

Winthrop Public Schools Kindergarten Registration Process

The Winthrop Public School District is excited to begin the new on-line registration process for your child who will be entering kindergarten in the fall. Winthrop runs a full-day kindergarten program that welcomes all families. This letter provides you with information about how to register your child for school. During this time of school closure, we are making efforts to ensure a safe and contactless process for you and your family. Additional accommodations can be made on an individual basis by reaching out to one of our staff members at the email address listed below.

Registration Period – June 15, 2020- August 14, 2020

In order to register for kindergarten, children must be five years old on or before August 31, 2020. To start the registration process, you will need to create a new EZ-School Enroll account. Once you create an account, you will be able to complete the initial enrollment paperwork. Once you complete and submit the initial enrollment forms, you will receive an email from the Winthrop Public Schools with an appointment date and time to complete the last step of registration which is the Documentation Submission and Review.

STEPS TO COMPLETE EZ-SCHOOL ACCOUNT AND INITIAL ENROLLMENT

STEP 1: EZ-School Enroll Account Set Up and Completion of Required Registration Forms (1 Per Child) to be completed **ONLINE** at:

<https://ezschoolenroll.com/Login.aspx>

STEP 2: Parent/Legal Guardian In-Person Meeting: Once step 1 is complete, Winthrop Public Schools will email you with a date and time for a scheduled “**contactless**” appointment to complete Step 2 which is a required in-person appointment to review the documentation items listed below:

The following documentation must be provided at the time of the in-person meeting:

- **Child’s Original Birth Certificate or Passport**
- **Parent/Guardian Current Valid Photo Identification**
- **Child’s Current Immunization Records/Certificate of Immunization/Physical Exam Report**
- **Proof of Residency:** A current mortgage statement dated within 60 days of registration for school or current lease /rental agreement that is signed and dated. (financial information should be redacted)
- **2nd Form of Residency Proof:** Utility bill in parent/guardian name and dated within the last 60 days

The following may be provided as additional/alternate 2nd form of proof of residency:

1. Property tax bill dated within the last quarter (financials should be redacted)
2. Government Section 8 agreement or notarized residency affidavit

3. W-2 form dated within the year or a payroll stub dated with the past 60 days (financials redacted)
4. A bank or major credit card statement dated within the past 60 days (financials redacted)
5. A letter from an approved government agency** dated within the past 60 days

STEP 3: Email confirmation of enrollment will be sent to parent/guardian from the Winthrop Public Schools.

Below is a link to a video and instructions to assist with the process of initial enrollment:

Video of Directions:

https://drive.google.com/file/d/1tFDczRy7HEjerh6yeYl6xANmFxB_Dcxd/view?usp=sharing

Reset Password Instructions:

<https://www.winthrop.k12.ma.us/Domain/417>

****APPROVED GOVERNMENT AGENCIES:** Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security or any communication on a Commonwealth of Massachusetts Letterhead.

*****Legal guardianship** requires additional documentation from a court or agency. Residency fraud is a violation of Massachusetts state law and is subject to per diem fines for every day that a student attends school outside the district in which s/he legally resides.

If you have any questions or concerns regarding the registration process, please email the following contacts:

Staff Member Contacts:

Issues with website or instructions: Jill Tolan @ jtolan@winthrop.k12.ma.us

Documentation Questions: Judy Buono @ jbueno@winthrop.k12.ma.us

Appointment Rescheduling Questions/General Questions: Alyssa Sacco @ asacco@winthrop.k12.ma.us

Translation/Interpreter Needs: Fabiola Oliveira @ foliveira@winthrop.k12.ma.us

Special Education Questions: Julie Fotiades @ jfotiades@winthrop.k12.ma.us