

PARENT/GUARDIAN CHECKLIST FOR INCOMING STUDENTS

This cover page is for your reference only and does not need to be returned to the school.

At the bottom of this page is a link which will take you to forms that need to be completed and sent back to the school. Before a student may attend any class, all necessary forms and health information must have been submitted (exceptions may be made for students who qualify under the McKinney-Vento Homeless Act).

Please bring the following forms with you when you bring your student for Kindergarten Screening:

- I. Original Birth Certificate—the original certificate **will not** be retained by the school
- II. Visa (if not a U.S. Citizen)
- III. Proof of Residency – these documents must be originals, not photocopied, and be pre-printed with the name and address of the student’s parent or legal guardian.* If the documents listed below cannot be provided to the school, you may meet with the principal to discuss your unique situation. If you are unable to provide the required documentation, you will need to complete an “affidavit supporting residency” and proof of residency forms. Depending on each individual situation, additional documentation may be required. In some cases you may be referred to the office of the Superintendent of Schools.

All applicants must submit **at least** one document from **each** of the following **columns****

Column A-1 document	Column B-2 documents	Column C- 1 document
<ul style="list-style-type: none"> • Copy of Deed • Copy of Most Recent Bill • Fully signed Purchase and Sale Agreement • Fully Signed/Executed Lease Agreement • Notarized Letter from Builder/ 	<p>A utility bill or work order dated within the last 60 days, including:</p> <ul style="list-style-type: none"> • Gas Bill • Oil Bill • Electric Bill • HOME Telephone Bill (not cell phone) • Cable Bill • Water Bill <p><i>Additional sources of documentation include:</i></p> <ul style="list-style-type: none"> • Payroll Stub • Bank Statement • Voter Registration from City Hall 	<ul style="list-style-type: none"> • Valid Driver’s License • Valid Massachusetts Photo Identification Card • Valid Passport

*Legal guardianship requires additional documentation from a court, agency, or a notarized caregiver affidavit.

* If you are unable to provide all of the documentation at the time of registration/screening, you **MUST** provide it within 30 calendar days of enrollment, or your child will be immediately withdrawn from the school.

If you have NOT already registered your child for Kindergarten, please click on the link below:
<https://amesbury.schoolbrains.com/onlineapplication/enrollment.aspx>

