



**Wareham Public Schools, Central Office**  
**4 Viking Drive, Door 22**  
**Wareham, MA 02571**  
**508-291-3500 x-3541**

### **Registration Procedure**

**Purpose:**

The purpose of this procedure is to support the Residency Policy and provide guidance to school administrators, parents and/or legal guardians regarding the registration and admission of students to the Wareham Public Schools.

Every student seeking admission to Wareham Public Schools must present:

- Copy of the child’s immunization records
- Copy of most recent physical (within 1 year of registration date)
- Original birth certificate
- Verification of Residency

**Verification of Residency:**

Before a student is enrolled to the Wareham Public Schools, the school district must receive appropriate evidence of the student’s residency in Wareham. This evidence must include three documents, one document from Column A, one document from Column B, the third document can be from Column A, B or C. Each document must have a matching name, address and be dated within the past 45 days.

| <u>Column A (one document)</u>           | <u>Column B (one document)</u>                   | <u>Column C</u>   |
|--|--|---|
| Mortgage Statement (most recent) or Deed | Valid Massachusetts License with Current Address | Homeowner’s or Renter’s Insurance Bill                  |
| Purchase/Sale Agreement (closing date)   | Valid Passport                                   | Car Insurance Bill                                      |
| Property Tax Bill (most recent)          | Photo ID Card (Government Issued)                | Health Insurance Communication or Bill                  |
| Executed Lease/Rental Agreement          | Voter’s Registration Card                        | Copy of Utility Bill (gas, oil, electric, water, cable) |
| Copy of Section 8 Agreement              |  | Current Motor Vehicle Registration with Home Address    |
| Notarized Landlord/Tenant Affidavit **   |  | Department of Transitional Assistance (DTA) Letter      |
|  |  | Payroll Stub with Current Home Address                  |
|  |  | IRS Form W-2  |

*If the parent/legal guardian resides with a family member, relative, or friend, a verification of residency and a notarized landlord affidavit will be conducted with the head of household/resident of Wareham. The school district reserves the right to require additional documentation where, in the judgement of the Superintendent, a student’s actual residence has not been established.*