Grade 1 must be Age 6 by August 31st.

Exceptions to this age requirement are made when proof is provided that a student is transferring from an accredited Kindergarten or Grade 1 program.

Students entering Grades 2-6 have no age requirements.

**Q. What is residency?** (Legal Reference: M.G.L. Chapter 76, Section 5)

All children of school age who actually reside in Wrentham are entitled to attend the Wrentham Public Schools unless an exception applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residence, Wrentham Public Schools (WPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

**Q. What documents are needed to verify residency for WPS?**

Families registering for the WPS or submitting a change of address must demonstrate Wrentham residency by submitting documents from an authorized list of acceptable proofs. A photo ID is also required. In order to verify residency, WPS reserves the right to request additional documents and /or conduct an investigation if needed. Because residency can change for students and their families during the school year, WPS may verify residency at any time.

Please review the Pre-enrollment Checklist by clicking on the link below to ensure that you have all of the necessary documentation with you when you register your child.

**[\\*Pre-Enrollment Checklist](#)**

**Q. Why must I bring a photo ID?**

A photo ID is required for all registration, change of address as proof that the person making the application matches the documentation for parent/guardian status and is also the person whose name is associated with the residency proofs.

Acceptable photo ID's include:

- Current, valid driver's license
- Massachusetts ID card
- Passport
- Military, School or Employment ID
- Another government issued ID that includes both your photo and legal name

**Q. What if I don't have the required proofs with me when I Register?**

All new applicants are required to submit the required proofs. Applicants who do not have the required documents will be asked to return to the office with the appropriate materials in order to register. There are no acceptable substitutions for items on the list of acceptable proofs.

**Q. What if I don't pay for utilities, or if no utility bills are in my name?**

If you live in a household where all the utilities are listed in the name of your landlord or someone else, this should be noted on your lease or the Landlord Affidavit must be completed.

**Q. Is a cell phone bill an acceptable document?**

No. Only a home telephone (“Landline”) bill satisfies this requirement.

**Q. Why is a water bill not accepted?**

Landlords typically include water in their lease agreement. Therefore, someone paying a water bill may or may not necessarily live in the property associated with the water bill.

**Q. What if I have recently moved and do not yet have two documents I can use?**

To fulfill the requirements, you also may submit a work order or “statement of service” letter from any utility company stating that your service has been ordered or installed. This document must include the subscriber’s name, service address and a date of issuance.

**Q. What if I cannot produce both required proofs?**

If your personal circumstances make it impossible for you to provide the required proofs of residency, you will need to make an appointment with the Principal. You will be asked to bring any copies of any proofs of residency you have and to describe the circumstances that prevent you from having the required proofs. Staff will work with you, and if necessary, recommend a letter of appeal to the Superintendent. All appeals will be decided by the Office of the Superintendent.

**Q. What if I live with a friend or relative in Wrentham? (ie. parent, grandparent, friend)**

If you share housing with a friend or relative, and you cannot provide the required proofs of residency, you will be asked to bring any proofs of residency you have, and to describe the circumstances that prevent you from having the required proofs. The owner of the residence will execute the Residing with Wrentham Resident Affidavit. Staff will work with you, and if necessary, recommend a letter appeal to the Superintendent. All appeals will be decided by the Office of the Superintendent.

**Q. Will my child start on the day I bring in the Forms?**

Students will not start on the day forms are submitted as time is needed for the health office to certify records and new student data must be entered into the school’s student information system. The school may also ask that a new student be brought in at another date for informal academic screening in order to best place the student.

**Q. When can I expect to hear about my child's new teacher placement?**

Teachers are assigned after all verification materials have been checked and approved by school personnel. New teachers are given at least 2 days notification that a new student will be assigned to their class. Transportation will be arranged through the WPS district bus coordinator and this may take up to 2 days. For summer enrollments, the teacher naming letter will be sent in mid-August.

**Q. How is the teacher selected?**

The records of the new student are reviewed by the Principal and/or Director of Student Services. The best match is made given the record, screening, and parent information provided. The school Administrative Assistant will call the student's parent(s) to inform the family of their child's class assignment.

**Q. What if my family doesn't have a permanent residence?**

The proof of residency policy does not apply to homeless students and families covered in the McKinney-Vento Act. Contact the school for assistance with registering your child, if you believe you qualify as homeless under the Act. If you are staying in the shelter, bring a letter from the shelter staff stating that you are living there.

**Q. How can I report a suspected violation of the residency policy?**

Residency fraud is a violation of Massachusetts state law and is subject to per diem fines for every day that a student attends school outside the district s/he legally resides. Anonymous residency-related tips can be left on the voice mail service at the school number 508.384.5430 or reported to the building principal or director of student services. Both of these individuals will be responsible for reporting the alleged violation to the Superintendent.

**Q. Will documents that I submit to prove residency remain confidential?**

All documents submitted to prove residency will be considered part of his or her confidential record. WPS will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records.

***\*Please note-all items on the [Pre-Enrollment Checklist](#) are required prior to visiting the office.***