

How to Enroll Your Child in School

Kindergarten - 12th grade

Enrolling your child in school is a multi-step process that requires the parent or caregiver to collect several documents and present them to the school's registration office. Use the checklist below to help prepare to enroll your child in school.

LYNN PUBLIC SCHOOLS										
Enrollment Process	Required Documents	Contact Information								
<ol style="list-style-type: none"> 1. Call the Welcome Center to make an in-person appointment. 2. Collect the necessary registration documents and bring them with you to your appointment. 3. Optional: There is an online registration option in multiple languages. You can complete the forms and upload documents online. You will need to create an account. 4. Remember to obtain a receipt or confirmation of registration, and/or clear next steps for what to expect after your registration appointment. <ul style="list-style-type: none"> • If you do not get a response regarding school placement within 1-2 weeks, call the Welcome Center back to request an update. 	<p style="color: #003366; text-decoration: underline;">Required Documents (EN) Required Documents (SP)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate, passport or I-94 card <input type="checkbox"/> Immunization record <input type="checkbox"/> Parent/caregiver ID <input type="checkbox"/> All available student records (if available) <input type="checkbox"/> Two proofs of address: <ul style="list-style-type: none"> - Current lease - Recent utility bill (not cellphone) dated within 60 days - W2 Form dated within the year of payroll stubs dated within 60 days - Bank or credit card statement dated within 60 days - Letter from government agency dated within 60 days (DTA, DOR, DYS, DCF) <input type="checkbox"/> Student Records Request Form (download from Welcome Center website in multiple languages or get a copy at your Welcome Center Appointment) 	<p style="color: #003366; text-decoration: underline;">LPS - Welcome Center</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">Phone</td> <td style="padding: 5px;">(781) 592-8796</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">2 State Street Lynn, MA 01905 <small>*new location as of 3/24</small></td> </tr> <tr> <td style="padding: 5px;">Hours</td> <td style="padding: 5px;">Monday - Thursday 7:45am-3:45pm Friday 7:45am-2:45pm</td> </tr> <tr> <td style="padding: 5px;">Summer /vacations Hours</td> <td style="padding: 5px;">Monday, Wednesday, and Thursday 7:45am-2:45pm Tuesday 7:45am-7:45pm Friday 7:45am-12:45pm</td> </tr> </table> <p style="text-align: right; color: #003366; font-weight: bold;">Updated 7/24</p>	Phone	(781) 592-8796	Address	2 State Street Lynn, MA 01905 <small>*new location as of 3/24</small>	Hours	Monday - Thursday 7:45am-3:45pm Friday 7:45am-2:45pm	Summer /vacations Hours	Monday, Wednesday, and Thursday 7:45am-2:45pm Tuesday 7:45am-7:45pm Friday 7:45am-12:45pm
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