

Lynn Public Schools Registration Document Checklist

100 Bennett Street, Lynn, MA 01905

Telephone (781) 592-8796

Fax (781) 598-3160

TTY (339) 883-1420



All families registering a new student with the Lynn Public Schools must bring the following required documents to the Parent Information Center as part of their registration process. Applications **cannot** be processed without these documents.

ALL of these:

- Child's original **birth certificate**, or **I-94 form**
- Child's up-to-date **immunization** record and TB Status
- Parent/Guardian's **valid photo identification**

US Passport, US Passport Card, US Military ID, Permanent Resident Card, Border Crossing Card, Drivers License or other state photo identity card issued by the Dept. of Motor Vehicles, Foreign Government Issued Passport, Employment Authorization Card, or Identification Consular Card.

•Any ID not listed must be reviewed and approved.

ONE of these:

Residency documents must be pre-printed with the name and current address of the student's parent/guardian.

- A **utility bill** (not cell phone) dated within the past 60 days
- A **deed or mortgage payment** dated within the past 60 days, or
- A **property tax bill** dated within the last year
- A current lease (1 year minimum term), Section 8 agreement, or residency affidavit
- A **W2 form** dated within the year, or a **payroll stub** dated within the past 60 days
- A **bank or major credit card statement** dated within the past 60 days
- A letter from an **approved government agency*** dated within the past 60 days

***APPROVED GOVERNMENT AGENCIES:** Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security or any communication on a Commonwealth of Massachusetts Letterhead

Official transcripts from previous schools will be requested to include school attendance and discipline. These are also required before incoming students can be registered. If the student has an Individual Education Plan (I.E.P.) it will also be requested, if not brought in by the parent.

Before any student may register for a Lynn Public School, the student's parent/guardian must prove legal, primary residence in the City of Lynn via the residency documents outlined above. These documents together with a photo ID, are also required for any change of address.

Legal guardianship requires additional documentation from a court or agency.

Residency fraud is a violation of Massachusetts state law and is subject to per diem fines for every day that a student attends school outside the district in which s/he legally resides.