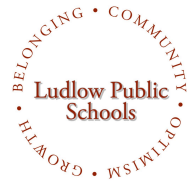


LUDLOW PUBLIC SCHOOLS

205 Fuller Street • Ludlow, Massachusetts 01056
Phone 413.583.8372



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Ludlow Public Schools Registration and Enrollment Process

Contact Information for Grades K-12 Registration:

**The Registrar
Central Registration Office
Harris Brook Elementary School
209 Fuller Street - Ludlow, MA 01056
Phone: 413 583-5031 ext. 6 between 8:30 AM-3:30 PM Monday through Friday
registration@ludlowps.org**

Instructions for Parents/Guardians

- Parents/Guardians will begin the LPS registration process online via the [Aspen Parent Portal](#).



Click here to access the Aspen Student Information System (Parent/Student Portal and Staff).

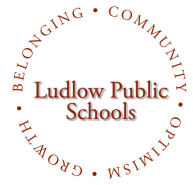
- Please **click HERE to view** a helpful “how-to” document with directions on the steps to register your child online.
- If you need to create an Aspen account, please click on the link above to navigate to the Aspen website, following the **instructions found HERE**.
- As part of the online registration process, you will be required to upload the following documents to your Aspen account (directions included in the above link). We cannot accept screenshots.
 - **proof of residency**
 - long-form birth certificate that lists parents' names
 - immunization records and current physical exam
 - proof of a lead test required (kindergarten students only)
 - most recent report card
 - court/legal guardianship/custody documents (if applicable)

Parents/Guardians - please make note of the following:

- **The online form will not be uploaded correctly to the ASPEN database if completed using all capital letters.**
- **Registration MUST be completed using a computer/laptop and not a mobile device. If you need to access a computer/laptop, please contact the Registrar at the Central Registration Office to schedule an appointment to complete the registration process in**

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person using the equipment in the Registrar's Office at Harris Brook Elementary School during school hours.

- If your child currently attends the ECC/Pre-K Program at East Street School, their information is already in the Aspen Student Information System. Therefore, you will **NOT** be required to complete the online registration process.
- ****INCOMPLETE REGISTRATIONS MAY CAUSE A DELAY IN PROCESSING YOUR CHILD'S REGISTRATION****
- If you are planning to enroll your child in a private kindergarten, please notify us via the following email address: registration@ludlowps.org

- When all forms are uploaded into Aspen, the Registrar will be notified by Aspen.
- Parents/guardians are required to schedule a brief in-person registration appointment with the Registrar at Harris Brook Elementary School (see above for contact information).
- Upon completion of the entire process, the appropriate school will be notified via email, including the official enrollment date, grade, special ed and/or 504 status, scheduled start date, and relevant custodial information. The following staff are included:
 - building administrators
 - building administrative assistants
 - building nurse/health assistant
 - assigned school/adjustment counselor
 - director of food services, transportation liaison
 - for students who are considered homeless and/or are in DCF foster care - the district's homeless/DCF foster care liaison, the district case manager/social worker

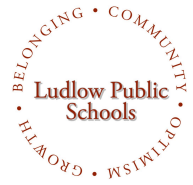
Age Requirements

The School Committee has adopted the following age requirements for our public schools:

- 5 years old by September 1st to enroll in Kindergarten. If your child is currently attending the East Street Preschool Program and ready to enter kindergarten, you are **NOT** required to register your child for Kindergarten. If you are planning to enroll your child in a private kindergarten, please notify us via the following email address: registration@ludlowps.org
- 3 years old by September 1st to apply for the **Ludlow Integrated Preschool Program**.

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Information for Students in Special Education

- Once the registration packet is returned and residency is verified, all Special Education records, including a copy of the most recent evaluations and signed Individual Education Plan (IEP), if applicable, must be brought to the Special Education Department at Central Office, 209 Fuller Street, Ludlow, MA 01056.
- For IEP and/or special education specific questions, please call the Special Education Office with any questions: 413-583-8372 ext. 1216.

Information for Students Experiencing Homelessness

Homelessness is defined as lacking fixed, regular, and adequate nighttime residence and includes:

- Living in shelters
- Living in campgrounds, parks, cars, public buildings, hotels
- Sharing the housing of others due to economic hardship, loss of housing, or similar reason (this means there was a triggering event that caused loss of housing)
- And migrant students living in any of these arrangements, unaccompanied homeless youth, and preschoolers

Students who are homeless are entitled to immediate enrollment without delay, regardless of whether they have all the documents usually required for enrollment, including medical/health records, proof of guardianship, school/academic records, discipline records, or proof of residency.

Homeless Education Liaison:

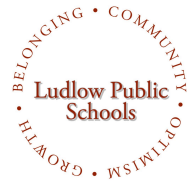
April K. Rist
205 Fuller Street
Ludlow, MA 01056
a_rist@ludlowps.org
(413)583-8372

Information for Students in Foster Care

Identifying and enrolling students who are in foster care starts with the facilitation of a Best Interest Determination (BID). BIDs are enrollment discussions between DCF and the school district that are based on what is best for the student. These are NOT special education team meetings. These decisions address enrollment ONLY. Best Interest refers to making student-centered decisions and what works best for a student in foster care.

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If it is determined to be in a student's best interest to attend school locally (where placed in foster care), the student is entitled to immediate enrollment. This means that the student must be enrolled without delay, regardless of whether they have all the documents usually required for enrollment, including academic, health, discipline, and/or special education records.

DCF provides the district's foster care point of contact with the following information via a "Notice to School District" form, which includes the student's emergency contact, residence, social worker, record release, transportation needs, etc.

Foster Care Point of Contact Information:

April K. Rist
205 Fuller Street
Ludlow, MA 01056
a_rist@ludlowps.org
(413)583-8372

Transportation Information

Transportation information can be **found by clicking [HERE](#)**.