

Welcome to Mansfield Public Schools.

You are receiving this email because you have completed the first step in registering your child for school in September. Due to COVID-19 we have temporarily halted in-person registration meetings.

We ask that you submit as much of the paperwork electronically through Google Forms and Family Connection. We understand that this may not work for everyone and will discuss individual needs as necessary. I am offering virtual meetings via Zoom, Google Meet or GoToMeeting to all parents/guardians. Copies of documents can also be mailed via US Postal Service. Please read this document carefully as it will explain how and where to submit your information.

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Step 1. Complete the Google Health Survey. Your responses will go directly to our nurses and will remain confidential.

[HEALTH SURVEY 2020-2021](#)

Step 2. Family Connection: Please upload supporting documentation into Family Connection. You can use a computer, iPad or Smartphone to scan documents to be uploaded to Family Connection. Please note, if you are using a Smartphone carefully look on Family Connection for the **Document Upload Form Tab**. Please follow the instructions below to upload and save your forms in Family Connection.

[UPLOADING DOCUMENTS TO FAMILY CONNECTION](#)

- **Student Birth Certificate or Passport**
- **Student Photo** (Grades PK - 5 only)
- **Release of Records** (This form can be found using this link: [Release of Records](#))

- **Residency** is in 3 parts (see grid below for explanations):

1. Parent/Guardian Photo Identification
2. Proof of Residency: Shows that you own a home or lease an apartment in Mansfield.
3. Evidence of Occupancy (utility bill): Shows that you are currently residing in the Mansfield property.

If you have any questions regarding residency, are unable to provide the requested information, or fall under the McKinney Vento Act for homeless students please contact:

Diane Nugent via student.registration@mansfieldschools.com

Column A	Column B	Column C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification
<u>Home Ownership:</u> <ul style="list-style-type: none"> ○ Deed ○ Recent Mortgage Payment ○ Fully Signed & Executed Purchase and Sales Agreement ○ Property Tax Bill 	<ul style="list-style-type: none"> ○ Fuel Bill ○ Electric Bill' ○ Water Bill ○ Cable Bill 	<ul style="list-style-type: none"> ○ Valid Driver's License ○ Valid Photo Identification Card ○ Valid Passport ○ Other Government Issued Photo ID
<u>Rental:</u> <ul style="list-style-type: none"> ○ Fully signed and executed Lease and/or Rental Agreement (executed by both parties) with residents listed (includes HUD/Section 8 lease) ○ Residency/Occupancy Affidavit or Notarized Letter 	<p>'In Lieu of Electric Bill, a letter from Mansfield Electric with Account information can be provided.</p> <p>Bill must be dated within the last 30 days.</p> <p>Above must list parent/guardian name and valid street address of resident.</p> <p>If a bill cannot be provided then an Occupancy Affidavit or letter of residency must be notarized to validate occupancy.</p>	

- **Health Records**

1. **Immunization Record** up to date
2. **Physical Exam** (within past year)
3. **TB Risk Assessment** (if entering from a foreign country)
4. **Vision Screening** (Kindergarten only)

In most cases all of the above are combined on the physical / school form. If that is the case, please upload to Physical Exam.

- **Miscellaneous:** Any other documents you need to provide to us including custody information, 504 plans, IEPs, etc.

Student registration including documentation upload must be complete in order to start school in September.

Please reach out with any questions or to setup your virtual meeting at

student.registrations@mansfieldschools.com

508-261-7500 (Please note that I am working remotely part of the time so I may not return your call right away.)

If you are unable to upload documentation, you may mail copies (Please do not send original documents) to:

Student Registration, Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048.