CHECKLIST FOR NEW STUDENT REGISTRATION

For Office Use Only – to be filed in student's file

Student's Name:	**Entering Grade:**	**Homeroom:**	**ID Number:**	**SAP Advisor:**

- ❑ Signed Proof of Residency Form with attached copy of:
  - ❑ Purchase and Sale Agreement or rent receipt with address,
  - ❑ Tax bill on residence, **OR**
  - ❑ Utility receipt with name and address.
- ❑ **Home Language Survey**
- ❑ Signed **Records Release Form** sent to sending school **date:_____**
- ❑ Signed and completed **Registration Form**
- ❑ Birth Certificate received
- ❑ Student's Social Security Number
- ❑ Verification of Custody (if applicable)
- ❑ Immunization & Health Record reviewed by nurse _____
- ❑ Transcript of courses, grades, and/or credits
- ❑ Disciplinary records received ❑ Reviewed by Administrator
- ❑ Attendance records received
- ❑ MCAS Scores ❑ SASID Number _____
- ❑ IEP or 504 information received ❑ Not applicable
  Special Services Notified _____

- ❑ Massachusetts State Transfer Card received ❑ Not applicable
- ❑ Transportation Information given ❑ Not applicable
- ❑ Pre-Course Reading Information Given ❑ Not applicable
- ❑ Emergency/Photo Consent/Technology Form signed
- ❑ School Insurance Form ❑ Not applicable
- ❑ Free/Reduced Lunch Form ❑ Not applicable
- ❑ MIAA Form ❑ Not applicable
- ❑ Entered into computer
- ❑ Teacher(s) notified
- ❑ Student placed and/or scheduled
- ❑ Registration cards completed
- ❑ Temporary and Permanent Record Cards prepared
- ❑ **Parent/Student Handbook Received:**

_____
Student Signature Date

_____
Parent Signature Date

The Monson Public Schools provide Equal Educational and Employment Opportunities without regard to race, color, sex, religion, national origin, sexual orientation, and disability.