



Winthrop Public Schools

Parent Information Center (PIC)

101 Kennedy Drive, Winthrop, MA 02152

Phone: 617.846.5509 Ext: 3003



Procedure to enroll a school student residing in Winthrop.

Before any student may register in the Winthrop Public School, the student's parent/guardian must prove legal, primary residence in the Town of Winthrop via the *residency documents*. These documents together with a photo ID are also required for any change of address.

All applicants for enrollment must submit the following documents to the Parent Information Center. Residency documents must be pre-printed with the name and current address of the student's parent/guardian.

A parent or guardian or student who is unable to produce the required documentation should contact the Superintendent of Schools at 617-846-5500.

STEP 1: VERIFICATION OF RESIDENCY DOCUMENTATION

1. **Student's original birth certificate, or 1-94 form.**
2. **Student's up to date immunization record** (must include date of last physical) and TB status.
3. **Parent/Guardian's valid photo identification** with Winthrop address **or other valid identification** listed below in **Section A**
4. **Documents of Proof of Residency:**
 1. **A current mortgage statement dated within 60 days, Property Tax Bill dated within the last quarter or current lease/rental agreement that is signed and dated by Landlord and Tenant(s) or current notarized Landlord Living Agreement and affidavit**, all with Winthrop address. Please check additional proof of residency listed below in **Section B**.
 2. **Two utility bills dated within the last 60 days** with Winthrop address or other proof of residency listed below in **Section B**

AND

Section A: Other Valid Photo ID: *US passport, US passport Card, US Military ID, Permanent Resident Card, Border Crossing Card, Driver's License, or other state photo identity card issued by the Dept. of Motor Vehicles, Foreign Government issued Passport, Employment Authorization Card, or identification Consular Card.

Section B: The following may be used as **additional** proofs of residency:

1. Government Section 8 agreement or notarized residency affidavit.
 2. Medical Billing (Within the last 30 Days)
 3. W-2 form dated within the year or a payroll stub dated within the past 60 days.
 4. A bank or major credit card statement dated within the past 60 days.
 5. A letter from an approved government agency** dated within the past 60 days.
 6. A home/residency verification visit
- **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.

Step 2: ADDITIONAL DOCUMENTATION REQUIRED TO COMPLETE REGISTRATION PROCESS

- 1. Signed Release or Provision of Student Records: Transcripts, School Attendance, Student Discipline Record, Individual Education Plan and/or 504 Accommodation Plan**
Official Student Record from previous schools can/may be requested by the WPS to include school attendance and discipline if not provided by parent/guardian/student.
- 2. Completion of Registration Forms:**
Registration forms are included in the registration packet.

Step 3: REVIEW OF COMPLETED REGISTRATION PACKET AND STUDENT ENROLMENT

Parents/guardians/students will be notified and enrolled upon verification of the completed enrollment packet.



Winthrop Public Schools Student Registration Form

Date:

Grade:

Student Information

Student Name: _____
First middle last

Date of Birth: _____ ☐ Male ☐ Female ☐ Non-Binary Place of Birth: _____
city state/country

Home Address: _____
apt# _____
If born outside of United States,
give date of entry into U.S. _____

Child's Primary Language: _____ Primary Language Spoken at Home: _____

Family Information:

Name	Name
Relationship	Relationship
Home Address If different	Home Address If different
Home/Cell Phone	Home/Cell Phone
Email Address:	Email Address:
Occupation:	Occupation:
Work Number	Work Number

If parents are separated/divorced, please give name of person with legal physical custody. _____

Siblings: Name	Age	grade	school

Are you planning to enroll your child in an after-school program? () yes () no

If yes name of program: _____

Previous School Information

Name of Last School

Child Attended: _____

Current Location: _____
and street city state zip

Your previous address: _____
and street city state zip

Comments that maybe helpful to the teacher: _____



Winthrop Public Schools

Home Language Survey

Massachusetts Department of Elementary and Secondary Education regulations require that all schools determine the language(s) spoken in each student's home to identify their specific language needs. This information is essential 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.

This will help to identify English Language Learners (Multilingual Students). Thank you for your assistance.

Student Information				
F ☐ M ☐ Non-Binary ☐				
First Name	Middle Name	Last Name	2 nd Last Name (If applies)	Gender
Country of Birth		Date of Birth (mm/dd/yyyy)	Date first enrolled in ANY U.S. school (mm/dd/yyyy)	
School Information				
Start Date in New School (mm/dd/yyyy)		Name of Former School and Town		Current Grade
Questions for Parents/Guardians				
What is the primary language(s) used in the home, regardless of the language spoken by the student? Country of Family Origin		Which language(s) are spoken with your child? (include relatives -grandparents, uncles, aunts, etc. - and caregivers) seldom / sometimes / often / always seldom / sometimes / often / always		
What language did your child first understand and speak?		Which language do you use most with your child?		
How many years has the student been in U.S. Schools (Not included Pre-Kindergarten?)		Which languages does your child use? (circle one) seldom / sometimes / often / always seldom / sometimes / often / always		
Will you require written information from school in your native language? Yes ☐ No ☐		Will you require an interpreter/translator at Parent-Teacher meetings? Yes ☐ No ☐		
Parent/Guardian Signature: X		Today's Date: (mm/dd/yyyy)		



Winthrop Public Schools Acceptable Use Policy for Technology

The Winthrop Public Schools technology program recognizes the use of the Internet as a valuable research tool. Before using this tool, students need to understand how to use it in an acceptable manner.

- The primary use of the Internet is for educational purposes.
- Being able to use the Internet is a privilege, and your teachers and principal are the decision makers when it comes to whether you use it. If your behavior on the Internet is not appropriate, you may be suspended from its use.
- All Winthrop Public Schools have a filter installed on the server to prevent students from entering inappropriate sites (obscene, child pornography, harmful to minors) however, this software is not foolproof. Take responsibility for your own actions. If you find yourself at an inappropriate web site, you must minimize the browser window and notify the teacher immediately. Do not download, copy, or tell any other students the location of any inappropriate material you may happen to find.
- You may not copy material and say that you wrote it yourself. Remember if you didn't write it you must identify where you found it.
- Any damage to the computers, how they are set up, or files that belong to others, will result in the loss of your privilege to use the Internet, and perhaps the computers themselves.
- You may not give anyone your password. Do not let anyone use your computer account for Internet activity unless you are working with them.
- You may not go to chat rooms or use email.

The above are examples of inappropriate use. Since there can never be an all-inclusive list, we fully expect that students do only those things necessary to complete their assignment. If a student is in doubt about something they want to do, they must first ask a teacher. Violations of this agreement also subject the student to additional school discipline as determined by the principal.

The Winthrop Public School System, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of anyone connecting to the Internet through this hook-up. In addition, the Winthrop Public School System takes no responsibility for any information or materials that are transferred through the Internet. Winthrop Public Schools makes no guarantee of reliability of the Internet connection, nor is it responsible for any loss or corruption of data while using this Internet connection. Winthrop Public Schools shall monitor use of the Internet and data stored in the machines to be sure that these rules are not being broken. Winthrop Public Schools can change these rules without immediate notice.



Winthrop Public Schools Acceptable Use Policy for Technology

STUDENT

I understand and promise to follow Winthrop Public School Acceptable Use Policy. I have read (or had read to me) the agreement. My teacher explained the rules of the agreement and I understand them. I understand that it is very important to follow all the rules of the agreement and not to go to inappropriate web sites. I will accept full responsibility and liability for the results of my actions. If I do not follow the rules, I might lose the privilege of using the computer and/or the Internet and be subject to additional punishment by the school.

Print Student's Name

Student's Signature

PARENT/GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I understand that the Winthrop Public Schools will take all reasonable measures for the supervision of Internet access by my child. I understand that should my child misuse and/or abuse the Internet I will not hold the Winthrop Public Schools responsible for their actions.

Violations of this policy by my child will result in appropriate school discipline. I hereby give permission to allow my child Internet access.

Please complete this form by checking off where appropriate and signing where indicated.

_____ Violations of this policy by my child will result in appropriate school discipline. I hereby give permission to allow my child internet access.

_____ I understand that I can access the Winthrop Public Schools 2023-2024 Handbook and Student Code of Conduct for my child's school on the school's website.

_____ I understand that if I wish to have a hard copy of the student handbook or code of conduct, I can request it from my child's school, in writing, and they will print me one.

_____ I approve of my child's photograph being used on the school website and/or publications.

Parent/Guardian's Name

Signature

Date: _____



Winthrop Public Schools

Photo/Video/Writing/Artwork Release Form

Dear Parent/Guardian:

Our schools from time to time either photograph or videotape school or classroom activities to keep our school/community informed of our various educational programs. Photos may be submitted to the local newspaper. Additionally, individual writing pieces and/or artwork may be submitted for publication in school, local or other publications as deemed appropriate by the teacher and/or administrator.

Please sign the following release form immediately, which gives us your permission to submit photos, writing, and/or artwork. This form will become a permanent part of your child's registration form. Failure to return this form will exclude your child from videotaping or photographing.

Photo/Video/Writing/Artwork Release Form

Name of Student: _____

Please read this Photo/Video Release Form and sign below:

I hereby give my consent to the Winthrop Public Schools to Photograph/Video tape my child without limitation and to use such pictures and/or stories in connection with any of the work of the Winthrop Public Schools without consideration of any kind and I do hereby release the Winthrop Public Schools from any claims whatsoever which may arise in said regard.

Parent/Guardian Signature

Date



Winthrop Public Schools

Race and Ethnicity Form

Student's Name: _____

Grade: _____

Please answer BOTH questions 1 and 2.

1. Is the student Hispanic or Latino? (**Choose only one**)

_____ No, not Hispanic or Latino.

_____ Yes, Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South, or Central American, or other Spanish culture or origin, regardless of race.)

2. What is the student's race? (**Choose one or more**)

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

Parent/Guardian Signature: _____

Date: _____



Winthrop Public School

Student Health and Emergency Information Form

Grade _____ Teacher Name _____ Home Room # _____

Student's Name _____

Home Address _____ Last _____ First _____ Middle _____ Home Phone # _____

Date of Birth _____ Sex: _____ Primary Language at Home _____

Does your child have Health Insurance? Yes _____ No _____

Health Insurance Company _____ Policy Number _____

If you don't have health insurance, Massachusetts has health insurance plans that will provide uninsured children with affordable health care (restrictions may apply). Please contact the school nurse for more information about these programs. All communications will be confidential.

Mother/Guardian: _____ Home Phone _____

Home Address _____ Cell Phone _____

Work Address _____ Work Phone _____

E-Mail Address _____

Father/Guardian: _____ Home Phone _____

Home Address _____ Cell Phone _____

Work Address _____ Work Phone _____

E-Mail Address _____

If parents are divorced or separated, please list the person with legal physical custody and submit a copy of the legal court documentation for our files.

Name of brothers/sisters in school building _____

Name of others who will assume responsibility/transportation in the absence of parent/guardian:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

In case of emergency, the school will attempt to contact parents/guardian before calling student's primary care provider/physician. Your child will be transported by ambulance to an emergency care facility if necessary.

Physician Name _____ Phone _____

Dentist Name _____ Phone _____

List any medications/prescription your child takes: _____

The school nurse will not dispense any medications without a written MD order.

Please check all that applies to your child:

_____ Heart Condition _____ Diabetes (Type I Insulin Dependent) _____ Asthma _____ Migraines _____ Seizure Disorder

_____ ADD/ADHD Others: _____

Diabetic Finger Stick Testing? _____ (You must provide your own Glucometer)

Allergies: List all/any specific allergies _____

Will your child have an EPIPEN at school for his/her allergy? _____

Hearing and Vision: Screenings are done randomly during the school year and your child may or may not be screened. This includes H/V.

Does your child require Preferential Seating _____ Glasses _____ Contacts _____

Hearing Problems _____ Hearing Aids _____ Other _____

I give permission to the school nurse/designee to share information relevant to my child's condition with appropriate personnel when needed to meet my child's health and safety needs. I give permission to exchange information with my child's primary care physician for the purpose of referral, diagnosis, and treatment.

Parent/Guardian Signature _____ Date _____

A CURRENT PHYSICAL EXAM REPORT SHOULD BE ON FILE AT ALL TIMES

PHYSICAL EXAMINATION

A complete physical examination (done within one year of school entry) is required of all children new to the Winthrop Public School system. Children entering Pre-K, Kindergarten, 4th, 7th, and 10th grade. Annual physicals are required for students playing team sports.

IMMUNIZATIONS, Lead Test, and TB Test/Risk Assessment

MGL Ch. 76, Sec. 15 requires that children be up to date with immunizations for school entry. The medical record must indicate the dates of immunizations – month, day, and year. Massachusetts Department of Public Health guidelines (105 CMR 460.050) also require a lead test before PreK or K entry. All children must also have a TB risk assessment or, if deemed high risk, a TB skin test or IGRA.

	Pre-K	Kindergarten	Grades 1-6	Grades 7-8	High School
Hepatitis B	3 doses	3 doses	3 doses	3 doses	3 doses
DTap/Td	4 doses	5 doses *4 if fourth given on or after 4 th birthday	5 doses *4 if fourth given on or after 4 th birthday	5 doses *4 if fourth given on or after 4 th birthday	5 doses History of primary series
Tdap				1 dose (required for entry to Gr. 7)	1 dose
Polio	3 doses	4 doses *4th dose must be on or after 4 th birthday.	4 doses * 3 doses are acceptable if the 3rd dose is given on or after the 4 th birthday	4 doses *3 doses are acceptable if the 3rd dose is given on or after the 4 th birthday	4 doses *3 doses are acceptable if the 3rd dose is given on or after the 4 th birthday
MMR	1 dose/proof of immunity	2 doses/proof of immunity	2 doses/proof of immunity	2 doses/proof of immunity	2 doses/ proof of immunity
Varicella	1 dose/proof of immunity	2 doses/proof of immunity	2 doses/proof of immunity	2 doses/proof of immunity	2 doses/proof of immunity
MenACWY (Meningococcal)				1 dose	2 doses *2nd dose must be given on/after 16 th birthday or 1 dose if over 16
Hib	1-4 doses				
Lead Test	Within 12 months	Previous result			
Physical Exam	Within 12 months of school entry	Within 12 months of school entry	Within 12 months of school entry	Within 12 months of school entry	Within 12 months of school entry
TB Assessment	Documented low risk or TB test result	Documented low risk or TB test result	Documented low risk or TB test result	Documented low risk or TB test result	Documented low risk or TB test result

Medical exemptions (dated statement signed by a physician stating that a vaccine(s) is medically contraindicated for a student) and religious exemptions (dated statement signed by a parent/guardian, or by the student if 18 years of age, stating that a vaccine(s) is against sincerely held religious beliefs) must be renewed annually, at the start of school.



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CONSENT FOR DISSEMINATION OF STUDENT RECORD TO THIRD PARTIES

I give permission for the following third parties to ☐ inspect or ☐ receive a copy of the student's record.

_____/_____/_____
Student's full name Date of Birth

School Name (WPS)

Reason for release of record

New home address

Name of the new school (Where the file is to be sent)

City State Zip code

Phone Number Fax Number Email

Parts of the record to be released (Please select)

- ☐ Entire Record
- ☐ Transcript Information (includes identifying information, course titles, grades or their equivalent and grade level completed.
- ☐ SAT and College Board scores
- ☐ Extracurricular Activities
- ☐ Teachers and Counselor Evaluations and comments
- ☐ Attendance record
- ☐ Medical Record
- ☐ Special Education Record. (IEP, 504 etc.)
- ☐ WIDA Assessments
- ☐ Other (Specify _____)

Signature of Student or Parent/Guardian
(Student's signature required if over 18 years of age)

Student Grade Level

Date



Winthrop Public Schools

Middle School and High School (only)

Section 37L of the Massachusetts Educational Reform Act of 1993 states that “A student transferring into a local system must provide the new school system with complete school record of the entering student. Said record shall include but not be limited to any incident involving suspension or violation of criminal acts or any incident reports which such student was charged with any suspended act.”.

Have you ever been expelled for possession of weapons, drugs or assaulting a member of school staff? *

Yes _____ No _____

Have you ever been arrested and/or convicted of a felony? *

Yes _____ No _____

If yes to either of the above, please explain:

Please print name: _____

Student's Signature: _____

Date: _____

RESIDENCY DEFINITION

RESIDENCY (Legal Reference: M.G.L. Chapter 76, Sections 5 and 6)

CHAPTER 76, SECTION 5 Place of Attendance; Discrimination

Every person shall have a right to attend the public schools of the town where actually reside, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

Amended by St.1971, c.622, c.1; St. 19973, c.925, s9A; St.1993, c.282; St.2004, c.352, s.33.

RESIDENCY AND REGISTRATION POLICY (JFAAB, JFABD, JFABE, JFABC)

Before any student is enrolled in the Winthrop Public Schools, the student's parent or legal guardian must prove legal residence in the Town of Winthrop. Residency means the place where a child spends the majority of her/his time before and after the school day during the school year. The primary question the School Department asks is simple: Where does the student actually sleep, as determined by identifying and establishing the geographical center of the student's domestic, social, and civic life. If the answer is, in the Town of Winthrop, the student has the right to attend Winthrop schools. The answer to this question is the necessary first step that a family must provide if they intend to demonstrate the residency of the child is Winthrop.

The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Winthrop Public Schools (WPS) retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. A determination that a student does not actually reside in the Town of Winthrop renders the student ineligible to enroll in the WPS or, if the student is already enrolled in the WPS, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the Superintendent of Schools, whose decision shall be final.

The following procedures will be followed by the School Department to verify a student's residency:

Effective immediately, all applicants for enrollment must submit proofs of residency, as addressed below. The necessary documents must be pre-printed by an appropriate third party source, and must bear the name and address of the student's parent or guardian. If necessary, when a parent/guardian applies to enroll a student in the Winthrop Public Schools, the School Department's building principal and/or designee and the School Resource Officer will work with the applicant to confirm the student's residency.

Residency Defined

a) All children of school age who actually reside in Winthrop are entitled to attend the Winthrop Public Schools (Pursuant to MGL, C76, Sec 5). Children living with a person other than a parent or legal guardian must present documentation to school authorities that verifies that they actually reside within the Town. Exceptions to the residency requirement include: (1) Students for whom another community or state agency may pay approved tuition rates; (2) Student enrolled in Special Education programs in our schools (SHORE, etc.); (3) Students who may be affected by the federal legislations regarding the homeless (MGL c.76S5; McKinney-Vento Homeless Education Assistance Act; see attached for Enrollment of Homeless Students); (4) Students who are participating in exchange programs sanctioned by the Winthrop Public Schools.

b) If a student is living in Winthrop with someone other than a parent or guardian and that person is considered a "caregiver" for the minor, the Superintendent will require that the parent or guardian and the other responsible party complete the "Caregiver Authorization Affidavit". This affidavit must include the general reason why the child is living with the caregiver and must be notarized. The letter must also state the reason why the student is not living with the parent or guardian. This written explanation must be presented before the child will be registered. The person with whom the student is living (the Winthrop sponsor/caregiver) must show proof of residence. Appropriate residency documentation must be provided before the child will be registered. If a student moves to Winthrop for the special purpose of attending the public schools in Winthrop and does not live with a parent or guardian, the School Committee may recover the cost of tuition from the parent or guardian. If it is determined that the reason given for the student living in Winthrop is false and is truly for the sole purpose of attending the public schools in Winthrop, the School Committee may also recover the cost of tuition from the caregiver in Winthrop.

c) In the event the student is living with a parent or guardian, but not in a residence owned, rented or leased by the parent or guardian, the Superintendent shall require a letter from the Town of Winthrop sponsor (homeowner or renter), indicating that the student registrant and his/her parent or guardian are living with the sponsor. The Office of the Superintendent shall also require proof of residence from the sponsor.

d) In cases which fall under b) or c) above, or in any other unusual circumstances, the parent, guardian, caregiver, and/or sponsor who is registering the student shall be interviewed by the Superintendent or his designee. During the interview the registrant(s) shall be asked to explain the circumstances which led to his/her (their) requesting enrollment in the Winthrop Public Schools. The Superintendent or his/her designee shall exercise judgment as to whether or not the registrant is being candid, and in particular as to whether or not the student really is living in Winthrop. At the Superintendent's discretion, enrollment may be denied. Sometimes the denial may be immediate. In most situations, however, the registrant will be asked to wait for a day or two while the Superintendent looks into the matter before informing the registrant of his/her decision. In the course of his/her interviews, the Superintendent or designee shall explain to registrants that if, in fact, the student who is being registered does not live in Winthrop, the student's parents are liable for the tuition. The Superintendent may deny enrollment to a registrant if there is reason to believe the registrant has misrepresented the facts or purposely omitted critical information.

(e) Any Winthrop High School 12th grade student who moves from the Town of Winthrop after the first day of senior classes shall be permitted to remain at Winthrop High School. For all other grades, students who move to another community, at any time during the school year will not be allowed to remain in the Winthrop Public Schools and must enroll in the community of new residence.