

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

KINDERGARTEN REGISTRATION PROCESS, 2026-2027

Please read this entire document thoroughly before calling or reaching out to the district office.

The Westwood Family Connection provides an online student registration process which allows families to register new students. *Student registration forms will be saved and can be edited until parents/guardians/caregivers choose to submit the data.* The new student registration information will still be available for viewing – but not editing, **including documentation upload** – after it is submitted. You will not be able to submit documents to the portal after you submit.

Step 1: Review Information

Visit the Westwood Schools website at www.westwood.k12.ma.us. Hover over the **District** tab on the top left hand side of the page, then click **Kindergarten**. Once there, click **Kindergarten Registration** on the left menu.

Step 2: Register Online

Existing families with an active Aspen Portal Account can access the Westwood Family Connection portal directly from Aspen using their existing Aspen login. Go to the Westwood Aspen portal: <https://ma-westwood.myfollett.com>. Log into your account and click **Student Registration** on the right-hand side. Then, skip to Step 8 below. If you have problems accessing your account, please email WPS Aspen Support at aspen@westwood.k12.ma.us.

Parents/Guardians/Caregivers new to the Westwood Schools and families without an active Aspen Portal Account should use the following steps to create a new account to register students:

1. Go to the Westwood Family Connection: <https://ma-westwood.familyconn.com>.
2. Click **Create Account**.
3. A window will open; enter first name, last name, email address, and password.
4. Select one of the following:
 1. New families select: "I will be enrolling students in this school district for the very first time."
 2. If you are a parent of an existing student, or a previously enrolled student in the Westwood Schools, select "I have students that were currently or were previously enrolled in the Westwood Public Schools." Enter the following:
 - i. Student first name (as it appears on the birth certificate)
 - ii. Student last name
 - iii. Student birthdate

Note that this information, as well as your email address, must match the information in the student's Aspen account exactly. If you have any issues, please email the Westwood Schools' Aspen Support at aspen@westwood.k12.ma.us.

5. Click **Create Account**.
6. You will receive an email requesting account information. Follow the instructions in the email to activate. *Please check your SPAM or junk folder if, after a few minutes, you do not see the email in your inbox.*
7. Once your account is active, log into the Westwood Family Connection with your username (email address) and password.
8. Click on the **Register New Student** button.
9. Enter information on the demographics page, including uploading the student's birth certificate. Once completed, click the **Next** button at the bottom of the page. Required fields appear in red. You may save the form and return to the registration at any time by selecting the green **Save and Return to Home** button at the top of the page.

10. Enter information on the Address and School page. The school zone will automatically populate after the page is saved by clicking Next or Save and Return to Home.
11. Enter information for Parents/Guardians. Click the Edit button next to your name. A new window will open. Enter/edit information and click Save. This will return you to the Parents/Guardians page. Click Next.
12. Enter emergency contact information. Provide contact information for at least one emergency contact. This should be a person you want contacted only after a parent cannot be reached. Click Next.
13. Enter medical information and upload **one document with immunization history, physical exam, lead screening, and vision screening**. If you do not have all documents at once, please submit as many as you can as one document. For example: if you have all documentation except for vision screening, please upload all other documents as one upload. You may provide the vision screening to the school nurse at a later date. Provide as much information as possible. When done, click Save and Return Home.
14. This will return you to the main registration form. Once you have completely entered information, a green Submit Form button on the left side of the screen appears. Click the Submit Form button and your registration will be submitted. **Please remember that documents cannot be uploaded once you have hit the Submit button.**

Step 3: Submit Additional Required Documents (if not already completed)

In order to complete the registration process, there are several required documents that must be submitted to the district. These documents, including an explanation of what they are, are listed on the district's website under "Kindergarten Registration" (District > Kindergarten > Kindergarten Registration).

- Proof of Residency (*if not already uploaded via Family Connection*)
- Proof of Occupancy (**2 forms** of proof) (*if not already uploaded via Family Connection*)
- Original birth certificate (*if not already uploaded via Family Connection*)
- Immunization records and physician's report of a physical exam, **including proof of lead screening and proof of vision screening. Please submit as one file.** (*if not already uploaded via Family Connection*)
- Completed Preschool Experience Survey
- Free and Reduced Lunch Application (if applicable)

Please submit all documentation by *Friday, March 27, 2026.*

If you did not submit them during online registration, please submit by one of the following methods:

Via email: Alyssa Provazza, aprovazza@westwood.k12.ma.us in Central Office

Via mail: Westwood Public Schools
220 Nahatan St.
Westwood, MA 02090
Attn: Alyssa Provazza

Drop off: District Administration Building, 220 Nahatan St. (Please deposit in the green mailbox in the semi-circle driveway.)

If you have any questions or need assistance completing the process, please contact Alyssa Provazza at aprovazza@westwood.k12.ma.us or 781-326-7500 x1341.