SOMERVILLE PUBLIC SCHOOLS

# How do I register my child for school?

167 Holland Street, 2nd floor, Rm 209, Somerville, MA 02144
617-629-5670 / enrollment@k12.somerville.ma.us

**Enrollment for 2027-2028: English**

## Welcome to the Somerville Public Schools

**The school registration process can take 7–10 days if you are enrolling to start during the current school year. If enrolling for next school year, please see our website for school assignment dates.**

www.somerville.k12.ma.us/enrollment

1

### Collect Required Documents and Register Online or In Person

Register online or in person with your required documents (see back page for list of required documents).

If you would like help, please request an appointment by emailing enrollment@k12.somerville.ma.us or calling 617-629-5670.

Our staff speak English, Spanish, Portuguese, and Haitian Creole. We also have a language line to provide support in any language.

2

### Documents Reviewed

Your documents are reviewed by the Enrollment Office including a recent completed physical examination with immunization records (usually called School and Camp Form).

somerville.k12.ma.us/nursing

3

### English Language Assessment

If your child speaks or understands a language in addition to English, we must collect information about their English Language Learner history from their previous school. If this is the first time your child will be attending school in the United States, we will schedule a language assessment to determine the best program for them.

4

### Students with IEPs

If your child has an Individualized Education Plan (IEP), the Enrollment Office will connect you with the Special Education Department to determine the best program for your child.

5

### School Assignment

Once your child has been medically cleared and all documents have been received, you will be assigned a school based on Somerville School Committee policy which prioritizes program need, sibling preference, and proximity (school to which your address is connected).

## GENERAL REGISTRATION FOR SCHOOL YEAR 2027-2028 STARTS ON JANUARY 4, 2027

## IMPORTANT DATES FOR Pre-K AND KINDERGARTEN REGISTRATION:

**Start of Pre-K and K Registration**
JANUARY 4, 2027

**End of Priority Registration**
FEBRUARY 11, 2027

**Assignment Notification**
Week of MARCH 8, 2027

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# What documents do I need for school registration?

☐ **1. Your valid photo ID**

- Massachusetts ID, driver's license, passport, or other government-issued photo identification (of the parent/guardian registering the child, not the child's)




☐ **2. Your child's birth certificate (not hospital letter)**







☐ **3. One (1) proof of residency:**

- Copy of signed current lease–including SHA and HUD leases (1st page with name and address and last page with signatures)
- Copy of most recent mortgage statement (or if home no longer has a mortgage, a copy of the deed)
- Notarized residency affidavit (available on the website somerville.k12.ma.us/residency or provided by the Enrollment Office) and filled out by the landlord or person with the lease **AND** one of the following: a copy of a utility bill in the landlord or lessee's name, rent receipt, or cancelled check (front and back) from rent payment
- Section 8 agreement







☐ **4. One (1) proof of occupancy:**

- A bill or work order dated within the past 60 days for: gas, electric, oil, internet/cable, water, cell/home phone, car or house insurance
- A statement dated within the past 60 days from a health insurance agency
- A letter dated within the past 60 days from the Department of Revenue or the Department of Transitional Assistance
- A pay stub dated within the past 60 days
- A bill dated within the past year for property tax or car excise tax
- Car registration dated within the past year



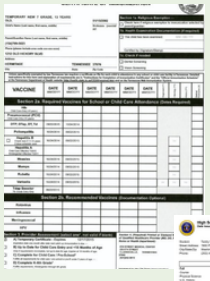


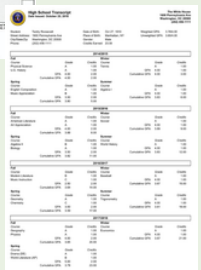





☐ **5. Most recent immunization & health records (School & Camp Form)**

- School & Camp Form will have your child's latest physical date, list of immunizations, lead test results (Pre-K & K only), and a TB risk assessment that are requirements for school entry
- Doctor's orders if your child will need to take medication during the school day. somerville.k12.ma.us/nursing





☐ **6. Prior school records (Grades 1–12 ONLY):**

- Your child's most recent official school transcript, and
- **In the case of High School registration or transfer:** Discipline report from all high schools the child attended

☐ **7. Other important documents as needed**

- Active IEP, 504 plan, custody agreements, guardianship, court order, etc.
- Current Access Scores (for English Language Learners)

**If you are unable to provide the documents, please contact the Enrollment Office for assistance**

**enrollment@k12.somerville.ma.us *or* 617-629-5670**