SCHOOL REGISTRATION CHECKLIST

_____ Complete the on-line registration form

Present the following documents by appointment between 8:00 am and 3:30 pm, weekdays, to:

Corine Burke, District Enrollment
1330 Highland Ave.
Needham, MA 02492
781.455.0400 x11245
781.455.0426 Fax
corine_burke@needham.k12.ma.us

_____ Provide original birth certificate, or passport

_____ Provide proof of residency – current tax bill (Water or Property) or lease with utility bill

_____ Copy of last physical with immunizations

_____ Health History Form

_____ Home Language Survey

_____ Last report card, or other proof of grade level placement (not needed for K or 1st Grade)

_____ Release Student Records Form

The following if applicable:

_____ MCAS (Massachusetts Comprehensive Assessment System) scores

_____ Custody papers

_____ Copy of IEP or Section 504 Plan