Medford Public Schools Registration Checklist

In order to enroll a student in Medford Public Schools, ALL documents must be brought to the Parent Information Center at Medford High School or uploaded to https://medford.schoolbrains.com/enrollment/ for on-line registrations.

**Proof of Residency:**
- 2 Utility Bills (i.e. Gas, Electric, Water, Cable, Mortgage Statement) or a Lease Agreement
- Photo I.D. of Parent or Guardian. If Legal Guardian, a Custody Agreement must be provided

If a student and parent are living with a relative that is a Medford resident, then the following will be needed to complete registration:
- Notarized Living Residency Affidavit
- Proof of Residency for a person signing a Living Agreement (2 recent utility bills, Lease, Tax bill, water bill, etc.)
- Homeowner’s signature

**Student Information:**
- **Registration Form** (Completed and signed on-line or in-person)
  - Date of Entry to USA (if applicable)
  - Emergency Contact Information
  - Medical Information
- **Home Language Survey** (Include “Date First Enrolled in ANY U.S. School”)  
- Hybrid/Remote Choice
- **Google Permission Form**
- Grades 1 - 12: Authorization for Releasing/Obtaining Student Records
- Kindergarten: **Early Childhood Education Experience Survey**
- Birth Certificate (original, translated and certified if not in English)

**Health Documents:**
Please submit health documents to smccann@medford.k12.ma.us or jsilva@medford.k12.ma.us with the subject line: Registration: student’s name, school and grade (if known). You may also submit documents in person to the health suite located at the high school, or fax to 781-393-2379. For any health related questions please call 781-393-2218 to speak to a nurse.
- Updated copy of immunizations (link for required immunizations per age/grade)
- Copy of latest physical exam
- Tuberculosis risk assessment or skin test results. *Note: if born outside of the US, results of a PPD or blood test must be submitted to determine low risk for TB.
- Preschool and Kindergarten: Lead screening results
- Kindergarten: Physician documentation of a vision screening including stereopsis (depth perception) exam.

**Education Records:**
- Individualized Education Program (if applicable)
- 504 Plan (if applicable)
- ACCESS for ELLs Score Report (If Applicable)
- Mass Transfer Card from previous school

**Grades 6-12**
- Transcripts
- Discipline Records
- Attendance Record
- Academic Record and MCAS scores from previous school

**Grade 9 Students**
- Course Selection Sheet

*Documents need to be translated and Certified*