



## Barnstable Public Schools

### WELCOME TO OUR REGISTRATION SITE

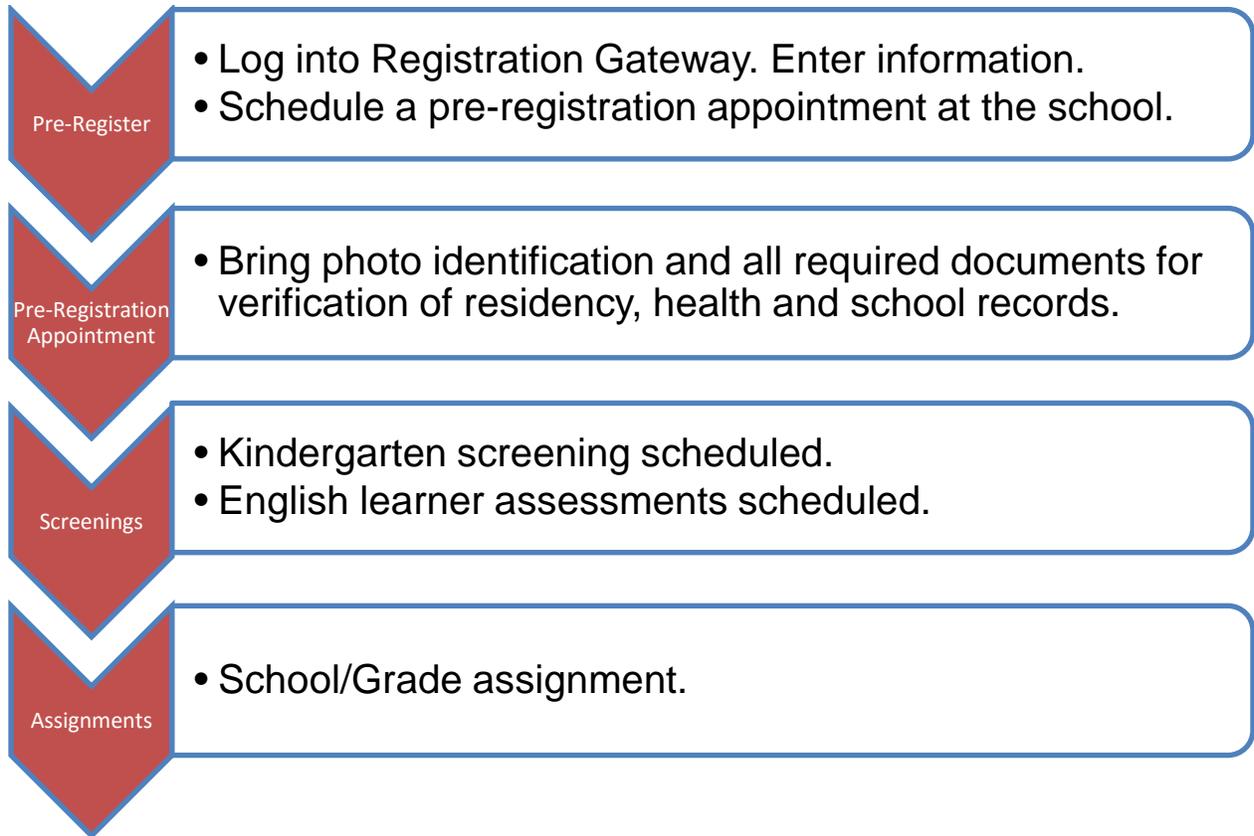
#### PRE-REGISTRATION ~ BEFORE YOU GET STARTED:

Enrollment in the Barnstable Public School District (the "District") requires residency within the town of Barnstable. Pre-Registration begins with an online application, and must be completed only by those parents/guardians who meet the residency requirements. *Pre-Registration does not indicate enrollment in the District.*

Requirements for Enrollment:

- You must be a full-time resident of Barnstable in order to attend the Barnstable Public Schools.
- If you are in the process of moving to Barnstable, you may begin the pre-registration process. However, registration cannot be completed and your child may not begin school until you are residing in Barnstable.
- You must make an appointment with the school your child will be attending, using the on-line scheduler, after you enter all of your child's information.
- At your appointment, please bring [all required documents](#) and a valid photo ID.
- Enter in all requested demographic data as requested by our application questionnaire. Please allow yourself ample time to complete the application questionnaire. Although the pre-registration process can take place using any mobile device, we recommend using a computer to complete this task, as it is easier with access to a keyboard.
- **If you fulfill all of the District's requirements for enrollment, please use the "Pre-Registration" link to the right.**

## Steps To Registration



### Frequently Asked Questions:

- 1. What is Pre-registration?** The entire process is pre-registration. Until a student has met residency and health requirements, s/he will be considered to be in the process of registration.
- 2. How is residency defined?** In order to attend school in the District, a student must actually reside in the Town of Barnstable. A student's primary residence is the place where s/he dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social and civic life. The primary residence of a minor child is presumed to be the legal residence of the parent(s) or guardian(s) who have physical custody of the child.
- 3. How does the District verify residency?** Families registering or submitting a change of address must demonstrate Barnstable residency by submitting documents from an authorized [list of acceptable proofs](#). A [photo ID](#) is also required.

In order to verify residency, the District reserves the right to request additional documents and/or to conduct an investigation if needed. Because residency can change for students and their families during the school year, the District may verify residency at any time.

**4. Why must I bring a photo ID?** A photo ID is required for all registration, change of address, or transfer applications as proof that the person making the application matches documentation for parent/guardian status and is also the person whose name is associated with the residency proofs. Acceptable photo IDs include:

- A Driver's License
- Massachusetts ID card
- Valid government-issued photo identification

**5. What if I don't have the required proofs of residency with me when I register?**

All new applicants are required to submit the required proofs of residency. Applicants who do not have the required documents will be asked to return to the school with the appropriate materials in order to register. There are no acceptable substitutions for items on the list of acceptable proofs.

**6. What if I do not pay for utilities, or if none of the utility bills are in my name?** Please review the [list of acceptable proofs](#) of residency. In this case you will be required to bring a copy of the current lease and record of rental payment made within the past 45 days; *or* Notarized Barnstable Public Schools Landlord Affidavit and proof of rental payment made within past 45 days; plus a document from category B and C.

**7. Is a cell phone bill an acceptable document?** No. Only a home telephone ("land-line") bill is an acceptable document.

**8. Why is a water bill not accepted?** Landlords typically include water in their lease agreement. Therefore, someone paying a water bill may or may not necessarily live in the property associated with the water bill.

**9. What if I have recently moved and do not yet have documents I can use?** To fulfill the requirements, you may also submit a work order or "statement of service" letter from any utility company stating that your service has been ordered or installed at the Barnstable address.

**10. What if I am over 18 and no longer live with my parents?** Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her

parents or guardians for school attendance purposes. However, you will still be required to submit the proofs of residency bearing your name and address.

**11. What if I live with a friend or relative?** Please review the [list of acceptable proofs](#) of residency. In this case you will be required to bring a copy of the current lease and record of rental payment made within the past 45 days; *or* Notarized Barnstable Public Schools Landlord Affidavit and proof of rental payment made within past 45 days; plus a document from category B and C.

**12. What if my family does not have a permanent residence?** Families covered under the [McKinney-Vento Act](#) should contact the school for assistance. If you are staying in a shelter, please bring documentation on agency letterhead indicating that you are living there.

**13. Is residency fraud a violation of Massachusetts state law?** Yes, 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 s/he legally resides.

**14. Will documents that I submit to prove residency remain confidential?** All documents submitted to prove residency will be considered part of the student's confidential record. The District will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records.

**15. My family is moving to Barnstable from outside the United States. Is there anything special I must do?** Any family that meets the District's residency requirements may be asked to provide notarized translations of any documents at the time of their pre-registration meeting. These documents include birth certificates, custody documents, immunization records, and school records/transcripts.

**16. Which elementary school do I register my child for?** [Click here](#) to identify the elementary school you should register your child for based upon your street address.

**17. I would like my child to attend the Barnstable Community Horace Mann Charter Public School, but they have not been accepted yet. Should I register my child?** You should not register your child for the Barnstable Community Horace Mann Charter Public School until they have been accepted into the school. You may register your child for the elementary school they would attend [based upon your address](#).

**18. I would like my child to attend the Enoch Cobb Early Learning Center, but they have not been accepted yet. Should I register my child?** You should not

register your child for the Enoch Cobb Early Learning Center unless your child participated in a peer screening and you have been notified of acceptance, or your child has been found eligible for pre-school special education services. Please visit the [Enoch Cobb Early Learning Center](#) webpage for further information.

**19. My child already completed Kindergarten in a different school system, but will not be six years old by September 1. May I apply for a Grade 1 assignment?** The Massachusetts Board of Elementary and Secondary Education requires each child to attend school beginning in September of the calendar year in which he/she attains the age of six (6), but allows each school committee to establish its own minimum permissible age for school attendance, provided that such age is not older than the state mandatory minimum age. It is the policy of the District to:

- Admit a child into kindergarten if he/she is five (5) years of age on or before September 1 of the school year in which s/he enrolls.
- Admit a child into first grade if he/she is six (6) years of age on or before September 1 of the school year in which he/she enrolls.

Students who attend a kindergarten program in a public school system outside of Barnstable or who attend a kindergarten program approved by the Superintendent may be allowed to enter first grade if Barnstable school officials determine that it would be educationally appropriate.

**20. We moved to another address in Barnstable after registering, what should we do?** If you change addresses, please use the Express portal to enter your new Barnstable address. You will need to bring new proofs of residency and a photo ID to the school to finalize this change. If your new address is in a different school zone, you may need to attend your new neighborhood school.

**21. My child was enrolled in Barnstable, but withdrew to attend a semester/year at another school. How do I re-instate their enrollment?** You must complete the pre-registration process. You will have to present all of the [required documentation for registration](#).

**22. How is grade placement determined?** Grade placement is determined via the following. Students registering for:

- Grades 1- 9 are required to bring copies of their most recent report card or transcripts
- Grade 10 are required to bring copies of their 8<sup>th</sup> and 9<sup>th</sup> grade report card or transcripts
- Grade 11 are required to bring copies of their 9<sup>th</sup> and 10<sup>th</sup> grade report card or transcripts

- Grade 12 are required to bring copies of their 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade report card or transcripts

**Documents to bring to your Pre-Registration meeting:**

- [Click here](#) to see document required for registration.
- In addition, please bring the following if applicable:
  - IEP, 504, and/or Individual Health Care Plan
  - Legal documents (notarized translation into English)

**Annual Updates**

Student Contact and Medical Verification are conducted annually by the District. Parents/guardians will make any changes to student information on-line through the Annual Update portal. You will receive a notice from the school each year requesting such changes.