



# REGISTRATION INFORMATION – DOCUMENTS NEEDED

## HOW DO I REGISTER A CHILD?

- Step 1:** Complete the Pre-Enrollment Student Information Form. Please complete a separate Pre-Enrollment form for each child.
- Step 2:** Schedule a registration appointment with the registrar. Call (860) 291-1244 or email [registration@swindsor.k12.ct.us](mailto:registration@swindsor.k12.ct.us)
- Step 3:** Review the list of Age, ID and residency documents below.
- Step 4:** After your appointment, complete *New Student Registration* form online through [Parent Portal](#) using the secure username and password created during your appointment.



**REGISTRATION IS NOT COMPLETE UNTIL ALL 4 STEPS HAVE BEEN FINALIZED**

## WHAT DOCUMENTS MUST I BRING TO THE APPOINTMENT?

- **Student Age and Identification.** Must show an original of either the child’s full size birth certificate or the child’s Passport.
- **Parent/Guardian Valid Photo Identification.** Proof that the adult registering the child is the child’s parent or legal guardian (name on birth certificate matches the parent’s picture ID or court documents indicating legal custody, if divorced or separated). Examples include Driver’s License; CT State ID; or Passport.
- **Proof of Residency.** In order to enroll in South Windsor Public Schools, the child must be a resident of South Windsor. Residency must be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations. The burden of proof in determining residency shall be on the party claiming residency in the town of South Windsor. **Documents must be less than six months old and contain a valid South Windsor address.** Three (3) separate documents must be provided (one from Category A, and two from Category B):

<b>CATEGORY A – Property Rights</b>	Provide one (1) document from the following list: * <input type="checkbox"/> Mortgage statement <input type="checkbox"/> Property tax bill <input type="checkbox"/> Ownership deed <input type="checkbox"/> Lease/rental agreement ( <i>must be updated annually</i> )  <i>* If you have no lease or rental agreement, or if the minor child lives with someone other than his/her parent or guardian, refer to the <b>Residency Affidavit Packet.</b></i>
<b>CATEGORY B – Property Occupancy</b>	Provide two (2) documents from the following list: <input type="checkbox"/> One or more utility bills (cable, water, electric, gas/oil, telephone) <input type="checkbox"/> Auto registration/auto insurance plus valid driver’s license with current South Windsor address <input type="checkbox"/> Voter’s registration card <input type="checkbox"/> Major appliance or furniture delivery receipt reflecting valid South Windsor address <input type="checkbox"/> Current homeowner’s insurance declaration page <input type="checkbox"/> Connecticut State ID with valid SW address

**Failure to provide all required proof of residency documents will nullify the registration appointment.**

- **Health Assessment Record/Immunizations.** All students must provide an updated State of Connecticut Health Assessment Record which reflects a child’s health history and a list of current immunizations. It is preferred, but not required, that this be provided at the time of registration. **A child will not be allowed to begin school unless this information is on file with the school nurse.**

