

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts

REGISTRATION CHECKLIST

Registration is a multi-step process. Please review all steps and requirements below.

1. Log onto www.westwood.k12.ma.us and click "Payment and Registration" at the top right of the homepage. Select "New Student Registration."
2. Complete the pre-registration in Westwood Family Connection.
3. Gather required documents (see below) and bring to the District Administration office, located on the campus of Westwood High School, at 220 Nahatan Street.
4. Immunizations must be determined compliant by school nurse prior to school attendance. 5. Please note that the District may require that an appointment be made to provide reasonable time to review documents.
5. PLEASE NOTE: exceptions to this documentation can be made in cases where a student/family is experiencing homelessness, the student is in Foster Care or the family meets the criteria in the District's Military Family Policy. Please contact the Student Services Office (781 326-7500 x1345) to speak with the McKinney Vento liaison, Foster Care liaison and/or Military Family liaison - the Director of Student Services for next steps.

Required Documents
<p>Parent/Guardian ID:</p> <ul style="list-style-type: none">○ Valid MA driver's license/ID card, Passport, Military ID, Other Government-issued photo ID
<p>Proof of Residency</p> <ul style="list-style-type: none">○ One complete option from the list below<ul style="list-style-type: none">• Most recent mortgage payment• Most recent property tax bill• Copy of current signed lease<ul style="list-style-type: none">○ Please note that the District will contact lease-holders annually to update our files with a current lease for the new school year.
<p>Proof of Occupancy</p> <ul style="list-style-type: none">○ First item from the list below○ Second item from the list below (Must be from a different company than the first item.) • Two (2) utility statements dated within 45 days, showing the service address and connection date from the following list are required:<ul style="list-style-type: none">○ Cable/Satellite TV/Internet (bill or work order)○ Electric (bill or "statement of service" letter)○ Gas (bill or "statement of service" letter)○ Home telephone (cellular is not acceptable) (bill or work order)○ Home/renter's insurance (bill, policy, or "statement of service" letter)

Student Records (Please provide ALL THAT APPLY to each student.)

- **Original Birth Certificate (required)**
- **Immunization Records and physician's report of a physical exam, conducted and signed within the past six months by a Massachusetts physician (or within six months following school entry) (required)**
- **Home Language Survey (required)**
- **Previous School Records**
 - **Student Records Request Form (required)**
 - **Grades PK-K:** most recent progress report/report card
 - **Grades 1-8:** most recent report card/progress report
 - **Grade 9:** Grades 7 and 8 transcripts
 - **Grade 10:** Grades 8 and 9 transcripts
 - **Grade 11:** Grades 9 and 10 transcripts
 - **Grade 12:** Grades 9, 10, and 11 transcripts
- **School Bus Transportation Application** (if applicable) and a check for the fee
- **Completed Free/Reduced Lunch Application** (if applicable)
- **ELL/ESL Records** (if applicable)
- **Custody Records** (if applicable)
- **Active IEP or 504 Plan** (if applicable)
- **Court Orders** (if applicable)