



STONINGTON

PUBLIC SCHOOLS

Mary Anne Butler Superintendent	Allison Van Etten Director of Special Services	Peter Anderson Director of Facilities & Operations	Farouk Rajab Board Chair
Timothy Smith Assistant Superintendent	Alisha Stripling Director of Finance & Personnel	Chris Williston Director of Technology	Heidi Simmons Board Secretary

NEW STUDENT REGISTRATION INSTRUCTIONS

STEP 1: Contact the secretary at your respective school (see below) to schedule an appointment.

STEP 2: Complete 2023-2024 Online Registration Form PRIOR to your scheduled appointment.

To access the online registration form,

1. Go to <http://www.stoningtonschools.org>
2. From the green banner, select **Family Resources**
3. Select **New Student Registration**
4. Select **Create an Account or Sign-In** (if you have registered a new student within the last 9 years)
5. Complete and Submit the online registration
6. **Save and Logout** of your account

If you need tech support, please call (860) 572-0506 x2121 or email: tracie.sneed@stoningtonschools.org

STEP 3: Submit required registration documentation

Please upload, email, or fax the following documents to the school secretary listed below. You may also bring the documents to your registration appointment.

1. Proof of Residency (minimum of 3 documents required)
 - MANDATORY – Copy of the current residential lease agreement signed by the resident and landlord*, OR current monthly mortgage statement (deed will be accepted if home is owned outright)*, OR residential housing contract (purchase) with closing date within 90 day

** If your name is NOT on the mortgage or lease, please complete the Residency Host and Parent Affidavits. A copy of these documents WILL NOT be accepted.*
 - Two documents from the list below
 - Current utility bill (electric, gas, sewer or water) dated within 30 days of registration
 - Current automobile registration and/or insurance
 - Insurance correspondence, SNAP, or Medicaid documentation
 - Payroll check with current address
 - Driver's license/State ID
2. Birth Certificate or passport
3. Legal Guardianship/Custody documentation* (if applicable)

**Required if you are not the birth parent or if you share custody. Such documentation includes adoption papers, court orders or DCF 603 form (must be signed by DCF or legal designee)*

If you have any questions, please contact the school secretary.

<p>Denise Gavitt, School Secretary Deans Mill School 35 Deans Mill Rd Stonington, CT 06378 Phone: 860-535-2235 x6103 Fax: 860-535-1417 Email: DMSRegistration@stoningtonschools.org</p>	<p>Demetra Sutera or Meredith Vernott, School Secretary West Vine Street School 17 West Vine St Pawcatuck, CT 06379 Phone: 860-599-5832 x8101 Fax: 860-599-1560 Email: WVSRegistration@stoningtonschools.org</p>
<p>Charlene Barnes or Denise Spencer, School Secretary Stonington Middle School 204 Mistuxet Ave Mystic, CT 06355 Phone: 860-536-9613 Fax: 860-536-4508 Email: SMSRegistration@stoningtonschools.org</p>	<p>Elizabeth Young, Guidance Secretary Stonington High School 176 S Broad St Pawcatuck, CT 06379 Phone: 860-599-5781 x3305 Fax: 203341-3161 Email: SHSRegistration@stoningtonschools.org</p>



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STEP 4: POWERSCHOOL PARENT PORTAL AND SUBMISSION OF STATE MANDATED HEALTH RECORDS

- PowerSchool Parent Portal** account information will be sent via email from enrollment@stoningtonschools.org. The automated email will include instructions on how to access the [SNAP Health Portal](#) and complete the health requirements.
- Health Assessments** must be completed prior to entry into school. For PreK and Kindergarten only, Physicals must be completed between January 1st and December 31st of the calendar year the child starts school. If the exam was done prior to January 1st, entry to school is accepted until a new physical exam is completed one year from the date of the last physical to remain compliant in school.
- Immunization Records**

Please email or call the school nurse with any questions regarding health records.

<p>Cynthia Ljubicic, RN Deans Mill School Nurse 35 Deans Mill Rd Stonington, CT 06378 Phone: 860-535-2235 x6116 NURSE Fax: 860-535-2392 Email: DMHealthregistration@stoningtonschools.org</p>	<p>Pam Schroeder, RN West Vine Street School Nurse 17 West Vine St Pawcatuck, CT 06379 Phone: 860-599-5832 x8177 NURSE Fax: 860-599-8266 Email: WVHealthregistration@stoningtonschools.org</p>
<p>Alice Brannegan, BSN, RN Stonington Middle School Nurse 204 Mistuxet Ave Mystic, CT 06355 Phone: 860-536-9613 x4125 NURSE Fax: 860-536-1640 Email: SMHealthregistration@stoningtonschools.org</p>	<p>Elizabeth Spadaro, BSN, RN Stonington High School 176 S Broad St Pawcatuck, CT 06379 Phone: 860-599-5781 x3311 Fax: 860-599-8088 Email: SHHealthregistration@stoningtonschools.org</p>

A student is not registered until the online registration form is submitted, residency is established through the school AND the health requirements are completed and approved by the school nurse.

We are pleased to have you as part of our school district and hope this information will aid in your transition to our community.