

REGISTRATION DOCUMENTATION CHECKLIST

(Copies should be made in advance - All copies will be kept by the District)

This is NOT an electronic form. Please print the checklist and bring it with your documentation.

Child's Name: _____

A	Child's Birth Certificate	1 document required	☐
B	Immunization Records and Physical Exam	1 document required	☐
C	Parent/Guardian Photo ID	Valid MA license or ID, Passport, Military ID or Other government issued photo ID 1 document required	☐
D1	Evidence of Residency	Signed affidavit of residency 1 document required	☐
D2	2 documents required - signed affidavit - one item from the list	One item from the following list: - A record of the most recent mortgage payment and/or real estate tax bill - A copy of a real estate settlement statement and a record of the most recent payment - A copy of an executed purchase and sales agreement with a closing date and mortgage statement. The closing date and move in date must be within two weeks of registration - A copy of current lease or a signed and notarized Landlord Living Agreement. The document must include the names of the children and be signed by both parties - A copy of a HUD lease or other public housing lease and a record of the most recent payment. The names of the children must be listed on the lease document and be signed by both parties	☐ ☐ ☐ ☐ ☐
E1	Evidence of Occupancy 2 documents required the two documents cannot be from the same category	Category 1 Copy of a utility bill (gas/oil, electric, cable, etc) OR A statement or service or work order showing service address and connection date	☐ ☐
E2		Category 2 A copy of a homeowner's or rental insurance bill. The bill must be dated within the past 45 days and the name and address must be stated on the bill Category 3 A copy of an excise tax bill AND the corresponding car registration	☐ ☐
	Total Documents:		7

If you are unable to provide the required forms for evidence of occupancy you can contact the Assistant Superintendent at the District Office (978) 794-1503