



## REGISTRATION CHECK LIST

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### DOCUMENTS/INFORMATION REQUIRED FOR REGISTERING A NEW STUDENT IN THE NEWTON PUBLIC SCHOOLS

- Parent Photo Identification (i.e., License/Passport/Government Issued Photo ID)
- Child's Original Birth Certificate/Passport
- Physical Examination Form Completed By Health Care Provider **OR** Massachusetts School Health Record Form Completed By Health Care Provider
- Immunization Record
- Legal Guardianship/Caregiver Affidavit Documents (If Applicable)
- Legal/Physical Custody Orders/Separation Agreement (If Applicable)
- Special Education: Individual Education Plan/Testing (If Applicable)
- Student Records/Transcripts/Report Cards
- Grade 10 MCAS Test Results (If Applicable)
- Proof of Residency/Occupancy** - please see the following Proof of Residency/Proof of Occupancy document for required items

Please visit our website at [www.newton.k12.ma.us](http://www.newton.k12.ma.us) for more information and to complete online registration.

## IMPORTANT REGISTRATION AND RESIDENCY INFORMATION

### **Registration**

In order to register and attend the Newton Public Schools, a student must actually reside in the City of Newton with a parent/legal guardian. “Residency” is defined as the place where a person has his/her permanent home, i.e., “the place where a person dwells and which is the center of his domestic, social and civil life.”<sup>[1]</sup> For minor children, the legal residency is presumed to be the legal residence of the parent(s) or legal guardian(s) who has physical custody of the minor child.

Students who are visiting Newton are not eligible to attend the Newton Public Schools.

Please read below and provide documents as indicated:

1. Proof of Age (Original Birth Certificate or Passport)
2. Proof of Immunization (Medical/Health Record)
3. NPS Registration Form
4. Proof of Residency/Occupancy (see Proof of Residency/Occupancy Documents Required for Registration – page 2)
5. **Joint Physical Custody**

In cases of separation or divorce, physical custody agreements must be presented to the district school. Documentation must establish the student’s residence is in Newton.

### **Residency Requirements**

The Newton Public Schools reserves the right to request proof of residency/occupancy when students are initially enrolled. The types of documents requested as proof of residency/occupancy are listed on page 2. Newton Public Schools also reserves the right to verify residency at the time of enrollment and during the academic school year. Since family situations can change, the Newton Public Schools reserves the right to request additional, updated information when warranted.

The Assistant Superintendent may initiate an investigation in conjunction with the School Resource Officer, including, but not limited to, a home visit to verify residency. If a student is found not to be actually residing in the City of Newton, the student will need to enroll in the school district of the city/town where he/she actually resides. Factors that may trigger an investigation include, but are not limited to, the following: changes in residency not reported immediately to the school where the student is enrolled; mail returned to the school; incomplete or contradictory proofs of residency; or anonymous calls reporting suspected residency violations.

Families found to be in violation of these requirements will face strict penalties, including, but not limited to, immediate unenrollment from school; per diem charges for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

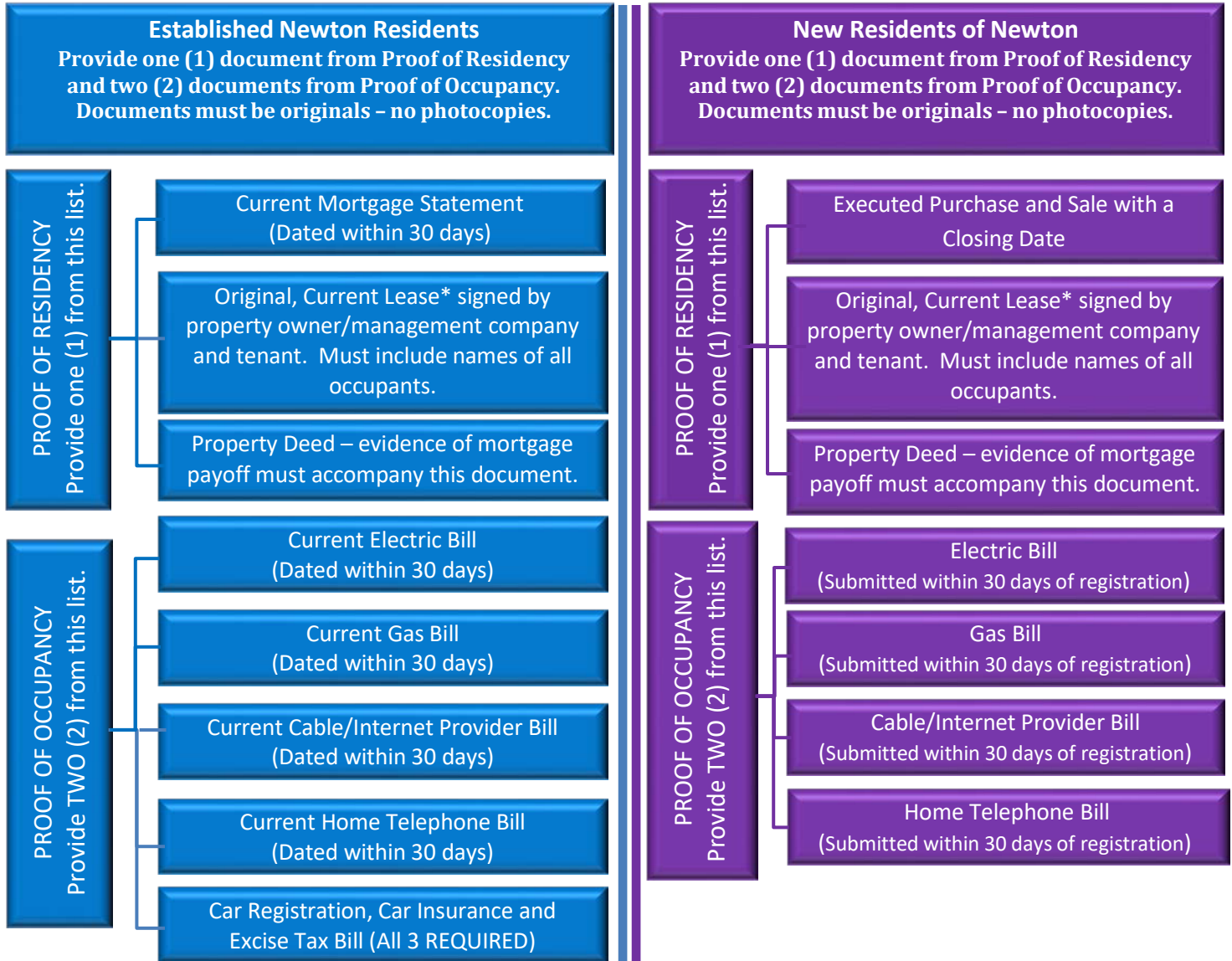
The following documents will be required as a proof of a physical address in Newton when new students are registered. P. O. Boxes will not be accepted with the exception of documented court related reasons.

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<sup>1</sup> See Teel v. Hamilton-Wenham Regional School District, 13 Mass. App. Ct. 345, 348 (1982)

**PROOF OF RESIDENCY/OCCUPANCY DOCUMENTS  
REQUIRED FOR REGISTRATION IN THE  
NEWTON PUBLIC SCHOOLS**

Below please find the required proof of residency and occupancy documents necessary for registration of all students. For families who do not have acceptable proof of residency and proof of occupancy, **Residency Certification Forms** are required (see below).



<b>RESIDENCY CERTIFICATION FORMS</b>	<p>Required for established/new residents who do not have acceptable documentation of both Proof of Residency and Proof of Occupancy as detailed above and also for the following residency categories:</p> <ul style="list-style-type: none"> <li>• Tenant-At-Will</li> <li>• Rental of Rooms in a Newton Residence</li> <li>• Living with Family/Friends</li> <li>• Live-in Employment e.g., Nanny, Caretaker, etc.</li> <li>• Student Over Age 18 Living with Family/Friends</li> </ul> <p><b>A HOME VISIT WILL BE CONDUCTED AT AN UNSCHEDULED DATE/TIME.</b></p>
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\*Original, current lease must accompany all addendums for extending lease terms.

\*Notarized letters from property owners will not be accepted in lieu of a lease.