

**WELCOME TO FAIRFIELD PUBLIC SCHOOLS
THE REGISTRATION PROCESS**

We are excited to welcome you and your children into our school community! The information below will assist you in your journey through our registration and enrollment process.



PRE-REGISTER ONLINE: An online pre-registration application **MUST** be completed before making an appointment to register. Visit our website at <https://www.fairfieldschools.org/parents/student-registration> to complete this process. Click on **Start the Registration Process** button, then review and answer **ALL** of the questions until you **submit** your application. Incomplete information on applications will delay the registration process. Please use a laptop or desktop (**cell phone cannot be used for this process**). Questions you may have pertaining to registration can be located on the Student Registration webpage at: <https://www.fairfieldschools.org/parents/student-registration> . We ask that you review this page prior to contacting the office.



APPOINTMENT WITH THE REGISTRAR TO PROVIDE DOCUMENTATION, LOCATED AT BOARD OF EDUCATION OFFICE - 501 Kings Highway East, Fairfield, CT 06825 – 2nd Floor, Suite 210

Once you have completed and submitted the online pre-registration, call 203 255-8398 to schedule an appointment to provide the necessary documents for finalizing registration. **You cannot schedule an appointment until the pre-registration is complete.** A parent or legal guardian must appear at the appointed date/time to drop off the necessary documents to register any minor student (students do not need to be present). *Please be considerate and come to your appointment prepared and on time.* If you cannot keep your scheduled appointment, please notify the Registrar at 203-255-8398. Late arrivals and no-shows will be rescheduled at the Registrar's convenience. The following documents will be **required** to register your child(ren):

DOCUMENTATION REQUIRED TO COMPLETE THE REGISTRATION PROCESS:

*All originals will be returned to the parent/guardian. If you are missing any of the required documents listed, **your child will not be enrolled at that time, and another appointment will be required to complete the registration.** Once you arrive at our Central Office, read the registration instructions located at the front door.*

- Student Identification:** Official United States, or translated, long form birth certificate is required (original). If not available, the student's original Passport will be required.
- Proof of Residency:** Current mortgage statement, **OR** deed to property, **OR** current lease agreement (*original signed and executed by all parties*) in parent(s)/guardian(s)' name. **Expired leases are not acceptable. Please provide hard copies of any electronic statements or documents.**
- Proof of Residency:** **Two** original current utility bills (within last 2 months) in parent(s)/guardian(s)' name, mailing address, and date, in the form of electric, gas, water, cable (**please no substitutes**). *Other bills or statements are not accepted*). **Please provide hardcopies of any electronic statements or documents.**
- Parent Identification (each of the following is required):**
 - Official current and non-expired photo ID (CT driver's license, or state issued ID card, or passport)
 - Automobile registration
- If applicable,** legal guardianship and/or legal name change document(s)

Please review our Student Registration webpage (link located above) for additional required forms. In addition, if you have a unique residency situation, please review all of the questions/answers on the Student Registration webpage, and select those that apply. After reviewing, if you cannot find the answers on this page, contact us at 203-255-8398.



APPOINTMENT WITH SCHOOL NURSE TO REVIEW HEALTH INFORMATION

After enrollment, please call the school your student will attend prior to dropping off your child's health forms. Due to security, if you do not call ahead, you will not be granted access to the building. (**If registering during the summer months, when schools are closed, health forms must be delivered to - ***Public Health Nursing Office, 100 Mona Terrace, Fairfield, CT, 06824. Please complete the Parent/Guardian section (first page) prior to submitting.***

Health Documentation Required for Attendance:

No student will be permitted to enter the Fairfield schools until evidence of adequate immunization is provided. For further information contact the school nurse or the Town of Fairfield Public Health Nursing office at 203-256-3150.

Health Assessment Record (available online at <https://www.fairfieldschools.org/departments/health-services>)

ADDITIONAL INFORMATION IS AVAILABLE ONLINE

<https://www.fairfieldschools.org>