

## Registration Checklist

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

1. Log onto [www.brookline.k12.ma.us/registration](http://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*)