



NEW STUDENT REGISTRATION

Caregiver Checklist

REQUIRED FORMS

All required forms must be completed and signed by Parent/Guardian:

- ☐ 1. Student and Family Information
- ☐ 2. Health Emergency Information
- ☐ 3. Student Health History
- ☐ 4. Home Language Survey
- ☐ 5. Records Release

REQUIRED DOCUMENTS

These documents must be submitted at the time of your registration appointment. The Student Registration Center will make copies and return all original documents. More information is available at ashland.k12.ma.us/register.

- ☐ Valid proof of residency
- ☐ Valid proof of occupancy
- ☐ Original birth certificate with a raised seal
- ☐ Valid photo proof of parent/guardian identity
- ☐ Most up-to-date student immunization record
 - ☐ Students with no immunization documentation may not attend class.
 - ☐ Kindergarten students with no immunization documentation may attend the orientation meeting but cannot begin school until data is submitted.
- ☐ Copy of physical exam completed within 12 months prior to the first day of school or doctor's appointment for a physical exam
 - ☐ Documentation of the Physical Exam must be submitted to the school nurse by October 1 or within 30 days of starting school or the student will be excluded from school.
- ☐ Lead screening for Pre-K students
- ☐ Lead screening *and* vision screening for Kindergarten students

ADDITIONAL DOCUMENTATION AND FORMS

The following documents and forms are not mandatory but may be applicable to your specific student.

- ☐ Guardianship papers or Notarized Caregiver Authorization Affidavit
- ☐ Residency Affidavit
- ☐ Copy of Student's Individualized Education Program (IEP)
- ☐ Copy of Student's 504 Plan
- ☐ Transcripts, English Learner Records, and WIDA ACCESS Scores (required for high school class placement)
- ☐ Bus Transportation Form
- ☐ Free and Reduced Lunch Application Form

Please visit the [Registration Documents and Forms](#) section to download these forms or for more information.

REGISTRATION PROCESS

When each registration packet has been completed, email it to registration@ashland.k12.ma.us.

You will be contacted to schedule an appointment to meet with the Central Registrar once your registration packet has been received. All required documents must be presented at the time of the registration appointment.



ASHLAND
PUBLIC SCHOOLS

STUDENT REGISTRATION

STUDENT AND FAMILY INFORMATION

FORM
1

STUDENT INFORMATION			
Today's Date:			
First Name:		Middle Name	Last Name:
Current Address:			
Foster Child or State Ward?	☐ Yes ☐ No	Student Lives With:	
City of Birth:	State:	Country:	
Primary Language:		Date of Arrival in United States (If applicable):	
Date of Birth:		Sex/Gender:	☐ Male ☐ Non-binary ☐ Female
Entering Grade:	Last Grade Completed:	Pronouns:	
Previous School:			
Previous School Address:			

PARENT/GUARDIAN INFORMATION			
Parent/ Guardian #1		Parent/ Guardian #2	
Name:		Name:	
Address (If different from student):		Address (If different from student):	
Primary Phone: ☐ Cell ☐ Work		Primary Phone: ☐ Cell ☐ Work	
Alternate Phone: ☐ Cell ☐ Work		Alternate Phone: ☐ Cell ☐ Work	
Place of Employment:		Place of Employment:	
Email:		Email:	
Active Military? ☐ Yes ☐ No		Active Military? ☐ Yes ☐ No	
Relationship to Student:		Relationship to Student:	

FAMILY INFORMATION				
Please list all children in the family (including the child you are registering) in chronological order.				
	Name	Sex/Gender	Date of Birth	Grade
1.				
2.				
3.				
4.				

Note: Attach a copy of the legal custody agreement or restraining order if applicable. Without this information, either parent may access your child's educational information and/or dismiss/withdraw your child at any time.



STUDENT REGISTRATION

STUDENT AND FAMILY INFORMATION

MCKINNEY-VENTO ELIGIBILITY

Answers to the following residency information will help the school district to determine the services your child may be eligible to receive relative to the [McKinney-Vento Act](#).

1.	Is your current address due to domestic violence or an emergency living arrangement?	☐ Yes	☐ No
2.	Is your living arrangement due to a loss of housing, economic hardship, or other similar reasons?	☐ Yes	☐ No

If you answered yes to one of the above questions, where is the student you are registering presently living?

- ☐ With you in the residence of a family member, friend, or acquaintance
- ☐ In a place not designed for ordinary sleeping accommodations (e.g. car, park, campsite, basement, floor, living room)
- ☐ In a shelter ☐ In a motel/hotel ☐ Moving from place to place

STUDENT DEMOGRAPHICS

The Massachusetts Department of Education requires districts to collect the following demographic data for each student.

ETHNICITY

Is the student Hispanic or Latino? *Select only one.*

- ☐ No, the student is not Hispanic or Latino.
- ☐ Yes, the student is Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central America, Brazilian, or other Spanish culture or origin, regardless of race).

RACE

Please select the race(s) the student identifies with. You **must** select at least one.

☐	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
☐	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
☐	Black or African American	A person having origins in any of the black racial groups of Africa.
☐	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
☐	White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.



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HEALTH EMERGENCY INFORMATION

FORM
2

Student Name: _____

Date of Birth: _____

A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The school nurse may share health information that is necessary for the student's health and safety with authorized school personnel.

Emergency contacts should be people **other than the student's parents or guardians** who may be asked to dismiss the student if the school is unable to locate their primary caregivers.

EMERGENCY CONTACT INFORMATION (OTHER THAN PARENT/PRIMARY CAREGIVER)

Emergency Contact #1	Emergency Contact #2
First Name:	First Name:
Last Name:	Last Name:
Phone :	Phone:
Relationship to Student:	Relationship to Student:
Primary Language:	Primary Language:

HEALTHCARE PROVIDERS

Pediatrician

Name:

Phone:

Dentist

Name:

Phone:

Orthodontist

Name:

Phone:

Health Insurance

Name:

Phone:

Does your child have permission to receive Tylenol, Ibuprofen, TUMS or throat lozenges in school, as needed?

☐ Yes

☐ No

In an emergency, I grant permission for my child to be transported, by ambulance, to MetroWest Medical Center - Framingham Campus for treatment. I understand I will be notified of the emergency as soon as possible.

I will notify the school if there is any change in the above information.

Signature of Parent/Guardian

Date

STUDENT REGISTRATION

STUDENT HEALTH HISTORY

FORM
3

Student Name: _____

Date of Birth: _____

The Student Health History is a confidential document required for all students entering the Ashland Public Schools. **Please inform the school nurses of any changes in your child's health during the school year.**

1. Have there been any recent changes in your family that may affect your child? If yes, please check the appropriate box(es) and explain in the space below.

- | | | | |
|---|---|---|--|
| ☐ Birth of a sibling | ☐ Change in marital status | ☐ Change in housing | ☐ Military deployment |
| ☐ Recent death | ☐ Family illness | ☐ Change in employment | ☐ Other: |
-
-

2. Does your child wear glasses or contact lenses?

☐ Yes ☐ No

3. Does your child wear a hearing aid?

☐ Yes ☐ No

4. Has your child ever been hospitalized and/or had surgery? If yes, please provide dates and explain below.

☐ Yes ☐ No

5. Has your child had any of the following illnesses? If yes, please check the appropriate boxes and explain in the space below.

- | | | |
|--|---------------------------------------|--|
| ☐ Ear infections (frequent) | ☐ Lyme disease | ☐ Pneumonia |
| ☐ Encephalitis | ☐ Meningitis | ☐ Strep infections (frequent) |
| ☐ High fevers | ☐ Pertussis | ☐ Tuberculosis |
-
-

6. Has your child been diagnosed with any of the following conditions? If yes, please check the appropriate boxes and explain in the space below.

- | | | | | |
|-------------------------------------|--|--|---|--|
| ☐ ADD | ☐ Birth defects | ☐ Developmental delay | ☐ Hearing problems | ☐ Muscular dystrophy |
| ☐ ADHD | ☐ Cerebral palsy | ☐ Diabetes | ☐ Heart problems | ☐ Skin condition |
| ☐ Anxiety | ☐ Concussion | ☐ Eating disorder | ☐ Kidney disease | ☐ Sleep disorder |
| ☐ Asthma | ☐ Cystic fibrosis | ☐ Encopresis/constipation | ☐ Mental health issues | ☐ Tourette's syndrome |
| ☐ Autism/ASD | ☐ Depression | ☐ Epilepsy/seizures | ☐ Migraine headaches | ☐ Vision difficulties |
-
-



STUDENT REGISTRATION

STUDENT HEALTH HISTORY

FORM
3

7. Does your child have any allergies (e.g., food, medicine, latex, seasonal, insects)? If yes, explain below, and please be specific.

☐ Yes

☐ No

8. Does your child take any medication daily or as needed for his/her allergies? If yes, please list below.

☐ Yes

☐ No

9. Does your child take any other medications daily or as needed? If yes, please list each medication and for what illness/condition it is taken.

☐ Yes

☐ No

10. Are there any diagnoses not covered above that affect your child? If so, please explain.

11. Is there anything about your child's mental or physical health you would like the school nurse to be aware of that has not been addressed thus far? If so, what?

Thank you for providing this valuable information about your child's health. If your child has a chronic illness requiring further conversation, please contact the school nurse to schedule a meeting. Please visit ashland.k12.ma.us/Health for contact information or additional details.

Signature of Parent/Guardian

Date



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STUDENT REGISTRATION

HOME LANGUAGE SURVEY

FORM
4

Massachusetts Department of Elementary and Secondary Education regulations require that *all* schools determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students. If a language other than English is spoken in the home, the District is required to do further assessment of your child. Please help us meet this important requirement by answering the following questions. Thank you for your assistance.

Student Information

First Name

Middle Name

Last Name

Country of Birth

Date of Birth (mm/dd/yyyy)

Date first enrolled in ANY U.S. school (mm/dd/yyyy)

School Information

/ /20
Start Date in New School (mm/dd/yyyy)

Name of Former School and Town

Current Grade

Questions for Parents/Guardians

1.	What is the primary language used in the home, regardless of the language spoken by the student?	
2.	How many years has the student been in U.S. Schools (not including pre-kindergarten)?	
3.	What language did your child first understand and speak?	
4.	Which language do you use most with your child?	
5.	Which languages are spoken with your child (<i>by grandparents, uncles, aunts, caregivers, etc.</i>)? How often?	
	Language #1: _____ Frequency: ☐ Seldom ☐ Sometimes ☐ Often ☐ Always	
	Language #2: _____ Frequency: ☐ Seldom ☐ Sometimes ☐ Often ☐ Always	
6.	Which languages does your child use? How often?	
	Language #1: _____ Frequency: ☐ Seldom ☐ Sometimes ☐ Often ☐ Always	
	Language #2: _____ Frequency: ☐ Seldom ☐ Sometimes ☐ Often ☐ Always	
7.	Will you require written information from the school in your native language? If yes, what language?	☐ Yes ☐ No
8.	Will you require an <u>interpreter/translator</u> at Parent- Teacher meetings? If yes, what language?	☐ Yes ☐ No

Signature of Parent/Guardian

Date

STUDENT REGISTRATION

RECORDS RELEASE

FORM
5

AUTHORIZATION FOR RELEASING/OBTAINING STUDENT RECORDS

I, _____, am the parent/legal guardian of the below-named student. I hereby authorize the release of all academic records including official transcripts, testing results, discipline, health, special education, English learner records, and any other information regarding my child to/from Ashland Public Schools. I further give permission to Ashland Public Schools to speak to my child's former/new teachers, principal, school counselor and other school staff as needed.

Signature of Parent/Guardian

Date

Student Name: _____

Date of Birth: _____

Current Address: _____

Previous or New School Name: _____

Grade Level: _____

School Address: _____

City, State & Zip Code: _____

Phone Number: _____

Fax Number: _____

FOR SCHOOL USE ONLY

School records must be requested from or submitted to:

School	Address	Fax	Email	
📍 Ashland High School	65 E. Union St.	508-881-0186	Jessica Blank	jblank@ashland.k12.ma.us
📍 Ashland Middle School	87 W. Union St.	508-881-0169	Christine Watt	cwatt@ashland.k12.ma.us
📍 David Mindess School	90 Concord St.	508-881-0153	Jamie Giles	jgiles@ashland.k12.ma.us
📍 Henry E. Warren Elementary School	73 Fruit St.	508-881-0191	Girija Phatak	gphatak@ashland.k12.ma.us
📍 William Pittaway School	75 Central St.	508-881-0148	Donna Lowell	dlowell@ashland.k12.ma.us

Special education records must be requested from or submitted to:

Colleen Brewer	508-881-0152	87 West Union Street, Ashland, MA. 01721	cbrewer@ashland.k12.ma.us
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