

Registration Checklist

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

1. Log onto www.brookline.k12.ma.us/registration
2. Complete the enrollment application and schedule your required registration appointment online
3. Gather required documents (*see below*) and bring to your registration appointment
4. Complete English Language Learning Screening (*if applicable*)
5. Receive final school assignment
6. Immunizations must be determined compliant by school nurse prior to school attendance
7. Attend meeting at assigned school with student and school counselor

Required Documents

Parent/Guardian ID:

Valid MA driver's license/ID card, Passport, Military ID, Other Government Issued photo ID

Proof of Residency

1 complete option from the list below

- Most recent mortgage payment
- Most recent property tax bill
- Copy of settlement statement **AND** record of most recent payment
- Copy of current signed lease **AND** [Landlord Living Agreement](#) (landlord must complete form)
- Other public housing lease **AND** [Landlord Living Agreement](#) (landlord must complete form)

Proof of Occupancy

1st item from the list below

2nd item from the list below (*must be from a different company than the 1st item*)

Two (2) utility statements dated within 45 days showing the service address and connection date from the following list are required:

- 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)

All documents that are not in English must be accompanied by authorized translations into English

Original Birth Certificate (required)

Immunization Records and most recent physical exam report (required)

Previous School Records

- **Grades PK-K:** not required
- **Grades 1-8:** most recent report card/progress report (required)
- **Grade 9:** 7th and 8th grade transcripts (required)
- **Grade 10:** 8th and 9th grade transcripts (required)
- **Grade 11:** 9th and 10th grade transcripts (required)
- **Grade 12:** 9th, 10th, and 11th grade transcripts (required)

ELL/ESL Records (*if applicable*)

Custody Records (*if applicable*)

Active IEP or 504 Plan (*if applicable*)

Court Orders (*if applicable*)