



# Wellesley Public Schools

## Grades 1-12 Registration Checklist

Welcome to Wellesley Public Schools!

### All documents must be submitted to complete registration.

Your child will not be enrolled until all required documentation is received, reviewed, and processed.

Please, submit the completed registration form along with the supporting documents either by email to: [registrar@wellesleyps.org](mailto:registrar@wellesleyps.org)  
or by postal mail to: WPS Registrar, 40 Kingsbury St, Wellesley MA 02481

### Required Documents: Wellesley Public Schools

- Authorization to Release School Records Form
- Registration Form for Admission (2 pages)
- Home Language Survey
- Student Health History Profile Form (2 pages)
- Emergency Contacts, Family & Medical Information Form (2 pages)
- Permissions for Media Publishing & Technology Use & Student Handbook Form
- Student Directory Form

### Required Documents: Parent/Legal Guardian

- Immunization Record
- Student's Birth Certificate or Passport
- Parent/Guardian Identification (i.e. MA Driver's license or passport)
- Proof of Residency (1 of 3 options)

Current Property Tax Bill

Fully Signed and Executed Purchase and Sale (P&S) Agreement

*Occupancy date must be within 45 days of enrollment*

Lease Agreement with children's names listed in the lease

- Proof of Occupancy (1 of 2 options)

Current Utility Bill

Notarized Occupancy Statement in lieu of a Utility Bill

### If applicable:

- Custody Papers/Caregiver Affidavit
- English Language Learners Transcripts
- IEP or Section 504 Plan
- Transcript: Grade 9 to 12 ONLY (official or unofficial accepted)
- Report Card: Grade 9 to 12 (if transferring mid-year)
- MCAS Scores: Grade 9 to 12 required (if transferring from a Massachusetts Public School)