


Online Registration Q & A

- Q:** Do I have to make a separate account for each child?
A: No. You make your own parent account and can add multiple children from your account.
- Q:** How do I know what school my child will attend?
A: [A. Ward Spaulding Elementary School](#) - Grades Prek-2nd
[McAlister Intermediate School](#) - Grades 3-5
[Suffield Middle School](#) - Grades 6-8
[Suffield High School](#) - Grades 9-12
- Q:** Where do I turn in the birth certificate, proof of residency, Health record and third party release?
A: The following items can be uploaded into the online registration portal under the “Document Uploads” tab. Make sure you have the above documents saved on your phone or computer before uploading.

PREVIEW MODE
No Data Will Be Saved

SUFFIELD PUBLIC SCHOOLS

Registration 2022-2023

Introduction

Form

Student

Demographics

Family Information

Health Information

Document Uploads

Agreements

Electronic Signature

Summary

Uploads

Please upload a copy of the Birth Certificate.

Upload...

Please upload a copy of the Proof of Residency document.

Upload...

State of CT Health Assessment Record or Early Childhood Health Assessment

Upload...

Third Party Release Form

Upload...

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4. **Q:** Where do I find the Health record, third party release and Early Childhood Development Packet (prek-2)?

A: The above can be found on the first page of the online registration form titled “Students” It is listed underneath the question regarding the grade and school the student is entering.

Introduction

Form

Student

Demographics

Family Information

Health Information

Document Uploads

Agreements

Electronic Signature

Summary

Last Name (required)

Suffix

- Select -

Date of Birth (required)
mm/dd/yyyy

Gender (required)

- Select -

Grade (required)

1

School (required)

Spaulding Elementary School

Please fill out and return the following [Early Childhood Development Information](#).

Please fill out and return the following [CT Health Assessment](#).

Please fill out and return the following [Third Party Release Form](#).

Residential Address

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5. **Q:** What do I do if I cant upload the forms or if I missed the forms and already submitted my child’s registration?

A: If you forgot to upload the birth certificate, health record, proof of residency or third party release you can email the documents to jberry@suffield.org or stop into Central Office 350 Mountain Rd., Suffield, CT 06078 to drop it off.

6. **Q:** I just filled out online registration for one of my children. Do I have to upload proof of residency again for the second child?

A: Yes. For each child you register all documents need to be submitted including residency

7. **Q:** I forgot to include my email address in the online registration and already submitted the form. Can I get back in to edit it?

A: Unfortunately, no. Once the form is submitted it cannot be revamped for any reason. If you made a mistake and need to make a correction please call Jamie Berry at 860-668-3800 or email her at jberry@suffield.org and she can make the change.