

WELCOME TO FAIRFIELD PUBLIC SCHOOLS THE REGISTRATION PROCESS

We are excited to welcome you and your children into our school community and know that the information listed below will be helpful as you begin your journey through our system.



PRE-REGISTER ONLINE: An online pre-registration application **MUST be completed before making an appointment to register.** Visit our website at <https://www.fairfieldschools.org/parents/student-registration> to complete this process. Click on the **Start the Pre-Registration Process** button, and complete **all** of the questions until you **submit** your application. Please use a laptop or desktop (**cell phones cannot be used**). Questions you have pertaining to registration can be answered on the Student Registration webpage, please review prior to calling the office.



APPOINTMENT WITH THE REGISTRAR TO PROVIDE DOCUMENTATION LOCATED AT BOARD OF EDUCATION OFFICE - 501 Kings Highway East, Fairfield, CT 06825 – 2nd Floor, Suite 210. Once you have completed/submitted the online pre-registration application, click on the following link: <https://signup.com/go/nKfgTgk> to schedule an appointment to provide the necessary documents to finalize registration. ***Please type in your child's name, grade, and school in the comments section of this online appointment scheduler. Please do not schedule your appointment until the online pre-registration is submitted. A parent or legal guardian must appear at the appointed date/time to provide the necessary documents to register any minor student (students do not need to be present). Kindly come to your appointment prepared and on time. If you cannot keep your scheduled appointment, click on the above link to cancel, or notify the Registrar at 203-255-8398.*** The following documents will be **REQUIRED** to register your child:

Documentation Required to Complete the Registration Process:

*All originals will be returned to the parent/guardian. If you are missing any of the required documents listed, **your child will not be enrolled at that time, and you will need to return to provide missing documents.***

- ☐ **Student Identification:** Official United States, or translated, long form birth certificate is required (original). If not available, the student's original Passport will be required.
- ☐ **Proof of Residency:** Current mortgage statement, **OR** deed to property, **OR** current lease agreement (*original signed and executed by all parties*) in parent(s)/guardian(s)' name. **Expired leases are not acceptable.**
- ☐ **Proof of Residency:** **Two** current utility bills (within last 2 months) in parent(s)/guardian(s)' name, mailing address, and current date (original) (electric, gas, water, cable – ***please no substitutes***) (*cell phone or other bills, bank or other types of statements are not accepted*). If you have recently moved, letters from utility companies verifying account set-up with your name, new address, and current service start date will be accepted in lieu of bills.
- ☐ **Parent Identification (each of the following is required):**
 - Official current and non-expired photo ID (CT driver's license, state issued ID card, passport)
 - Automobile registration
- ☐ **If applicable,** legal guardianship and/or legal name change document(s).

Please review our Student Registration webpage at <https://www.fairfieldschools.org/parents/student-registration> for additional required forms. If you have a unique residency situation, please review **ALL** of the questions/answers on the Student Registration Webpage to see if one applies to your situation. If you cannot find the answer on this page, contact us at 203-255-8398.



HEALTH FORMS SUBMISSION

During the school year, please call the school your student will attend prior to dropping off your child's health forms. Due to security, if you do not call ahead, you will not be granted access to the building. (*If registering during the summer months, when schools are closed, health forms must be delivered/mailed to - Public Health Nursing Office, 100 Mona Terrace, Fairfield, CT, 06824.

Health Documentation Required for Attendance:

No student will be permitted to enter the Fairfield schools until evidence of adequate immunization is provided. For further information contact the school nurse or the Town of Fairfield Public Health Nursing office at 203-256-3150.

Health Assessment Record (available online at <https://www.fairfieldschools.org/departments/health-services>)

ADDITIONAL INFORMATION IS AVAILABLE ONLINE
<https://www.fairfieldschools.org>