

BPS Registration Document Checklist



All families registering a new student with the Boston Public Schools must bring the following required documents to a BPS Welcome Center as part of their registration process. Applications cannot be processed without these documents.

ALL of these:

- Child's original **birth certificate, I-94 form or passport***
- Child's up-to-date **immunization** record (see below)
- Parent/Guardian's **photo identification**

*Use of Passport requires completion of BPS Parent Affidavit

TWO of these:

Residency documents must be pre-printed with the name and current address of the student's parent/guardian. Items cannot be from the same bullet

- A **utility bill** (not water or cell phone) dated within the past 60 days
- A **current lease**, section 8 agreement, or BPS residency affidavit
- A **deed or mortgage payment** dated within the past 60 days, or a **property tax bill** dated within the last year
- A **bank or credit card statement** dated within the past 60 days
- A **W2 form** dated within the year, or a **payroll stub** dated within the past 60 days
- A letter from an **approved government agency*** dated within 60 days

***APPROVED GOVERNMENT AGENCIES:** Departments of Transitional Assistance, Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), and Social Security. Some communications on Commonwealth of Massachusetts Letterhead may also apply.

Legal guardianship requires additional documentation from a court or agency.

All names on required documents must be the same. If different, please provide legal documentation showing the name change.

Deeds may be downloaded from www.suffolkdeeds.com

BPS Residency Affidavit is available at any FamilyResourceCenter or www.bostonpublicschools.org/register

For online bill payment, a printout of the statement may also be acceptable if it includes the home address and date.

BPS RESIDENCY POLICY

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

This residency policy does not apply to homeless students.

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.

REPORT RESIDENCY FRAUD!

Call the anonymous Residency Tip Line:
 ☎ 617-635-6775

Grade:	K0/K1 (ages 3-4)	K2 (age 5)	Grades 1-6	Grades 7-12
Hepatitis B:	3 doses	3 doses	3 doses	3 doses
DtaP/DTP/DT/Td:	≥4 doses DtaP/DTP	5 doses DtaP/DTP	≥4 doses DtaP/DTP or ≥3 doses Td	4 doses DtaP/DTP or ≥3 doses Td+1 dose Td booster; 1 of the above must be Tdap
Polio:	≥3 doses	4 doses	≥3 doses	≥3 doses
Hib:	1-4 doses	0	0	0
MMR:	1 dose	2 doses	Gr.1-3: 2 doses Gr. 4-6: 2 doses measles, 1 mumps 1 rubella	2 MMR
Varicella (chickenpox):	1 dose*	2 doses*	2 doses*	2 doses*

* or documentation of the disease

For more information visit: www.bostonpublicschools.org/register.