

# SUFFIELD PUBLIC SCHOOLS

350 Mountain Road, Suffield, Connecticut 06078  
TELEPHONE 860-668-3800  
FAX 860-668-3805



## Student Registration Kindergarten-Second Grade

Welcome to Suffield Public Schools

[www.suffield.org](http://www.suffield.org)

Thank you for your interest in Suffield Public Schools. Attached please find the registration packet, which includes:

- SPS Registration Form
- Emergency Form
- State of Connecticut Health Assessment Record
- Spaulding School Early Childhood Development Information
- Third Party Release Form
- Instructions on setting up your Parent Portal Account
- District Calendar

In addition, please be prepared to provide **proof of residence** (see below) and a **birth certificate** for each child you are enrolling in Suffield Public Schools.

Proof of Residence (please provide one of the following choices):

- Copy of sales contract for your home in Suffield
- Contract with closing date (within 60 days of registration); after closing must provide proof of residency
- Copy of a valid current lease agreement for your rental home/apartment in Suffield
- Copy of a recent utility bill (electric, water, oil/natural gas, cable or landline phone) in your name and showing services provided for your Suffield house/apartment (a cell phone bill will not be accepted)

Please return the above forms along with the proof of residence and birth certificate(s) to Jamie Neilson at the address below in order to complete the enrollment process.

Welcome to Suffield Public Schools!

Thank you,

*Jamie Berry*, Registrar  
Suffield Public Schools  
350 Mountain Road, Suffield, CT 06078  
[jberry@suffield.org](mailto:jberry@suffield.org)  
860-668-3800 (phone) 860-668-3805 (fax)