

## **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 start the process from home. Your next step will depend on the student's grade. During Spring Kindergarten enrollment, you will be contacted by the school to setup a registration appointment. For all other registrations, please contact our central registration office at 508-261-7500 to setup a registration appointment.

### **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 at 508-261-7500 to set up an appointment to use the onsite computer.

### **Q. Why must I bring 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 the Public Schools of Mansfield, a student must actually reside in the Town of Mansfield. A student's primary residence is the place where s/he dwells permanently, not temporarily, and is the place that s/he sleeps, and 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.

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

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

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

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

A. All new applicants are required to submit the required proofs. Applicants who do not have the required documents will be asked to return to the Central Office with the appropriate materials in order to complete pre-registration.

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

A. If you live in a household where all utilities are listed in the name of your landlord or someone else, AND if this is noted on your lease or landlord/shared tenancy affidavit, then you may submit proof of residency for Column B in the name of your landlord or the person that pays the bills. If your lease specifies that all utilities are included, and you do not have a home telephone ("land-line telephone") or cable television, please contact Central Office for Superintendent review.

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

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

A. No. Only a home telephone ("land-line") bill satisfies this requirement.

### **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.

### **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 bring copies of any proofs of residency you have, and to describe the circumstances that prevent you from having the required proofs. Staff will work with you, and if necessary, discuss with the 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. However, you will still 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 statement 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. If you are staying in a shelter, bring a letter from the shelter staff stating that you are living there. The McKinney-Vento Liaison for the Public Schools of Mansfield will work with you.

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

A. Until a student clears residency, health and a guidance appointment, he or she will not be considered as completing pre-registration. A student is registered upon their first day attending classes in the Public Schools of Mansfield.

### **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 of Mansfield at any time for a current school year assignment. Please pre-register and make an appointment with Central Office as soon as you are able to provide adequate proof of your residency.

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

A. First, all Mansfield residency requirements must be met. Families preparing for an international move can prepare by making certain to gather the appropriate documents: you must provide original and 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. The student must have a physical by a U.S. doctor, have up to date immunizations and complete a TB test.

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