



WESTBOROUGH PUBLIC SCHOOLS

Student Registration Checklist

Carefully follow the below. After compiling all of this information email or call Donna Latraverse for a registration appointment (latraversed@westboroughk12.org or 508-836-7700 ext. 2024). The Registration Office is located at: 200 Friberg Parkway, Westborough - 4th floor Suite 4000.

Print out and complete applicable documents from this list and bring them to registration appointment

- ❑ [STUDENT REGISTRATION FORM](#)
- ❑ [PARENT REGISTRATION FORM](#)
- ❑ [RELEASE OF RECORDS FORM](#)
- ❑ [HOME LANGUAGE SURVEY](#)
- ❑ [GRADE PRE-K – 3 STUDENT HEALTH HISTORY FORM](#)
- ❑ [GRADE 4-6 STUDENT HEALTH HISTORY FORM](#)
- ❑ [GRADE 7-12 STUDENT HEALTH HISTORY FORM](#)
- ❑ [PREK - GRADE 3 STUDENT DEVELOPMENTAL HISTORY FORM](#)
- ❑ [MIAA HIGH SCHOOL ATHLETICS STUDENT TRANSFER FORM](#)
- ❑ [FREE HEALTH STOP CLINIC INFORMATION](#) (families needing MA required school physical/immunizations but have not established a pediatrician)
- ❑ [MEDICAL REQUIREMENTS](#) (for reference only)

These documents MUST be presented at registration appointment

- ❑ Parent photo identification (I.E. valid license/passport)
- ❑ Child's **original** birth certificate/passport
- ❑ Immunization records/current physical report

- ☐ Transcripts/report cards/grades to date
- ☐ Special Education/IEP records (if applicable)
- ☐ MCAS test results if transferring from in state public school (if applicable)
- ☐ Legal guardianship/caregiver affidavit documents (if applicable)
- ☐ Legal/physical custody orders/separation agreement (if applicable)

Proof of residency documents that MUST be presented at your registration appointment. (P.O. boxes will not be accepted with the exception of documented court related reasons.)

RENTER

- ☐ Lease (signed by Tenant and Landlord/Property owner)
- ☐ Two utility bills (gas, oil, electric, telephone, cable), or Massachusetts car registration & excise tax bill

OWNER

- ☐ Tax bill/Mortgage statement (established homeowners)
- ☐ Executed purchase and sales agreement with closing date (must be within 30 days of enrollment (new homeowner)
- ☐ Two utility bills (gas, oil, electric, telephone, cable) or Massachusetts car registration & Excise tax bill

TENANT-AT-WILL

- ☐ Complete and Notarize [Pre-registration Forms](#)
- ☐ Two utility bills (gas, oil, electric, telephone, cable) or Massachusetts car registration & Excise tax bill

RESIDING WITH ANOTHER FAMILY OR FRIEND

- ☐ Complete and Notarize [Pre-registration Forms](#)

- ☐ [WESTBOROUGH PUBLIC SCHOOLS OCCUPANCY STATEMENT AFFIDAVIT](#)