

REGISTRATION CHECKLIST FOR PARENTS or LEGAL GUARDIANS

New students entering East Hartford Public Schools must be registered through the Central Registration Office at 1110 Main Street, East Hartford, Connecticut 06108 as soon as possible. Our office hours are:

Monday – Friday
8:00 A.M. – 4:00 P.M.
Tel: (860) 622-5080 Fax: (860) 622-5089

CENTRAL REGISTRATION IS OPEN ALL YEAR LONG!

THE FOLLOWING DOCUMENTS or COPIES MUST BE PROVIDED AT THE TIME OF REGISTRATION. PLEASE CALL CENTRAL REGISTRATION TO OBTAIN SPECIFIC INFORMATION AND TO AVOID ANY DELAYS IN REGISTRATION!

RESIDENCY QUALIFICATIONS HAVE CHANGED

- 1) Proof of Parent/Legal Guardian's residency in East Hartford, with valid Connecticut driver's license or Connecticut Department of Motor Vehicle non-driver's photo identification.
Please see reverse side for details.
- 2) Your child's birth certificate.
- 3) Your child's Social Security Number.
- 4) Your child's Passport – Required if returning from foreign country.
- 5) Guardianship documentation.
- 6) Certificate of Residency Form (see **NOTE** below).
- 7) Name and Address of previous school – if coming from another state.
- 8) Latest Report Card or Transcript.
- 9) Current Individual Education Plan (IEP) – if child is a Special Education student.
- 10) Record of up-to-date immunizations and a copy of current physical exam on the Connecticut State Form.

NOTE: *If you currently reside in someone else's home, a **Notarized Certificate of Residency** is **REQUIRED**. All **Certificates of Residency** are reviewed by the East Hartford Public Schools Residency Officer, Mr. Thomas Kennison (860-622-5123).*

To obtain a copy of the **Certificate of Residency** visit our website at:

www.easthartford.org/page.cfm?p=3732

PLEASE NOTE THE FOLLOWING:

1. Entering **kindergarten** students **must** provide a physical **prior** to attending class. This physical must have been obtained within 12 months prior to the first day of the school year. Entering **7th** and **10th** grade students **must** provide a physical **prior** to attending class. This physical must have been obtained within the 14 months prior to the first day of the school year.
2. Students of any grade **new to the State of Connecticut** will need a current physical exam. All students must provide proof of recent health assessment with all immunizations.

***If you speak a language other than English or Spanish,
it would be helpful if you bring an interpreter with you to register your child.***

East Hartford Resident required proofs of residency for registration

Proof of residency in East Hartford is determined by providing the Central Registration Staff member with one **MANDATORY** item from Category A, one item from Category B and one item from Category C.

**ALL ITEMS MUST BE LESS THAN 60 DAYS OLD AND REFLECT
CURRENT EAST HARTFORD ADDRESS**

| <u>CATEGORY A</u> | * <u>CATEGORY B</u> | <u>CATEGORY C</u> |
|---|---|--|
| <ul style="list-style-type: none"> ➤ Current Mortgage statement ➤ Copy of current lease signed & dated ➤ Legal affidavit from landlord affirming tenancy and copy of rent payment ➤ Section 8 agreement ➤ Copy of property deed if no mortgage | <p>Current utility bill or work order not older than 60 days:</p> <ul style="list-style-type: none"> ➤ Home Fuel: Gas, Oil or Propane ➤ Electric ➤ Phone (landline only) ➤ Cable or satellite ➤ Water | <ul style="list-style-type: none"> ➤ Second utility bill from list in Category B ➤ Valid driver's license with EH address (no stickers allowed) ➤ Valid automobile registration ➤ Valid CT DMV non-driver's photo identification ➤ Valid passport ➤ Voter registration ➤ Cell Phone Bill (not older than 60 days old) <p><u>With EH address and dated within the last year</u></p> <ul style="list-style-type: none"> ➤ W-2 Form ➤ Auto tax bill ➤ Property tax bill ➤ Current Homeowner's or auto insurance policy face page <p><u>With EH address and dated within 60 days</u></p> <ul style="list-style-type: none"> ➤ Current payroll stub ➤ Current bank statement or credit card statement ➤ Court document ➤ Current letter from a government agency |

****If you currently pay your bills on-line, please provide a printed receipt with payment confirmation***