



Enrollment Packet – Parent Checklist

To register a student in the Groton Dunstable Regional School District please complete the forms included in this packet. Paper documentation should be delivered to your child’s school.

<u>School</u>	<u>Grades</u>	<u>Phone</u>
Boutwell/Early Childhood Center	Pre K	978-448-2297
Florence Roche Elementary School, Groton	K-4	978-448-6665
Swallow Union Elementary School, Dunstable	K-4	978-649-7281
Groton Dunstable Regional Middle School	5-8	978-448-6155 (North Office)
Groton Dunstable Regional High School	9-12	978-448-6362 (Guidance)

Required for Registration

- Completion of student registration application at <http://gdrsd.org/about-us/student-registration/>
- Copy of Birth Certificate
 - Proof of custody may be required if the person registering a student is not the person whose name is on the child’s birth certificate.
- Medical Records
 - Immunization records with dates of all immunizations
 - Proof of physical exam within one year of starting date, or an appointment for a physical if the child has not had a physical within the last year.
 - [Completed Student Medical History Form](#)
- [Consent for Release of School Records](#) (if applicable)
- Internet Acceptable Use Policy Form ([Grades K-8](#)) ([Grades 9-12](#))
- [Internet Publication Permission Form](#)
- [Home Language Survey](#)
- Proof of residency in the town of Groton or Dunstable
 - Documents from each group below must be provided before any student is enrolled. Any parent or legal guardian unable to provide such documents should contact your child’s office.
- Students enrolling at the High School should contact the school to set up an appointment with a guidance counselor for a consultation and school visit. Guidance counselors are not available in the summer, but will be available the week prior to the opening of school for new student registrations.

Group 1

Proof of Ownership

- Record of recent mortgage bill payment and/or property tax bill
- Fully signed and executed Bill of Sale (must be executed by both parties)
- Copy of Lease and record of recent rental payment
- [A signed Statement/Affidavit of Residence](#) (must be notarized) and record of recent rental payment
- Section 8 Agreement

Group 2

Proof of Occupancy

- Gas/Oil bill
 - Electric bill
 - Home telephone bill (not cell phone bill)
 - Cable bill
 - Water/sewer bill
- Note: Bill must be dated within the past 45 days and the name of parent/guardian and the Groton or Dunstable address must be stated.

Group 3

Proof of Identity

- Valid Driver’s License
- Valid MA Photo ID Card
- Valid Passport
- Other Government issued photo ID

Optional for Registration

- [CORI Form](#) – Required for all school volunteers and field trip chaperones (highly recommended)
- [Free and Reduced Lunch Application](#)
- [Preschool/Kindergarten Scholarship Application](#)
- School Insurance Form