



SPRINGFIELD PUBLIC SCHOOLS
Student Assignment Services
Parent and Community Engagement Center
91 School Street
Springfield, MA 01105

Registration Requirements

To register your child in Springfield Public Schools, you must bring with you the following to the PACE Center:

- Birth certificate (long form that lists parent's names)
- Immunization records
- Court /legal guardianship/ custody documents *if applicable*
- 3 Proofs of address including 1 from EACH category below:
 - Picture ID: valid drivers license, Mass ID, passport or pay stub
 - Lease, or mortgage statement with record of most recent payment
 - Utility bill in your name received within the past 60 days
- Previous school records including:
 - School sign out/transfer with marks to date
 - Academic transcript/most recent report card
 - SpEd records and copy of Individual Education Plan (IEP) if applicable
 - Disciplinary records/reports if applicable

Age Requirements:

The School Committee has adopted the following age requirements for our public schools:

- 5 years old by September 1st to enroll in Kindergarten
- 3 years old by September 1st to enroll in Gerena or Zanetti Montessori Pre-K



For more information on enrolling your child, please visit our website at
www.SpringfieldPublicSchools.com/SAS



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Proof of Residency Requirements

Before any student is assigned to attend a Springfield Public School, the student’s parent or legal guardian* must prove legal residence in the City of Springfield. The student’s parent or legal guardian must also provide a valid photo ID. Families whose primary residence is outside of Springfield are not eligible to attend Springfield Public Schools.

Effective March 1, 2005, all applicants must submit at least three (3) proofs of residency.

Documents must be pre-printed with the name and address of the student’s parent or guardian* and must be presented at the Student Assignment Services Department at the time of registration.

The documents also will be required for any change of address.

All applicants must submit at least one document from each of the following columns:

Column A	Column B	Column C
<ul style="list-style-type: none"> • Copy of Deed and most recent mortgage payment • Copy of lease (including BHA and HUD leases) • Legal affidavit from landlord affirming tenancy AND record of most recent rent payment • Section 8 agreement 	<p>A utility bill, work order or other document listed below <u>dated within the past 60 days</u>, including:</p> <ul style="list-style-type: none"> • Gas bill • Oil bill • Electric bill • Home telephone or cell phone bill • Cable bill • Payroll stub • Property Tax Bill • Bank Statement • Letter from Approved government agency. • Current vehicle registration • Excise (vehicle) Tax Bill • Credit Card statement 	<ul style="list-style-type: none"> • Valid driver’s license • Valid photo identification card • Valid Passport

* Legal guardianship requires additional documentation from a court or agency.

Note: This residency policy does not apply to homeless students.

For more information visit our website at www.SpringfieldPublicSchools.com or call the Student Assignment Services Office at 413-787-7276.