



Penn Brook Elementary School

68 Elm Street
Georgetown, MA 01833
978.352.5785

Margaret C. Maher
Principal

Hope Doran
Assistant Principal

Welcome to the Penn Brook Elementary School Registration

Enclosed you will find the necessary forms and/or documents that must be provided in order to register your child for Kindergarten. Please return all forms and documents to the front office at the Penn Brook Elementary School.

- _____ Current Year Registration Form
- _____ Residency Validation Documents
(policy and guidelines attached)
- _____ Home Language Survey
- _____ Current Physical/Health Record
(Massachusetts state guidelines attached)
- _____ Birth Certificate
- _____ Current snapshot of your child – 2 copies
(please put child's name on back of picture)

It is the policy of the Georgetown School District not to discriminate on the basis of sex, race, religion, national origin or handicap in its education program, activities, or employment policies as required by law

**Penn Brook Elementary
2016 - 2017**

Student's Name _____
(Last) *(First)* *(Full Middle Name)*

Entering Grade as of August 31, 2016 _____

____ Male ____ Female Place of Birth _____ Date Birth _____
(city and/or town) *month/date/year*

Home Address _____ Home Phone: _____

Primary Language: _____

Language spoken at home: _____

Race: Required for State Reports – (optional – Please Check All That Apply)

____ White ____ Hispanic ____ Black or African American ____ Asian ____ American Indian ____ Native Hawaiian
or Alaska Native *or other Pacific Islander*

Student residing with: ____ Mother/Father ____ Mother only ____ Father only ____ Guardian
(please check one)

Mother/Guardian _____ Address if different) _____

E-Mail Address: _____

Home # _____ Cell Phone: _____ Work # _____

Father/Guardian _____ Address (if different) _____

E-Mail Address: _____

Home # _____ Cell Phone: _____ Work # _____

OFFICE USE ONLY

____ Entry into Admin+



INFORMATION FROM THE SUPERINTENDENT RESIDENCY VALIDATION

Please be advised that according to Massachusetts General Laws Chapter 75, Section 5, the Georgetown Public School District is not required to enroll a student who does not reside in our community. The only exception is those students legally enrolled through the state’s school choice program.

If you are not a legal resident, it will be necessary for you to withdraw your child from the Georgetown School District and register him/her in the school district where you reside. It is important that you do this as soon as possible so that the transition to their new school will be a smooth one.

Under Massachusetts Laws Chapter 76, Section 5, only students who actually reside with in Georgetown may enroll in the Georgetown School District. In order to verify residence within the Town, a student enrolling in the Georgetown School District must provide documentation of actual residence. In addition to providing such documentation at the time of initial enrollment, the school administration may request verification at any later time if there is doubt of actual residence. In addition, the School District will require the parents to pay in full to the Town of Georgetown if we determine that your child is residing in Georgetown for the sole purpose of attending school. The School District reserves the right to require additional information to establish residency.

All applicants for enrollment must submit at least *one document each from Column A, B, and C* and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the Superintendent of Schools.

Column A	Column B	Column C
<p><u>Evidence of Residency</u></p> <p>Record of recent mortgage payment and/or property tax bill</p> <p>Copy of Lease and record of recent rental payment</p> <p>Landlord Affidavit and recent rental payment</p> <p>Section 8 Agreement</p>	<p><u>Evidence of Occupancy</u></p> <p>Recent bill dated within the past 60 days showing Georgetown address</p> <p>Gas Bill</p> <p>Oil Bill</p> <p>Electric Bill</p> <p>Home Phone Bill (Not Cell)</p> <p>Cable Bill</p> <p>Excise Tax Bill</p>	<p><u>Evidence of Identification</u></p> <p><u>(Photo ID)</u></p> <p>Valid Driver’s License</p> <p>Valid MA Photo ID Card</p> <p>Passport</p>



GEORGETOWN PUBLIC SCHOOLS

Home Language Survey

Dear Parent and Guardians:

In order to help your child succeed in school, we ask that you please answer the following for your child. Your answers will help us in creating the best possible educational program for your child.

Date/School Enrollment:	Student Full Name	Age	Birth Date	Grade
		_____	____/____/____	_____
Relationship of Person Completing Survey: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other Specify: _____		Number of Years Student has lived in the USA: _____		

1. What language did your child first understand or speak?
2. What language do you use most often when speaking with your child at home?
3. What language does your child use most often when speaking with you at home?
4. What language does your child use most often when speaking with other family members?
5. What language does your child use most often when speaking with friends?
6. What language(s) does your child read?
7. What language(s) does your child write?
8. At what age did your child start attending school?
9. Has your child attended school every year since that age? _____ Yes _____ No

If No, please explain:

10. Would you prefer oral and written communication from the school in English or in your home language?

Signature of Parent/Guardian

Date Completed

For Office Use Only:

To be completed by the Georgetown School Department ELL Program Staff before placement:

- Recommendation: Proficiency Testing Records Review
 No ELL Services

Signature of ELL Staff:

Date:



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Dear Parent/Guardian:

Massachusetts State law requires that all children be completely immunized in order to attend school. State law also requires a lead test for entry into kindergarten, as well as physical examination prior to entering school and every three to four years thereafter.

The required immunizations for school entry are:

KINDERGARTEN

5 DTP/DtaP

4 Polio

2 MMR

3 Hepatitis B

2 Varicella/Disease

This is a reminder that no child shall be admitted to school unless an updated medical record including a recent physical exam and dates for all required immunizations has been given to the school nurse prior to the first day of school. These forms may be mailed to the school over the summer or brought to the main office prior to the first day of school. **Any student without the required medical forms on file in the health office will be excluded from school until these state-mandated requirements are met.**

If you have any questions, please contact me at the Penn Brook School 978-352-5785 ext 2016

Thank you for your cooperation.

Kathy Hatch, BSN, RN, NCSN
Penn Brook Nurse



GEORGETOWN PUBLIC SCHOOLS

RELEASE OF STUDENT RECORDS

In accordance with the Massachusetts Department of Education, Student Record Regulations (603 CMR 23 00-23 12 dated 6/8/90), please include as soon as possible all academic records, achievement test scores, MCAS scores, Special Education records, attendance, health records, behavior and related information that may be helpful for the proper educational placement of this student. Massachusetts law requires that a transfer form must accompany these records.

Name of Student: _____
(Last) (First) (Full middle name)

SASID# _____ DOB _____ Grade _____

Current School:

Name of School

Street Address

City State Zip Code

Telephone# Fax#

New School:

Penn Brook Elementary School
Name of School
68 Elm Street
Street Address
Georgetown MA 01833
City State Zip Code
978-352-5785 978-352-5787
Telephone # Fax#

Parent/Legal Guardian Signature Date

Access to Records by Authorized School Personnel, Parents, and Eligible Students. Student records can be accessed by authorized school personnel, parents, eligible students, and clerical personnel for clerical purposes. (23.02) Effective November 1998, Massachusetts law has changed and now requires that non-custodial parents provide written verification in the form of a probate court order or judgment relative to custody of the child, specifying, in detail, that they have not been denied custody based on a threat to the safety of the child or the custodial parent.

FOR INDIVIDUAL SCHOOL USE ONLY

Date of Authorization

Date Records Mailed

By

Records Included:

Academic Records

Achievement Test Scores

MCAS Scores

Special Education Records

Attendance Records

Health Records

Behavior Records