

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

KINDERGARTEN REGISTRATION PROCESS, 2017-2018

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 choose to submit the data. The new student registration information will still be available for viewing – but not editing – after it is submitted. Parent/guardian information will be automatically populated for families who have a student currently or previously enrolled in the Westwood Schools.

Step 1: Review Information

Visit the Westwood Schools website at www.westwood.k12.ma.us. Click **Online Payment** at the top right, then click **Kindergarten Registration**.

Step 2: Register Online

Existing families with an active Aspen Portal Account can access the Westwood Family Connection portal directly from Aspen which will not require a separate 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 or call 781-320-1021.

Parents new to the Westwood Schools and families without an active Aspen Portal Account may 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:
 - a. New families select: "I will be enrolling students in this school district for the very first time."
 - b. 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 WPS Aspen Support at aspen@westwood.k12.ma.us or call 781-320-1021.

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. 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 assignment 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. 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.

Step 3: Return Required Documents.

Bring the following required documents to your neighborhood school between 8:45am and 3:30pm prior to Friday, March 10, 2017:

- Child's birth certificate
- Proof of residency, such as a utility bill, tax bill, etc.
- A physician's report of a physical exam, completed and signed within twelve months of the entry date
- Proof of lead screening*
- A complete immunization record*
- Proof of a vision screening from student's pediatrician
- Completed Preschool Experience Survey*

*The lead screening, immunization requirements, and Preschool Experience Survey can be downloaded within the Frequently Asked Questions section of the kindergarten webpage.

Step 4: Schedule a Screening Visit.

While dropping off your child's paperwork, you may schedule a classroom visit for the week of June 5, 2017.

Step 5: Make a Payment.

If you opt for the full-day program, the first payment of \$900 is due by June 1, 2017. Payments can be made online or by check, payable to Westwood Public Schools. The second payment of \$900 is due by November 1, 2017. Reminders will not be sent.

Please note that tuition is discounted for siblings attending full-day kindergarten in the same year. Families pay half of the assessed tuition (\$900) for the second child and one quarter of the assessed tuition (\$450) for the third child.