

## **Mansfield Public Schools: Frequently Asked Questions Regarding Registration**

### **Q. How do I start the registration process?**

A. Mansfield Public Schools utilizes Family Connection Online Registration Software which allows you to complete the process at home. We will notify you that we have seen your request and provide instructions for uploading your documentation. We will work with you throughout the process until the student file is ready to be delivered to the appropriate school.

### **Q. What if I don't own a computer?**

A. The Family Connection website can be accessed on any device with internet access. If you do not have a computer, tablet or cell phone with internet access, you could use a friend's device, a computer at a public library, or you can call central registration to set up an appointment to use our computer.

### **Q. Why must I provide a photo ID?**

A. 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
- Passport
- Military, School or Employment ID
- Another government issued ID that includes both your photo and legal name

### **Q. How is residency defined?**

A. In order to attend our public schools, a student must reside in the Town of Mansfield.\* A student's primary residence is the place where the student dwells permanently, not temporarily, and is the place where they sleep, and is the center of their domestic, social and civic life. The primary residence of a minor child is presumed to be the legal residence of the parent(s) /guardian(s) who have physical custody of the child. \*(School Choice students will provide proof of MA residency.)

### **Q. How does the Public Schools of Mansfield verify residency?**

A. Families registering for school or submitting a change of address must demonstrate Mansfield residency by submitting documents from an authorized list. A photo ID is also required.

In order to verify residency, Mansfield Public Schools reserve the right to request additional documents and/or to investigate if needed. Residency can change for students and their families during the school year; please provide change of address forms promptly.

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

A. All new families are required to submit the required documentation. Registrations will be placed on hold until all paperwork is received. If there are any questions please contact the registration office.

### **Q. What if I do not pay for utilities or if none of the utility bills are in my name?**

A. Please contact central registration for instructions on your individual circumstances. When utilities are documented in the lease, you can use an internet or a tv service bill.

### **Q. Is a cell phone bill an acceptable document?**

A. No. Only a home telephone ("land-line") bill satisfies this phone requirement. Utilities (gas, electric, water) are the easiest documents.

### **Q. What if I have recently moved and do not yet have two documents I can use?**

A. To fulfill the requirements, you also may also submit a "work order" or "statement of service" letter from any utility company stating that your service has been ordered and/or installed. A purchase & sale document can be used to show ownership.

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### **Q. What if I cannot produce both required proofs?**

A. If your personal circumstances make it impossible for you to provide the required proofs of residency, consult the staff at the Central Office. You will be asked to describe the circumstances that prevent you from having the required proofs. Staff will work with you, and the School Superintendent.

### **Q. What if I am over 18 and no longer live with my parents?**

A. 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. You will be required to submit the proofs of residency bearing your name and address.

### **Q. What if I live with a friend or relative?**

A. If you share housing with a friend or relative, and you cannot provide the required proofs of residency, you will be asked to bring in a notarized residency affidavit from the homeowner or lessee acknowledging that you live at that residence. That person, in turn, must provide proof of residency according to the required documentation.

### **Q. What if my family does not have a permanent residence?**

A. The proof of residency policy does not apply to homeless students and families covered under the McKinney-Vento Act. Contact Central Office for assistance with registering your child, if you believe that you qualify as homeless under the Act. The McKinney-Vento Liaison for the Public Schools of Mansfield and the student registrar will work with you to expedite the enrollment process.

### **Q. What if the student is a foster child?**

A. A determination is made between DCF, School districts, family and student (as applicable) as to whether the child should remain in the school of origin or if they should enroll in the new district. If it is in the best interest of the student to enroll in Mansfield Public Schools, the student registrar will work with the foster family and DCF to expedite the enrollment process.

### **Q. What if we are a Military Family?**

A. Mansfield Public Schools will work with the sending school to obtain records to expedite the enrollment process.

### **Q. What is Pre-registration?**

A. Until a student clears residency, health requirements (and a guidance appointment for middle and high school), the student will remain in pre-registration.

### **Q. I just moved to Mansfield with my school-age children in the middle of the school year. Can I register in Mansfield?**

A. New-to-Mansfield families may register for the Public Schools at any time for a current school year assignment. Please pre-register as soon as possible to allow us time to obtain all documentation and prior school records.

### **Q. My family is moving to Mansfield from outside the United States. Is there anything special I must do?**

A. All Mansfield residency requirements must be met. Families preparing for an international move can prepare by making certain to gather the appropriate documents: (birth certificates or passports, custody documents, immunization records, and school records/transcripts.) When possible please provide documents translated into English. If that is not possible we will work with you. The student must have a physical by a U.S. doctor, have up to date immunizations and complete a TB test. Please let us know if you need assistance in finding a physician.