



Medford Public Schools Registration Checklist

To enroll a student in Medford Public Schools, **ALL documents must be brought to the Registration Office at Medford High School. Documents can be found at [Medford Registration Packet](#).**

Required Documents:

- ☐ **Proof of Residency:** 2 utility bills (i.e. gas, electric, oil, cable) or a Lease Agreement
 - ☐ **Proof of Parent/Guardian/Caregiver Identity:** Driver's license, Massachusetts Photo ID; or Passport If Legal Guardian, a Custody Agreement must be provided
- *If a student and caregiver are living with a relative that is a Medford resident, then the following are required to complete registration:***
- ☐ Notarized [Living Residency Affidavit](#)
 - ☐ Proof of Residency for a person signing a Living Residency Affidavit (2 recent utility bills, lease)
 - ☐ Homeowner's signature

Student Information:

- ☐ [Registration Packet](#), Completed and signed
 - Student Information form
 - Home Language Survey (include "Date First Enrolled" in ANY U.S. school)
 - Google Permission
 - (for K students) Early Childhood Education Experience Survey
 - (for grades 1-12) Authorization for Release of Student Records
- ☐ Birth Certificate (original, translated and certified if not in English)

Health Documents:

- ☐ Recent immunizations ([link for required immunizations per age/grade](#))
 - ☐ Copy of latest physical exam (dated within 12 months of registration date)
 - ☐ Tuberculosis risk assessment or skin test results.
- *Note: if born outside of the US, results of a PPD or blood test must be submitted to determine low risk for TB***
- ☐ Preschool and Kindergarten: Lead screening results
 - ☐ Kindergarten: Physician documentation of a vision screening including stereopsis (depth perception) exam
- Health documents may be submitted to the Health Suite in the high school, or fax 781-393-2379, or email MedfordHealthOffice@medford.k12.ma.us with subject: "Registration: {name, school and grade (if known)}".*
- For any health related questions please call 781-393-2218 and ask to speak to a nurse.*

Education Records:

- ☐ Individualized Education Program (if applicable)
- ☐ 504 Plan (if applicable)
- ☐ ACCESS for ELLs Score Report (If applicable)
- ☐ Mass Transfer Card from previous school
- ☐ Academic Record and MCAS scores (if applicable)
- ☐ Attendance Record

Grades 6-9 students

- ☐ Report Cards (if available)
- ☐ Academic Record and MCAS scores

Grades 9 students

- ☐ Course Selection Sheets

Grade 10-12 students

- ☐ Transcripts
- ☐ Course Selection Sheets
- ☐ Discipline Records