

STUDENT PRE-REGISTRATION PROCESS:

The process of registering a child for Mansfield Public Schools begins online and continues at the school district for a brief meeting to which you will bring all required documents and forms noted in Step 4. Registration is complete when the online registration has been 1) **completed** 2) **submitted** AND 3) the **required documentation** is uploaded to Family Connection or turned into the superintendent's office.

1. CREATE a user account: Do you need to create a Family Connection User Account?

If you are a new family please set up a new account. If you have students already in Mansfield Public Schools, use the primary email address for contact 1.

2. COMPLETE online pre-registration and VERIFY that you have both completed **AND** submitted your registration. ***If you do not submit, the registration will not be sent to Mansfield Public Schools.***

3. UPLOAD required documentation via Family Connection. If you have any issue uploading documentation please contact Mansfield Public Schools for alternative methods. (student.registration@mansfieldschools.com.)

ONE Item from EACH Column is required for Residency

Column A	Column B	Column C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification
Home Ownership: Deed Recent Mortgage Payment Fully Signed & Executed Purchase and Sales Agreement Property Tax Bill	Fuel Bill Electric Bill Water Bill Cable Bill	Valid Driver's License Valid Photo Identification Card Valid Passport Other Government Issued Photo ID
Rental: Fully signed and executed Lease and/or Rental Agreement (executed by both parties) with residents listed (includes HUD/Section 8 lease) Residency/Occupancy Affidavit or Notarized Letter	In Lieu of Electric Bill, a letter from Mansfield Electric with Account information can be provided. Bill must be dated within the last 30 days. Above must list parent/guardian name and valid street address of resident. If a bill cannot be provided then an Occupancy Affidavit or letter of residency must be notarized to validate occupancy.	

Required Documentation:

Student Birth Certificate or Passport - We will make a copy
Parent/Guardian ID (license, passport or other Government Issued ID)
Health Survey Form (available online under Required Documentation)
Most Recent Physical (By a U.S. doctor within the last 13 months)
Most Recent Immunization List
Transfer of Records Authorization Form (available online under Required Documentation)
Medicaid Parental Notification Form with Signature (available online under Required Documentation)
Student Photo (Grades K - 5 only)
Kindergarten Student Questionnaire (Grade K only) (Click Here)

IF APPLICABLE:

Residency Affidavit Form (ONLY IF you are living with another person who would be providing proof of residency)
Legal guardianship and/or custody information (if applicable)
Copy of Current IEP or 504 Plan (if applicable)

5. CONTACT Mansfield Public Schools for a Virtual Appointment

Pre-School Only	Kindergarten Only	Grade 1 - 12
Call Roland Green School at 508-261-1561 to schedule an appointment.	Call Robinson School East Office at 508-261-7510 to schedule an appointment.	Call Central Registration at 508-261-7500 to schedule an appointment.