If you are **A NEW RESIDENT OF HOLBROOK, HAVE MOVED WITHIN HOLBROOK, OR ARE ENROLLING A NEW STUDENT** you must complete the residency requirement.



The first step is to complete the residency requirement. If you would like a DocuSign link sent please provide the following information to Bridget Baker at bbaker@holbrook.k12.ma.us:

1) Do you own, rent or live at an address owned/leased by someone else in Holbrook?
2) Please provide the first and last name as well as the email address of the parent/guardian that is listed on the mortgage or lease agreement? *If both are listed please provide the email address of the parent/guardian that will be completing the residency requirement.*
3) If you live at an address owned/leased by someone other than the student's parent/legal guardian please provide the owner/lessee's first and last name as well as their email address.

** Please note, the parent/legal guardian will still need to come into Central Office between 8:00am-4:00pm Monday-Friday to have their signature notarized on the residency statement once it has been completed*.

If the **parent/legal guardian OWNS the home they live in in Holbrook** they will need to provide:

1) Most recent mortgage statement or copy of your deed
2) Most recent utility bill
3) Valid photo identification of the parent/legal guardian listed on the mortgage/deed
4) Student's birth certificate

In addition, the parent/legal guardian listed on the mortgage will need to complete the residency statement and have their signature notarized on it as well as complete a home language survey for each student being enrolled.

If the **parent/legal guardian RENTS the apartment they live in in Holbrook** they will need to provide:

1) Current signed lease agreement listing the parent/legal guardian as the lessee. If you do not have a signed lease agreement then you must provide a notarized letter from the landlord stating the dates of the lease, the approved tenants and if they are responsible for the utility bill or not.
2) Most recent utility bill
3) Valid photo identification of the parent/legal guardian listed on the lease
4) Student's birth certificate

In addition, the parent/legal guardian listed on the lease will need to complete the residency statement and have their signature notarized on it as well as complete a home language survey for each student being enrolled.

If the **parent/legal guardian LIVES AT AN ADDRESS OWNED OR LEASED BY SOMEONE OTHER THAN THE STUDENT'S PARENT/LEGAL GUARDIAN** the parent/legal guardian and the owner/lessee will need to provide the following:
Owner/Lessee must provide:

1) The owner/lessee's most recent mortgage statement/deed OR the current signed lease agreement that lists the parent/legal guardian and students as approved tenants.
2) The owners most recent utility bill
3) The owners valid photo identification

The parent/legal guardian must provide:

1) The parent/legal guardians valid photo identification
2) Student's birth certificate

*The parent/legal guardian must also complete a home language survey for each student being enrolled.

In addition, the parent/legal guardian and the owner/lessee will need to complete the residency statement and have their signatures notarized on it. Once this has been completed both the owner/lessee and the parent/legal guardian will need to meet with the Director of Pupil Personnel before the parent/legal guardian can move forward with enrollment.



Enrollment

Once the residency requirement has been completed the school secretary will contact you to start the enrollment process.