



**MELROSE PUBLIC SCHOOLS REGISTRATION FORM**

Office Use Only: Date Rec'd \_\_\_\_\_

Year of Graduation \_\_\_\_\_

**STUDENT INFORMATION**

**KINDERGARTEN**

Does student currently attend the Franklin ECC? Yes \_\_\_\_\_ No \_\_\_\_\_

STUDENT NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

GENDER:  MALE  FEMALE STUDENT BIRTH DATE \_\_\_\_\_  
mm-dd-yyyy

PLACE OF BIRTH (city) \_\_\_\_\_ COUNTRY OF ORIGIN (where child was born) \_\_\_\_\_

RACE/ETHNICITY(choose one)  Hispanic  Not Hispanic

CHOOSE ALL THAT APPLY:  White/Caucasian  Black/African American  Asian  
 Native American  Native Hawaiian/Pacific Islander

NATIVE LANGUAGE \_\_\_\_\_

INDIVIDUAL EDUCATION PLAN (IEP) DOES THE STUDENT CURRENTLY RECEIVE SERVICES ON AN IEP?  YES  NO

504 ACCOMODATION PLAN DOES THE STUDENT CURRENTLY RECEIVE SERVICES ON A 504?  YES  NO

DOES THE CHILD'S FAMILY HAVE A MILITARY AFFILIATION?  YES  NO

IF YES, PLEASE SELECT FROM THE FOLLOWING:  VETERAN  ACTIVE DUTY  RESERVES

**STUDENT RESIDENCE INFORMATION**

PARENT/GUARDIAN NAME \_\_\_\_\_  
FULL NAME(S) OF PARENT / GUARDIAN FOR MAILING ADDRESS LABELS

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PRIMARY PHONE(required) \_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION**

**CONTACT 1 (PARENT/GUARDIAN)**

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PRIMARY PHONE \_\_\_\_\_ PHONE 2 \_\_\_\_\_ PHONE 3 \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

**CONTACT 2 (PARENT/GUARDIAN)**

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PRIMARY PHONE \_\_\_\_\_ PHONE 2 \_\_\_\_\_ PHONE 3 \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

**GUARDIAN STATUS** (SEE ATTACHED)  YES  NO      **STATE WARD STATUS** (SEE ATTACHED)  YES  NO

**EMERGENCY CONTACT INFORMATION** CONTACT MUST BE SOMEONE OTHER THAN A PARENT/GUARDIAN

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

**SCHOOL CHOICE**

In order to best meet the needs of its elementary school children, Melrose Public Schools has adopted Policy JC: Elementary School Assignment and Class Size Policy (see attached). The goal is to provide equitable class size throughout the district as well as the smallest class size possible for children in our elementary schools.

**1<sup>ST</sup> CHOICE:** \_\_\_\_\_ **2<sup>ND</sup> CHOICE:** \_\_\_\_\_ **3<sup>RD</sup> CHOICE:** \_\_\_\_\_

**SIBLINGS** – list only those that are school age and attend Melrose Public Schools

Please indicate the **first and last names** of your other children, the grade and school they will attend in September.

Sibling name; \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Sibling name; \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Sibling name; \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**“CONNECT-ED INFORMATION”** – WHAT IS CONNECT-ED? (SEE ATTACHED)

DO YOU WANT TO PARTICIPATE IN CONNECT-ED?  YES  NO

If you answered “yes”, the Contact 1 and Contact 2 primary phone number and email address will be used.

**MEDIA RELEASE – PERMISSION** (SEE ATTACHED) select one:  Unrestricted Use  Limited Use  Deny Use

**PTO DIRECTORY INFORMATION**

May we list your contact information in the school's PTO Phone Directory?  YES  NO

If you answered “yes”, the information provided in the Student Residence Information section will be shared with the PTO.

## JC: Elementary School Assignment and Class Size Policy

The Committee recognizes that class size is an important factor in high quality education and works to adhere to state guidelines in this regard. It intends to maintain a classroom dynamic that ensures effective instruction using best practice, provides equitable class size at each grade level across the district within the constraints of space availability and budget limitations, and respects each family's preference regarding the school their child(ren) will attend.

The Committee does not recognize any neighborhood boundaries or neutral zones but does recognize that elementary schools are not evenly spaced throughout the district. Once a student is placed in his/her school, he/she is entitled to remain at that school for the duration of his/her elementary experience. Families registering their child(ren) will have sufficient notice of opportunities to explore school options in order to identify the schools they feel best fit the needs of their child(ren).

Criteria for determining school assignment will be based on the following factors, with consideration given to yearly enrollment numbers as well as each unique student cohort

- Need for special programs and/or facilities including, but not limited to, English Language Learning and special education
- Equity of class size across the district by grade level
- Timeliness of registration (on-time, late, rolling)
- Family preference including presence of siblings in the school
- Proximity of the child(ren)'s residence to the preferred school(s) and proximity of the child(ren)'s residence to each of the elementary schools

Due consideration will also be given to equity of staff load, contractual agreements, health and safety standards, and any other factors that might impact placement decisions.

The Superintendent will establish administrative procedures that adhere to the intent of this policy and indicate when, where, and how to register; wait list expectations; the appeals process should a family fail to receive a preferred school assignment; how hardship will be evaluated and considered; how, what, and when parent communication will be provided; and any additional pertinent protocols. The Committee will approve these procedures.

School assignment notifications will be made as soon as possible following registration so that families can best prepare for integration into their new school home(s).

MSC first vote: 4/28/15  
MSC second vote: 5/12/15

**MELROSE PUBLIC SCHOOLS  
REGISTRATION  
EXPLANATION OF TERMS**

**CONNECT-ED**

Connect-ED® is a school-to-parent communication system that allows the district to send periodic and personalized messages by telephone/email. The Connect-ED service helps us provide a safer learning environment, enhance emergency preparedness and improve student attendance. The system also improves parental involvement through messages sent to families regarding school programs, testing schedules, major events and other initiatives underway at the Melrose Public Schools. We firmly believe that a more informed and involved parent leads to a higher achieving student.

*This service is not mandatory for families. Please select YES if you want to participate and NO if you do not.*

**INSTRUCTIONS:** If you choose to participate, we ask that you indicate two phone numbers where you can be notified. The primary phone number will be the number called for *outreach\** messages only. In the event of a *time sensitive situation\*\**, both the primary and secondary numbers will be called. We request you also include a primary email address to receive these messages at.

Please be aware that the Connect-ED service cannot dial an extension, so be sure the numbers you include are direct lines. Also, it is our recommendation that school attendance messages be routed to a number other than the home telephone number.

If you choose not to participate, you will not receive any type of message from the school department. Please be assured that all personal information will be maintained in the strictest confidence.

*\*Outreach messages include, but are not limited to, information regarding: medical issues, report cards, schedule changes, picture day, upcoming exams, Open House, scholarships and other special events. Attendance calls report daily absences, including high school period attendance.*

*\*\*Time-sensitive calls include, but are not limited to, information regarding: school lockdowns, school cancellations and delays due to weather, intruders on campus, and evacuations.*

**MEDIA RELEASE**

**Media Release:** Your permission is requested to allow Melrose Public Schools to use the image/name of your child in materials, as outlined below, at school. The materials may be used by your child's teacher to celebrate learning; by the school or district to document an activity; by local newspapers or television station highlighting a school event; in the school newsletter and/or district website to promote the school and district. Your child may also have an opportunity to have work published on one of the district web pages.

**INSTRUCTIONS:** Please indicate the level of participation you feel comfortable with in regards to using your child's image/name as explained above. You have the option to deny permission to use your child's image/name entirely; to grant permission to use your child's image only with limited use; to grant permission to use your child's image/first name only with partial use or grant permission to use your child's image/full name with unrestricted use.

- **Deny permission:** you agree NOT to have your child's image/name used at all.
- **Limited Usage:** you agree to have your child's image (only) used within Melrose Public Schools and in the larger community.

- **Unrestricted Usage:** you agree to have your child's image/full name used in print, video and digital media and agree that these images may be used by Melrose Public Schools and in the larger community.

*DISCLAIMER: "Parental or guardian consent is required before the Melrose Public Schools ("MPS") may publish images or personal information of a child enrolled in MPS on any MPS media source, which may also include any local Melrose newspapers and/or media sources, whether in physical or electronic form. However, MPS shall not be held responsible in the event said images or other personal information are subsequently published by entities or third parties which have not lawfully obtained permission to publish or otherwise disseminate said images or other personal information."*

### **GUARDIAN STATUS**

**Answer "YES" if:** You are not the birth parent of the child you are registering but have legal responsibility for the minor, for example: Guardianship is the legal responsibility one person has over another person or over another person's affairs. The most common use of the term is with regard to an adult-minor relationship. This typically involves the appointment of a guardian by the courts when the child's parent or parents become unable to provide care due to death or other incapacitating circumstances.

Or Answer "NO".

### **STATE WARD STATUS**

**Answer "YES" if:** The child you are registering is a child whose guardianship is determined by a judge who appoints a government agency to oversee the ward of the state's affairs. A child is only a ward of the state until his 18th birthday, when he becomes a legal adult. This does not apply, however, to those who are mentally incapable of taking care of themselves, as they may spend their whole lives in state-run facilities.

Or Answer "NO".

## Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information			
First Name	Middle Name	Last Name	<div style="text-align: center;">F      M</div> Gender
Country of Birth	_____ / _____ / _____ Date of Birth (mm/dd/yyyy)	_____ / _____ / _____ Date first enrolled in ANY U.S. school (mm/dd/yyyy)	
School Information			
_____ / _____ / 20____ Start Date in New School (mm/dd/yyyy)	Name of Former School and Town		Current Grade
Questions for Parents/Guardians			
What is the native language(s) of each parent/guardian? (circle one) _____ (mother / father / guardian) _____ (mother / father / guardian)		Which language(s) are spoken with your child? (include relatives -grandparents, uncles, aunts, etc. - and caregivers) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always	
What is the native language of your child?		Which language do you use most with your child?	
Which other languages does your child know? (circle all that apply) _____ speak / read / write _____ speak / read / write		Which languages does your child use? (circle one) _____ seldom / sometimes / often / always _____ seldom / sometimes / often / always	
Is your child able to complete class work in English? <div style="text-align: center;">Y      N</div>		Will you require written information from school in your native language? <div style="text-align: center;">Y      N</div>	
Parent/Guardian Signature:		Will you require an Interpreter/translator at Parent-Teacher meetings? <div style="text-align: center;">Y      N</div>	
X		_____ / _____ / 20____ Today's date: (mm/dd/yyyy)	

# Melrose Public Schools



## Procedures for Determining Residency

In order to attend the Melrose Public Schools, a student must actually reside in Melrose, unless the exception applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Melrose Public Schools (MPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

### VERIFICATION OF RESIDENCY

**To be eligible to register to attend school in Melrose**, a student's parent or legal guardian must submit at least one original document from each category listed below and any other documents that may be requested, including but not limited to those referenced categories. A parent, guardian, or student who is unable to produce the required documents should contact the Registrar at 781-662-2000 x-1.

**\*\*\* These documents must be an original mailed from the bill source, not a fax or printout from an online billing/payment center.**

#### **Category 1 - Evidence of Residency:**

- Record of recent mortgage payment and/or property tax bill from the City of Melrose
- Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)
- Proof of tenancy-at-will
- Fully signed and executed Purchase and Sale (P&S) Agreement (Provided occupancy date occurs within 30 days of enrollment)
- Section 8 Agreement

#### **Category 2 - Evidence of Occupancy:**

- Gas/Oil Bill **or** National Grid "Proof of Residency" Letter
- Electric Bill **or** National Grid "Proof of Residency" Letter
- Home (not cell) Telephone Bill
- Cable Bill
- Water Bill (Bill must be dated within the past 45 days and address and name must be stated)
- Occupancy Statement/Affidavit must be notarized if a bill can not be provided prior to student's enrollment.

#### **Category 3 - Evidence of Identification (Photo ID):**

- Valid MA Driver's License
- Valid MA Photo ID Card
- Valid Passport
- Other Government issued Photo ID



The Principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the Superintendent of Schools. Parents are required to notify the school of any changes of their address or the address of the student within five business days of the change.

### **ENFORCEMENT**

Should a question arise concerning any student's residency elsewhere while attending the MPS, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the MPS because of an invalid or unknown address, or other grounds.

The Superintendent may request additional documentation, may use the assistance of School Department personnel, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence, who will report his or her findings to the Superintendent of Schools, who shall make final determination of residency. Upon an initial determination by the Superintendent of Schools that a student is actually residing in a city or town other than Melrose, the student's enrollment in MPS shall be terminated immediately.

### **PENALTIES**

In addition to termination of enrollment and the imposition of other penalties permitted by law (M.G.L. Chapter 76, Section 5), the MPS reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

### **EXCEPTION**

1. The Residency Requirements shall not apply to the following:

- a. Students who are entitled to attend the Melrose Public Schools under the McKinney-Vento Homeless Assistance Act.
- b. Melrose High School seniors already enrolled in the MPS who move out on or after October 1st of a given school year, may complete the current school year provided they have made the Superintendent of Schools aware of the move in writing within 5 business days of such move.
- c. Children of school department professional employees shall be allowed to attend a regular education program in the Melrose Public Schools on a tuition-free basis with the cost of any special services to be paid for by the parents, provided that this benefit shall not apply to programs for which Melrose residents are charged tuition, such as Pre-School, before/after school programs or summer programs.
- d. The Superintendent of schools is authorized to admit new students from the Metropolitan Council for Educational Opportunity (METCO) program from K-12 subject to the school committees guidelines for class size and subject to availability of funds from the Massachusetts of Elementary and Secondary Education (DESE).

## **POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION**

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

1. Pending Purchase of Dwelling – The children of families who have signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the City of Melrose may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Schools until actual residence occurs.
2. Construction of New Dwelling - Children of families which are building a primary residence in Melrose may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the City.

## **NOTIFICATION**

The Melrose Public School residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Melrose Public School's Policy Manual, and published in each school handbook. Legal Reference: M.G.L. Chapter 76, Section 5

# Melrose Public Schools

## Occupancy Statement/Affidavit

I the parent/legal guardian/responsible adult of \_\_\_\_\_  
(Print student's full name)

hereby certify as follows:

1. I wish to enroll the above named student in the Melrose Public Schools. I understand that pursuant to Massachusetts General Law (Chapter 76, Section 5) and Melrose Public School's Policy, students who actually reside in the City of Melrose may attend the Melrose Public Schools (MPS) and students who do not actually reside in the City of Melrose may not attend the Melrose Public Schools.

2. I hereby certify that effective \_\_\_\_\_, 20\_\_\_\_, the above named student is/will be residing at the following address in Melrose, Massachusetts, with:

\_\_\_\_\_  
Printed Name of Parent/Guardian/Responsible Adult

Melrose, MA 02176

\_\_\_\_\_  
No. Street Apt/Unit No.

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

3. I acknowledge that I am required to notify the Melrose Public Schools or the above student's school, in writing, of any change in said student's address within five (5) business days of such change of address.

4. I understand that this Occupancy Statement will be relied upon by the Melrose Public Schools for the purpose of determining the above student's eligibility to attend the Melrose Public Schools on the basis of residency. If said student is enrolled in the Melrose Public Schools based upon the information provided and it is subsequently determined that the student does not actually reside in Melrose, I understand that the student's enrollment in the Melrose Public Schools will be promptly terminated and I will be jointly liable to the Melrose Public Schools for the student's tuition for the full academic year(s).

5. I further certify that I am are the parent/legal guardian/or responsible adult of the above named student.

6. I understand that all applicants must reside in the City of Melrose as outlined in Massachusetts General Laws Chapter 76, Section 5 which states:

*Every person shall have a right to attend the public schools of the town where he/she actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. 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. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (Amended by st. 1971, c.622, c.1; st. 1973, c. 925, s.9A, st. 1993, c.282; st.2004, c.352, s.33)*

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Parent/Guardian/Responsible Adult (Please circle relationship)

Statement of Notary Public:

**Commonwealth of Massachusetts**

Middlesex 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:

CITY OF



MELROSE

Health Department  
City Hall - 562 Main Street  
Melrose, Massachusetts 02176  
(781)979-4130 fax (781)979-7696  
health@cityofmelrose.org

Board of Health  
Frank Brincheiro, MD  
Maurine Garipay, RN  
Joseph DiPietro, Psy.D.

Health Director  
Ruth L. Clay, MPH

All students in the Melrose Public School System are required to meet Massachusetts State Laws regarding immunizations and recommended physical examinations (MGL:Ch.76, Sec. 15, and Ch. 71, Sec. 57).

In keeping with the law, **all children attending Melrose Public Schools are to provide their yearly physical examination forms and immunization records at the time of registration.** The physical examination must be within the past 12 months. If the student has a physical examination scheduled for over the summer months prior to entering kindergarten, please provide their most recent physical examination at the time of kindergarten registration. Once the student has his/her physical examination over the summer, you will then need to provide the updated copy to your school nurse prior to the start of the school year.

**Immunization requirements for entering kindergarten are as follows:**

- 3 doses of hepatitis B
- 5 doses of DTP
- 4 doses of polio
- 2 doses of MMR
- 2 doses of varicella (chickenpox) or physician-certified reliable history of the disease.
- Lead test – both dare and test results

*Please be sure to note any health issues of the child: i.e. allergies (especially food allergies), asthma, or the need for medication or other medical conditions that require special attention.*

If you have questions regarding physical examination, immunizations or health issues of your child, please contact your school nurse.

School	Phone	Nurse	email
Hoover	781-979-2182	Terry Singh, RN	tsingh@melroseschools.com
Horace Mann	781-665-6865	Marsha Gibbons, RN	mhgibbons@melroseschools.com
Lincoln	781-979-2250 x8	Gail McCarthy, RN	gmccarthy@melroseschools.com
Roosevelt	781-979-2270 x1104	Kristina Diggin, RN	kdiggin@melroseschools.com
Winthrop	781-979-2282	Donna Hanks, RN	dhanks@melroseschools.com
MVMMS	781-979-2117	Melody Cabral-Pini, RN	mcabralpini@melroseschools.com
MHS	781-979-2236	Kathy Magill, RN	kmagill@melroseschools.com
ECC	781-979-2115	Robin Adams, RN	radams@melroseschools.com

**\*Your child will not be allowed to remain in school without the above requirements\***

4/25/2016