

WELCOME CENTER

REQUIRED DOCUMENTS FOR K-12 REGISTRATION

NEW REGISTRATION & RE-ADMISSION

1. Must be accompanied by Parent/Guardian
2. Proof of Age (Birth Certificate or passport)
3. Most Current Immunizations and Physical Exam
4. Proof of Residency: see next page
5. Massachusetts Transfer Card /Official Withdrawal Form
6. Individual Education Plan (IEP), if applicable
7. Academic Transcripts/Report Card
8. MCAS and/or ACCESS Test Results, if applicable
9. Discipline Report
10. Photo ID of parent/guardian

NO REGISTRATION WILL BE PROCESSED WITHOUT THE REQUIRED DOCUMENTS.

MALDEN PUBLIC SCHOOLS RESIDENCY POLICY

PROCEDURES FOR DETERMINING RESIDENCY

In order to attend the Malden Public Schools, a student must actually reside in Malden. A student's actual residence is considered to be the place where he or she lives permanently with the parent or legal guardian who has physical custody of the student. In determining residency Malden Public Schools retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

VERIFICATION OF RESIDENCY

To register to attend Malden Public Schools a student's parent or legal guardian must submit at least one **original** document from Column A and B listed below and any other documents that may be requested, including but not limited to those listed below.

<p style="text-align: center;">Column A Evidence of Residency or Occupancy <i>(Name must match photo ID)</i> <i>One (1) of the following documents:</i></p>	<p style="text-align: center;">Column B Evidence of Identification <i>(Photo ID)</i> <i>One (1) of the following documents:</i></p>
<ul style="list-style-type: none"> ● Recent Mortgage Payment, Mortgage Closing Documents or property tax bill ● Residency Affidavit signed by the property owner and submitted to the Welcome Center* ● Section 8 Housing Agreement ● Signed Lease Agreement including the child's name as a resident ● Recent Bills listed below dated within the past 45 days: <ul style="list-style-type: none"> ○ Excise Tax Bill ○ National Grid Gas Bill ○ National Grid Electric Bill ○ Cable Bill ○ Water Bill ○ Landline Telephone Bill (not cell phone) 	<ul style="list-style-type: none"> ● Valid Driver's License ● Valid MA Photo ID Card ● Government Issued ID

*Residency Affidavit will be notarized following official review by the Welcome Center staff.

Malden Public Schools shall verify the home address and home telephone number of each student at least once during the school year. Parents are required to notify the school of any changes of their or the student's address within 5 business days of the change.

ENFORCEMENT

Should a question arise concerning any student's residency elsewhere while attending Malden Public Schools, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; correspondence that is returned to the Malden Public Schools because of an invalid or unknown address, or other grounds.

Malden Public Schools may request additional documentation, may use the assistance of the School Department's Supervisor of Attendance and/or may obtain the services of police or investigative agency personnel to conduct investigations into a student's residence.

Upon an initial determination by Malden Public Schools that a student is actually residing in a city or town other than Malden, the student's enrollment shall be terminated immediately.

PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, (M.G.L Chapter 76, Section 5), Malden Public Schools reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.