

August 24, 2020

As of this writing, the Welcome Centers are on a reduced in person schedule.

Please call the Welcome Center at the phone # below to register for a Special Education Assessment.

Please be specific to the staff regarding your assessment request.

1. By phone: Call 617-635-9010 and register with one of our registration specialists.

Please continue to check our <https://www.bostonpublicschools.org/welcomecenters> for updates.

Please have your residency proofs with you when you call. We do ask that you share an email address to assist with communication. There are staff available who speak various languages to assist you.

CHECKLIST: REQUIRED DOCUMENTS FOR BPS REGISTRATION

A list of documents families must bring to a BPS Welcome Center to complete school registration, including residency and immunization information by grade level

Please pay attention to the dates on your proofs.

[English](#) | [Español](#) | [官话](#) | [Kabuverdianu](#) | [Kreyòl](#) | [Português](#) | [Afsoomaali](#) | [tiếng Việt](#)

If you own your home, you can request a copy of the deed on-line from the [Suffolk County Registry of Deeds](#).

Register your change of address with the [Massachusetts Registry of Motor Vehicles](#).

Once your proofs are processed, the information packet will be sent to our Office. Our staff member, Daniel Mayers (dmayers2@bostonpublicschools.org) will assign your child to a BPS school for assessment purposes only. When the school based staff are back to work, the Coordinator at the assigned BPS school will make outreach to you regarding your developmental concerns. The Coordinator will create the evaluation consent to be shared with you. You will make a decision, sign, date and return to the Coordinator.

The Assessors assigned to evaluate will contact you after the consent is processed. We have 30 school days from the date the consent was received to assess and 45 school days to hold the Eligibility Determination meeting.

The Coordinator will also be working with you on the Eligibility Determination meeting date. This is the meeting where all of the assessments you signed for will be discussed.