

**GPS NEW STUDENT REGISTRATION DIRECTIONS 2023-2024** *(edit date 10/16/23)*

[Spanish](#)

[French](#)

[Portuguese](#)

[Arabic](#)

[Urdu](#)

[Chinese](#)

The District utilizes a central registration process for all students in grades Preschool through 12. Parents/guardians should follow the steps below to register their child(ren) into the Grafton Public Schools.

**BEFORE YOU BEGIN**

Please have the following documents **BEFORE** starting the online registration form:

- **Birth Certificate** - government issued
- **Health Record** - from the child's physician listing information from the student's last physical and dated within the last 365 days
- **Certificate of Immunizations** - from the child's physician listing all immunizations ever received.
- **Evidence of Residency** - document(s) as outlined in Column A of the Evidence of Residency, Occupancy and Identification chart. Residency Affidavit should only be used if you do not have a mortgage payment, real estate tax bill, or lease and the landlord/owner's signature must be notarized. *(see chart below)*
- **Evidence of Occupancy** document(s) as outlined in Column B of the Evidence of Residency, Occupancy and Identification chart. Occupancy Affidavit should only be used if you do not have any utilities listed in Column B and your signature must be notarized. *(see chart below)*
- **Evidence of Identification** document as outlined in Column C of the Evidence of Residency, Occupancy and Identification chart. *(see chart below)*
- **Proof of Physical Custody** - if applicable
- **Most recent, signed IEP or 504 Plan** - if applicable

Column A	Column B	Column C
Evidence of Residency	Evidence of Occupancy	Evidence of Identification
Record of recent mortgage payment and/or property tax bill	Gas/Oil Bill, Electric Bill, Home (not cell) Telephone Bill, Cable Bill, Water Bill	Valid MA Driver's License
Fully signed and executed Lease and/or Rental Agreement (Must be executed by both parties)	Recent bill dated the past 45 days showing Grafton address and name (Note: A Residency Statement/Affidavit is required with this option)	Valid MA Photo ID Card
Landlord/Owner of Property Affidavit (see Residency Statement/Affidavit below)	Occupancy Statement/Affidavit must be notarized if a bill cannot be provided prior to student's enrollment	Valid Passport
Fully signed and executed Purchase and Sale (P&S) Agreement (provided occupancy date occurs within 30 days of enrollment)		Other Government issued Photo ID
Section 8 Agreement		

IMPORTANT: Students, families, parents and guardians who are unable to provide any part of the required documentation for registration or are experiencing homelessness, should contact educational stability staff or enrollment staff by calling 508-839-5421 ext. 1080 or ext 1081.

In addition to your child's information, you will also need the following information to complete the registration form:

- Name and phone number(s) for any emergency contacts
- Name, address, and phone number of the student's previous school
- There are two buildings that service grades PK - 1st and grades 2nd - 6th. You will need to know which building's region you live in. **If you are unsure of which school to register, please contact one of the buildings (information below).**

Below is a list of documents that you will download from the new student registration online form, print, complete, and upload back into the registration system. If you are unable to download and print these forms, printed packets of these forms are available at the District's Central Office. Please contact Jamie Cardinal, Data Coordinator, at [cardinalj@graffton.k12.ma.us](mailto:cardinalj@graffton.k12.ma.us) or 508-839-5421, ext. 1081.

- [Massachusetts Free & Reduced Price School Meals Application](#) - *if you wish to apply*
- [Request for Records Form](#)
- [Student Health Information Form](#)
- [Occupancy Affidavit](#) and [Residency Affidavit](#)
- [Consent to Allow Access to Medicaid Benefits](#)
- [Kindergarten Health Data Interview](#) - *Kindergarten Only*
- [Early Childhood Survey](#) - *Kindergarten Only*
- [Permission for Over the Counter Medications](#) - *7th Grade and Older Only*

If you cannot scan the documents to upload, please take a very clear picture and have the document fill the screen. Also there are free apps accessible to those with smartphones that allow users to scan documents and email them.

#### **BEGINNING THE ONLINE REGISTRATION**

- Please click on the link above for the correct school year.
- You will be asked to create a secure registration account the first time you use this online registration system to register a student into Grafton Public Schools.
- If you already have a registration account **DO NOT create a new one.**
  - Please use the Forgot Password link if needed.
  - Please remember the email address and password used to create this account so you can access the account at a later time for editing or registering additional students.
  - This registration account is not the same as a PowerSchool Parent Portal account.
- Follow the prompts to fill out the forms and upload documents.

#### **School Contact Information for Enrollment**

<b>South Grafton Elementary School</b> Administrative Assistant: Michelle Henault Telephone: 508-839-5484 Email: <a href="mailto:henaultm@graffton.k12.ma.us">henaultm@graffton.k12.ma.us</a>	<b>North Grafton Elementary School</b> Administrative Assistant: Nancy Tauras Telephone: 508-839-5483 Email: <a href="mailto:taurasn@graffton.k12.ma.us">taurasn@graffton.k12.ma.us</a>
<b>Millbury Street Elementary School</b> Administrative Assistant: Lisa Wise Telephone: 508-839-0757 Email: <a href="mailto:wisel@graffton.k12.ma.us">wisel@graffton.k12.ma.us</a>	<b>North Street Elementary School</b> Administrative Assistant: Carla Jackman Telephone: 508-839-5428 Email: <a href="mailto:jackmanc@graffton.k12.ma.us">jackmanc@graffton.k12.ma.us</a>
<b>Grafton Middle School</b> Administrative Assistant: Theodora D'Angelo Telephone: 508-839-5420 Email: <a href="mailto:dangelot@graffton.k12.ma.us">dangelot@graffton.k12.ma.us</a>	<b>Grafton High School</b> Guidance Secretary: Jennifer Laramee Telephone: 508-839-5425 Email: <a href="mailto:larameej@graffton.k12.ma.us">larameej@graffton.k12.ma.us</a>