



**Documents to bring to the pre-registration appointment
at 141 Bassett Lane, Hyannis, MA 02601:**

1. Photo identification of parent/guardian - one of the following:

- ☐ Driver's license
- ☐ Massachusetts ID card
- ☐ Valid government issued photo ID

2. Proof of child's age - one of the following:

- ☐ Birth certificate
- ☐ Baptismal certificate identifying date of birth
- ☐ Hospital record identifying date of birth

3. Proof of Residency: Three (3) forms of proof of residency must be provided, each of which must have a matching name and address and be dated within the past 45 days. Letters must be opened and not in the envelope.

- ☐ Deed or record of mortgage payment
- ☐ Copy of current lease
- ☐ Notarized Barnstable Public Schools Landlord Affidavit form
- ☐ Up to two utility bills such as gas, oil, electric, or water
- ☐ Homeowner's or renter's insurance bill
- ☐ Car insurance bill
- ☐ Health Insurance communication or bill
- ☐ Cable bill
- ☐ Telephone bill
- ☐ Bank statement
- ☐ Valid Massachusetts driver's license with current home address
- ☐ Valid government-issued photo identification with current home address
- ☐ Current motor vehicle registration with home address
- ☐ Department of Transitional Assistance (DTA) letter
- ☐ Payroll stub with current home address
- ☐ IRS Form W-2
- ☐ Excise tax bill or Property tax bill
- ☐ Voter registration

4. Health Records

- ☐ Complete and up-to-date immunization records (from any country) from the health care provider; and
- ☐ Physical exam documentation (from the US within one year) from health care provider;
- ☐ Lead test and result (kindergarten and prekindergarten only)
- ☐ Written statement by a physician stating that the physical condition of the child warrants medical exemption from inoculations (if applicable);
- ☐ Written statement by parent/guardian that the child's religious denomination opposes tests and inoculations (if applicable) signed and dated;
- ☐ A TB test is required if the child has recently been in a high-risk country for more than 4 calendar weeks.

5. Report cards and/or transcripts

- ☐ Grades K- 8 are required to bring copies of their most recent report card or transcript and will fill out a release of records at the registration appointment
- ☐ High School (grades 9-12):
 - ☐ Bring a copy of all year-end report cards for grades 9-12
 - ☐ Bring the most recent progress report, online grade report, or transcript.
 - ☐ Many schools have a portal online to print out past report cards and current grades and classes.
 - ☐ You may come to the FCEC before your appointment to fill out a release of records for the current school **OR** fill out a release of records at your current school to send records to: BPS FCEC, 141 Bassett Ln, Hyannis, MA 02061, Fax: 508-790-6202, email: bpsengagementcenter@mybps.us
 - ☐ High school students cannot start school without transcripts from the previous high school(s)

6. In addition, please bring the following if applicable:

- ☐ IEP, 504, and/or Individual Health Care Plan such as asthma or allergy action plan
- ☐ Legal documents such as custody agreements or restraining/protection orders (notarized translation into English)