

**Office of Student Affairs: Registration Document Checklist**

<input type="checkbox"/>	<b>Parent/Guardian ID (valid MA driver's license/ID card, passport, military ID, or other government issued photo ID)</b>
<input type="checkbox"/>	<b>School Records Release Form (download, print and complete form)</b>
<input type="checkbox"/>	<p><b>Proof of Residency (please provide ONE from the following list):</b></p> <p><input type="checkbox"/> Most recent mortgage payment OR property tax bill</p> <p><input type="checkbox"/> Copy of settlement statement AND record of most recent payment</p> <p><input type="checkbox"/> Copy of current signed lease AND Landlord Living Agreement (download, print, have landlord complete form)</p> <p><input type="checkbox"/> Copy of HUD or other public housing lease AND Landlord Living Agreement (download, print, have landlord complete form)</p>
<input type="checkbox"/>	<p><b>Proof of Occupancy (please provide TWO from the following list):</b></p> <p><input type="checkbox"/> Utilities that service your home: utility bill dated within 45 days or "statement of service" letter or work order showing service address and connection date from the following list</p> <p><input type="checkbox"/> Cable/Satellite TV/ Internet bill</p> <p><input type="checkbox"/> Electric Bill</p> <p><input type="checkbox"/> Gas bill</p> <p><input type="checkbox"/> Home telephone bill (landline only - cellular not acceptable)</p> <p><input type="checkbox"/> Home/renter's insurance bill</p>
<input type="checkbox"/>	<p><b>Student (please provide ALL THAT APPLY, and must be accompanied by authorized translations into English if original is not in English):</b></p> <p><input type="checkbox"/> Original Birth Certificate (required)</p> <p><input type="checkbox"/> Immunization records and most recent physical exam report (required)</p> <p><input type="checkbox"/> Previous School Records (required, this varies by grade level)</p> <p><input type="checkbox"/> ELL/ESL Records (if applicable)</p> <p><input type="checkbox"/> Custody Records (if applicable)</p> <p><input type="checkbox"/> Active IEP or 504 Plan (if applicable)</p> <p><input type="checkbox"/> Court Orders (if applicable)</p>

- 1. Gather the required documents listed in the above checklist. Use these documents while you complete online registration, and bring them to your in-person appointment with the Office of Student Affairs.**
- 2. Complete the online enrollment application.** Part of the application process requires you to schedule an appointment with the Office of Student Affairs.
- 3. Attend your in-person appointment with the Office of Student Affairs.**
- 4. Immunization compliance will be determined by your school nurse.** This occurs after the submission of immunization documents during registration, and prior to school attendance.
- 5. If applicable, your child will complete the English Language Learning (ELL) Screening.** All schools must determine the language(s) spoken in each student's home to identify their specific language needs. If a language other than English is spoken in the home, the District is required to further assess each child in this area. Screenings will be scheduled during registration, once all documents have been submitted.
- 6. Attend your in-person meeting at your child's assigned school, with your child and the school counselor.**



**THE PUBLIC SCHOOLS OF BROOKLINE  
BROOKLINE, MASSACHUSETTS 02445**

**REQUEST FOR STUDENT RECORDS**

I, \_\_\_\_\_, am the parent or guardian of

\_\_\_\_\_. I hereby authorize the release of all academic records including official transcript, testing results, discipline, health, Special Education, and any other information regarding my child to the Public Schools of Brookline. I further give permission to the Public Schools of Brookline to speak to my child's former teachers, principal, guidance counselor, and other school staff as needed.

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Previous School Information:**

Name

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Public Schools of Brookline Office Use Only: Please leave this part blank**

<input type="checkbox"/> <b>Baker School</b> 205 Beverly Rd. Chestnut Hill, MA 02467  Ph: 617.879.4500 Fax: 617.879.4505	<input type="checkbox"/> <b>Edward Devotion School - Lower</b> 30 Webster St. Brookline, MA 02446  Ph: 617.879.4400 Fax: 617.383.6004	<input type="checkbox"/> <b>Edward Devotion School - Upper</b> 194 Boylston St. Brookline, MA 02446  Ph: 617.879.4930 Fax: 617.879.4981	<input type="checkbox"/> <b>Driscoll School</b> 64 Westbourne Ter. Brookline, MA 02446  Ph: 617.879.4250 Fax: 617.739.7502	<input type="checkbox"/> <b>Heath School</b> 100 Eliot St. Chestnut Hill, MA 02467  Ph: 617.879.4570 Fax: 617.739.7570	<input type="checkbox"/> <b>Lawrence School</b> 27 Francis St. Brookline, MA 02446  Ph: 617.879.4300 Fax: 617.879.4390
<input type="checkbox"/> <b>Lincoln School</b> 19 Kennard Rd. Brookline, MA 02445  Ph: 617.879.4600 Fax: 617.739.7505	<input type="checkbox"/> <b>Pierce School</b> 50 School St. Brookline, MA 02446  Ph: 617.730.2580 Fax: 617.264.6468	<input type="checkbox"/> <b>Runkle School</b> 50 Druce St. Brookline, MA 02445  Ph: 617.879.4650 Fax: 617.739.7675	<input type="checkbox"/> <b>Brookline HS</b> 115 Greenough St. Brookline, MA 02445  Ph: 617.713.5000 Fax: 617.713.5013	<input type="checkbox"/> <b>BEEP</b> 24 Webster Pl Brookline, MA 02445  Ph: 617.713.5471 Fax: 617.264.6494	<input type="checkbox"/> <b>Office of Student Affairs</b> 24 Webster Pl Brookline, MA 02445  Ph: 617.264.6492 Fax: 617.264.6494



# PUBLIC SCHOOLS OF BROOKLINE BROOKLINE, MASSACHUSETTS

## REGISTRATION/LANDLORD LIVING AGREEMENT

This form is required to be filled out and notarized by your landlord if you are leasing your home.

I \_\_\_\_\_, swear under oath, that the following  
(Landlord's Name- Please print)

information is true:

\_\_\_\_\_, child(ren) of  
(List all applicable children)

\_\_\_\_\_ reside at  
(Parent's name(s))

\_\_\_\_\_  
(Property Address)

of which I am the owner of said property on record.

I understand that the Public Schools of Brookline reserves the right to investigate residency if they feel that temporary residency was established for the sole purpose of attending the Public Schools of Brookline. I further understand that according to Massachusetts General Law (Chapter 76, Section 5) "Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools."

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_:

\_\_\_\_\_  
(Landlord's Signature) (Date) (Print name)

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Statement of Notary Public:

### Commonwealth of Massachusetts

Norfolk County, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which were \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires