

2019



Amherst, Pelham and  
Amherst-Pelham Regional  
Public Schools

Office of the  
Superintendent

# [INFORMATION YOU NEED: TO COMPLETE YOUR REGISTRATION]

REGISTRATION HAPPENS IN THE FOLLOWING LOCATIONS:

ELEMENTARY REGISTRATION (GRADES K-6)  
DISTRICT OFFICES  
170 CHESTNUT ST. AMHERST, MA 01002  
TEL (413) 362-1810 FAX. (413) 549-6108

SECONDARY REGISTRATION (GRADES 7-12)  
AMHERST REGIONAL HIGH SCHOOL MAIN OFFICE  
21 MATTOON ST. AMHERST, MA 01002  
TEL (413) 3621703 FAX. (413) 549-9704



# AMHERST REGIONAL PUBLIC SCHOOL DISTRICT



170 CHESTNUT STREET AMHERST, MA 01002  
TEL. (413) 362-1810 FAX (413) 549-6108  
[www.arps.org/district/elementary](http://www.arps.org/district/elementary)

## REQUIRED DOCUMENTS FOR REGISTRATION

### Acceptable Documents for Proof of Residency

All Applicants must submit at least one document from each of the following columns:		
COLUMN A Documentation of Residency	COLUMN B Documentation of Occupancy	COLUMN C Documentation of Occupancy
<ul style="list-style-type: none"> <li>▪ Copy of Deed OR record of recent mortgage payment</li> <li>▪ Copy of current lease</li> <li>▪ Legal affidavit from landlord affirming tenancy and record of most recent rent payment</li> <li>▪ Section 8 Agreement</li> </ul>	<p><b>A utility bill or work order dated within the past 60 days, including:</b></p> <ul style="list-style-type: none"> <li>▪ Gas bill</li> <li>▪ Oil bill</li> <li>▪ Electric bill</li> <li>▪ Home telephone bill (not cell)</li> <li>▪ Cable bill</li> </ul>	<p><b>Date within the past year</b></p> <ul style="list-style-type: none"> <li>▪ W2 form</li> <li>▪ Excise (vehicle tax bill)</li> <li>▪ Current vehicle registration</li> </ul> <p><b>Dated within the past 60 days:</b></p> <ul style="list-style-type: none"> <li>▪ Property tax bill</li> <li>▪ Letter from approved government agency</li> <li>▪ Payroll stub</li> <li>▪ Bank statement</li> </ul>

### If the prospective student is living with a friend or family member:

The parent/legal guardian and student(s) need to be included in the Lease/Section 8 agreement as authorized tenants.

### Student Identification:

Original Birth Certificate  
Proof of Birth/Temporary Card (given at the hospital)  
Passport

### Parent/Guardian Identification is required for admission and should be brought to registration:

Government issued photographic form of identification:  
Driver's License or State ID  
Passport  
UMASS ID

### Custody Records: If applicable to your family situation, proof of physical custody, which has been granted by a court of law, must be submitted.

Official court issued documents or official letters from Department of Children and Families

**Immunization records** must be documented by a licensed health care provider or school health record and must include month, date, and year of each immunization. Massachusetts State law does NOT allow a student to be enrolled until the immunization documentation is presented and shows that the student is fully immunized.

### **FAILURE TO BRING THESE DOCUMENTS ENROLLMENT CANNOT BE COMPLETED.**

*We will make every effort to register your child(ren) as soon as possible, however, there are times when this process can and will take several days. You can expedite this process greatly if you provide all required documentation at the time of registration.*



## Immunization Requirements

To: Parents/Guardians:

The Commonwealth of Massachusetts has specific laws regarding physical examination and immunization requirements, which must be met before your child can enter kindergarten and subsequent grades. They are:

Physical Examination: Must be done within six (6) months prior to school entrance.

Immunizations:

Diphtheria	5 doses	These are usually given together and are known as DTPs or DTAP.
Tetanus	5 doses	
Pertussis	5 doses	
Polio	4 doses	
Hepatitis B	3 doses	
MMR	2 doses	
Varivax/Varicella	2 doses or physician certified, reliable history of chickenpox.	

Each child must present documentation of lead poisoning screening upon entry to kindergarten.

Vision Screening: Certification that the student has passed an eye examination within the past 12 months. (If your child has not passed an exam due to medical reasons, please bring a note from your doctor or see the nurse at your child's school.)

*Religious or medical exemptions for the above immunizations must be presented in writing to your child's school prior to your child entering the school system.*

**This information must be received by the school prior to the start of school in the fall. Any student who is not properly immunized will not be allowed entry into school.**

If you have any questions, please call your school office.



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Dear Parent,

All parents, with some exceptions, have the right to access and receive copies of their child's/children's records. The District requests that divorced parents submit a copy of their custody agreement, parenting plan or custody order so that it is on file with their child's or children's respective school or schools.

However, a non-custodial parent, i.e., a parent who does not have physical custody of his/her child, cannot obtain access to the student record if:

1. The parent has been denied legal custody based on a threat to the safety of the student, or
  - a. The parent has been denied visitation or has been ordered to supervised visitation, or
2. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
3. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

If the school receives any documents indicating that the non-custodial parent's access to the student record is limited or restricted pursuant to 603 CMR 23.07 (5) (a), the school shall place this information in the student's records.

A parent who does not fit into the categories listed in #1-4 above, but who does not have physical custody of the child, must submit a written request for access to the student record to the school principal in order to obtain access. Upon receipt of the request, the school will immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access to the student records. The school will delete the electronic and postal address and telephone number of the student and the custodial parent from the student records provided to the non-custodial parents. In addition, the school will mark such records to indicate that they shall not be used to enroll the student in another school or District. Lastly, upon the receipt of a court order which prohibits the distribution of information pursuant to G.L.c. 71, §34H, the school will notify the non-custodial parent that it will cease to provide him or her access to the student record.

If you have any questions or concerns about this matter or others, please do not hesitate in contacting me.

Sincerely,

Dr. Marta Guevara  
Director of Student and Family Engagement