



East Hartford Public Schools Student Registration Checklist

734 Tolland Street, East Hartford, CT 06108

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The East Hartford Public Schools are committed to ensuring that every child residing within the school district is registered for school, including students who are homeless, have recently immigrated from other countries, and/or speak limited English.

All children over the age of 5 may be registered in school. New students entering East Hartford Public Schools, including those entering kindergarten, must register through the Central Registration Office at 734 Tolland, East Hartford, Connecticut 06108 as soon as possible.

Central Registration office hours are:

Monday -- Friday
8:00 a.m. -- 4:00 p.m.

CENTRAL REGISTRATION IS OPEN ALL YEAR!

To Begin the Registration Process:

Parents or guardians can get information about registration by going online at <http://www.easthartford.org/page.cfm>. You can also go to the Central Registration Office where the staff will be able to assist you with the registration process, including referring you to a translator or health services.

Checklist of Important Documents

1. Documents to confirm residence within the school district (see the Proof of Residence for Registration, reverse side for details), or indicate homeless status.

Note: If you currently reside in someone else's home, you must provide a Certificate of Residency form to confirm you live inside the school district.

2. Record of up-to-date immunizations and a copy of a current physical exam on the Connecticut State Form, or indicate homeless status.

Note: Students entering kindergarten need a physical examination within 12 months before the first day of school. Students entering 7th or 10th grade need a physical exam within the 18 months preceding the first day of school.

Any student new to the State of Connecticut will need a current physical exam.

If you do not have such records, please contact Central Registration so we may help you obtain the records, immunization shots, and/or physical exam.

3. Enrollment Form

Proof of Residence for Registration

If you are unsure whether you have the appropriate documents to register your child for school within the East Hartford Public School District or you need additional information, please contact the Central Registration Office for assistance.

You can demonstrate that you live in the East Hartford Public School District by providing Central Registration with one item from each of the three categories below. **All items must be less than 60 days old and reflect current address.**

Category A	Category B	Category C
<ul style="list-style-type: none"> ➤ Current mortgage statement and/or mortgage coupon book ➤ Copy of current lease signed and dated ➤ Declaration* from landlord affirming tenancy and copy of current rent payment ➤ Section 8 agreement ➤ Copy of property deed. <p style="margin-top: 20px;">*Declarations are available online or from the Central Registration Department of East Hartford Public Schools.</p>	<ul style="list-style-type: none"> ➤ Current utility bill (gas, electric, or propane) or work order showing service address ➤ Phone bill (landline only) ➤ Cable, Satellite Service, or internet provider bill ➤ Water bill <p style="text-align: center; margin-top: 10px;">All items must be <u>less</u> than 60 days old and reflect the current address</p>	<ul style="list-style-type: none"> ➤ A second utility bill ➤ A valid driver's license with current address (no stickers) ➤ Valid Connecticut non-driver's photo-identification with address ➤ Voter registration ➤ Cell phone bill (not older than 60 days) ➤ Property tax bill ➤ Current homeowner's or auto insurance policy face page ➤ Current payroll stub ➤ Current bank or credit card statement ➤ Current letter from a government agency (e.g., military, Social Security) ➤ Change of address card from the post office ➤ Delivery receipt ➤ Storage Bill ➤ Any other form of documentation relevant to demonstrating residence in East Hartford.

Note: We cannot accept self-addressed envelopes, "Shut Off" notices or "junk mail." If you do not have three items from the categories above, we will work with you to find acceptable documents to establish residency.