

# WELLESLEY PUBLIC SCHOOLS KINDERGARTEN REGISTRATION CHECKLIST

Welcome to Wellesley Public Schools!

## Please present the following documents at time of registration

District Registrar  
WPS Central Office, 40 Kingsbury Street, Wellesley, MA 02481  
Phone: 781-446-6210 ext. 5600 Fax: 781-446-6207  
Email: [registrar@wellesleyps.org](mailto:registrar@wellesleyps.org)

**\*\*\* ALL DOCUMENTS must be submitted to complete registration. Your child will not be enrolled in the Wellesley Public Schools until all required documentation is received, reviewed, and processed.**

## Required documents provided by Wellesley Public Schools

- \_\_\_\_\_ Authorization to Release School Records Form
- \_\_\_\_\_ Registration Form for Admission
- \_\_\_\_\_ Home Language Survey
- \_\_\_\_\_ Student Health History Profile Form
- \_\_\_\_\_ Emergency Contacts, Family & Medical Information Form
- \_\_\_\_\_ Permissions for Media Publishing & Technology Use, & Student Handbook Agreement Form
- \_\_\_\_\_ Student Directory Form
- \_\_\_\_\_ Early Childhood Education Experience Survey



## Required documents provided by the parent/legal guardian

- \_\_\_\_\_ Immunization Record
  - \_\_\_\_\_ 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
  - \_\_\_\_\_ Student's Birth Certificate or Passport
- If applicable:**
- \_\_\_\_\_ Custody Papers/Caregiver Affidavit
  - \_\_\_\_\_ English Language Learners Transcripts
  - \_\_\_\_\_ IEP or Section 504 Plan