

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.

CHELSEA PUBLIC SCHOOLS		
Process	Required Documents	Contact Information
1. Call Parent Information Center to make an appointment 2. Collect necessary registration documents If you do not get a response regarding placement within 1-2 weeks, call the Parent Information Center to request an update on the status of your child's school registration.	☐ Birth certificate ☐ Vaccinations, including lead test (recent physical no later than one year to date of registration) ☐ One of the following: recent utility bill, hospital letter, DTA letter, Mass Health letter, bank statement (no older than 30 days) or vehicle excise tax. ☐ Lease and current rent receipt if lease is older than 1 year ☐ Photo ID	CPS - Parent Information Center Address 99 Hawthorne St, Chelsea, MA 02150 Early Learning Center (Shurtleff St. entrance) Phone (617) 466-5500 Hours Monday - Friday 8am-4pm