

## Welcome to Mansfield Public School's Online Student Registration via Family Connection

### STUDENT PRE-REGISTRATION PROCESS:

The process of registering a child for Mansfield Public Schools begins online and continues at the school district for a brief meeting to which you will bring all required documents and forms noted in Step 4. Registration is complete when the online registration has been 1) **completed** 2) **submitted** AND 3) the **required documentation** is turned into the superintendent's office.

1. CREATE a user account: Do you need to create a Family Connection User Account? (Are you a new parent/guardian with Mansfield Public Schools or a parent/guardian who registered a student PRIOR to December 1, 2018?)

- If Yes: Create your Mansfield Family Connection Account using the email address listed as your primary email on our Aspen School Database (For example the email address to which school closings are sent.)
- If No: you may use the account that you already have setup to register your student. You may proceed with the online registration process.

2. COMPLETE online pre-registration

3. VERIFY that you have both completed **AND** submitted your registration. ***If you do not submit, the registration will not be sent to Mansfield Public Schools.***

4. PROVIDE Proof of Residency and all Required Documentation as noted below. Bring these with you to your central office registration appointment and we will make copies. If you would like to copy and scan the documents ahead of your appointment please email them to [student.registration@mansfieldschools.com](mailto:student.registration@mansfieldschools.com).

### ***ONE Item from EACH Column is required***

Column A	Column B	Column C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification
Home Ownership: Deed Recent Mortgage Payment Fully Signed & Executed Purchase and Sales Agreement Property Tax Bill	Fuel Bill Electric Bill Water Bill Cable Bill	Valid Driver's License Valid Photo Identification Card Valid Passport Other Government Issued Photo ID
Rental: 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	In Lieu of Electric Bill, a letter from Mansfield Electric with Account information can be provided.  Bill must be dated within the last 30 days.  Above must list parent/guardian name and valid street address of resident.  If a bill cannot be provided then an Occupancy Affidavit or letter of residency must be notarized to validate occupancy.	

5. NEXT STEPS to be completed based on the grade for which you are applying. If you are applying for multiple grades please follow the steps for Grades 1 - 12.

Pre-School	Kindergarten	Grade 1 – 12
Call Roland Green Pre-School 508-261-1561 to schedule an appointment at which we will review your documentation and answer any questions that you may have.	Call Robinson School East Office 508-261-7510 to schedule an appointment at which we will review your documentation and answer any questions you may have.	Call Central Registration 508-261-7500 to schedule an appointment at which we will review your documentation and answer any questions that you may have.  Upon receipt of student records from the student's prior school we will contact you with next steps.

**Required Documentation**

Student Birth Certificate or Passport - We will make a copy
Parent/Guardian ID (license, passport or other Government Issued ID)
Health Survey Form
Most Recent Physical (By a U.S. doctor within the last 13 months)
Most Recent Immunization List
Transfer of Records Authorization Form
Student Photo (Grades K - 5 only)
Kindergarten Student Questionnaire (Grade K only) ( <a href="#">Click Here</a> )

**Please review the following documentation. IF APPLICABLE, please complete and bring to your appointment.**

Residency Affidavit Form ( <b>ONLY IF</b> you are living with another person who would be providing proof of residency)
Massachusetts Caregiver Affidavit Form ( <b>ONLY IF</b> assigning temporary educational matters to another person)
Legal guardianship and/or custody information
Copy of Current IEP or 504 Plan