



## **SOMERVILLE PUBLIC SCHOOLS**

### **SCHOOL REGISTRATION INFORMATION Grades PK – 12**

The Somerville Public Schools offers parents/guardians of students in Grades K-8 the option of choosing schools based on their child's needs and values subject to the criteria outlined in the "Controlled Choice" Student Assignment Policy adopted by the Somerville School Committee with the approval of the Massachusetts Department of Education in 1994. Somerville's "Controlled Choice" Student Assignment Policy is designed to accomplish three goals: 1) to offer parents choices of which school their children will attend, 2) to improve balance at all schools so that all population groups have equal and fair access to all schools and programs, and 3) to improve the quality of instruction at each school.

The Somerville Public Schools encourages parents/guardians to visit schools and/or the Parent Information Center (PIC). The PIC will assist in the registration process and in making arrangements for individual school visits if so desired.

#### **DOCUMENTS REQUIRED FOR REGISTRATION**

To register your child, please visit our website [www.somerville.k12.ma.us/district-departments/parent-information-center](http://www.somerville.k12.ma.us/district-departments/parent-information-center). Registration for students entering Pre-School, Kindergarten, and Grades 1-8 for the 2018-2019 School Year will be online, and available as of January 13<sup>th</sup>, 2018.

The following documentation is required for new registration or re-admission:

- Complete online registration (PK through Grade 8)
- Complete Paper Registration Forms for Grades 9-12
- Proof of age (birth certificate or passport)
- Two Current proofs of residency, such as a current utility bill (e.g. gas, electric, cable, or home telephone) **and** a copy of a lease or mortgage payment indicating the parent/guardian's name and address
- Most recent health records or immunizations
- Massachusetts Transfer Card (within state transfers) for grades 1-12
- Official Withdrawal Form (for out of state or private schools) for grades 1-12
- Individual Education Plan, (IEP), if applicable
- English Language Learners school history, if applicable
- Previous school report card, if applicable

**IT'S EXTREMELY IMPORTANT TO PROVIDE ALL REQUIRED INFORMATION SINCE INCOMPLETE REGISTRATION APPLICATIONS WILL NOT BE PROCESSED.**

The PIC staff will be happy to assist any parent/guardian who cannot produce any of the required documents.

## **CONTROLLED CHOICE STUDENT ASSIGNMENT CRITERIA GRADES K-8**

All assignments will be made according to the “Controlled Choice” Student Assignment Policy. According to this policy, children will be assigned in order of the following fairness preferences:

1. Programmatic Priority Placements (for example, special education children are placed into special classes at schools with those respective programs).
2. Sibling Preference Placements
3. Proximity Preference Placements
4. Lottery: If the fairness preferences listed above are not sufficient to determine placement, assignments shall be based on a random lottery.

**Students already enrolled in the Somerville Public Schools who submit a timely school-transfer application will be given priority before other newly enrolling students.** To register, the PIC will accept applications only of students who are actually physically residing in the city.

## **WAITING LISTS**

Every effort will be made to accommodate parents’ preferences within the system of priorities, educational seating capacity, and the district’s fairness guidelines. Parents/Guardians of students who are not assigned to a first choice school may request that their child be placed on a waiting list for that school by completing a “Wait List Request Form” available at the Parent Information Center. The Parent Information Center will inform you when a space becomes available for your child to attend your first choice school. Assignments from the waiting list will be made in accordance to the “Controlled Choice” fairness preferences indicated.

The waiting list for all schools will expire on November 1. Any parent who is still interested in transferring to a first choice school after the expiration date should contact the Parent Information Center. If a parent is dissatisfied with the student assignment and does not wish to continue at that school during the next school year, a request for a transfer can be made by contacting the Parent Information Center in April. No more than one transfer will be allowed during any school year.

## **PHYSICAL EXAMINATION**

A complete physical examination (done within one year) is required of all children new to the Somerville Public School System as well as those children entering kindergarten. Completed physical examination forms should be included with registration. No child will be able to attend school without providing all required medical documentation. Only upon completion of this process will a child be fully registered and allowed to begin school. For more information about immunizations and physical examination requirements, contact the PIC Nurse or Nursing Supervisor at 617-625-6600 x 6967.

## **IMMUNIZATION**

THE STATE LAW CHAPTER 76, SECTION 15, INDICATES THAT NO CHILD SHOULD BE ADMITTED TO SCHOOL UNLESS HE OR SHE HAS BEEN IMMUNIZED AGAINST DIPHTHERIA, TETANUS, PERTUSSIS, MEASLES, MUMPS, RUBELLA, POLIO, AND CHICKEN POX except for documented medical or religious reasons. The medical record must indicate dates of immunizations- month,

day, and year. Department of Public Health regulations effective March 1, 1990, required children to present evidence of having been previously screened for lead poisoning as a condition for entry into kindergarten. Parents should provide documentation from their child's pediatrician. If you need help locating a local provider, please call the PIC Nurse at 617-625-6600 x 6967.

According to rules and regulations by the Massachusetts Department of Public Health, students entering Kindergarten in September 2011 need:

**Students entering Pre-K in September 2018 need:**

- 3 doses of Hepatitis B
- 4 doses of DTaP/DTP
- 3 doses of Polio
- 1 dose of MMR or documentation of immunity by titer or history of the disease
- 1 dose of Varicella, or documentation of immunity by titer or history of the disease
- 1-4 doses of Hib
- A physical exam (school/camp form) within the past 12 months at the time of registration
- Lead test number result
- Documentation by physician of low risk TB assessment or if student is assessed high risk a TB test result

**Students entering Kindergarten in September 2018 need:**

- 3 doses of Hepatitis B
- 5 doses of DTaP/DTP
- 4 doses of Polio
- 2 doses of MMR or documentation of immunity by titer or history of the disease
- 2 doses of Varicella, or documentation of immunity by titer or history of the disease
- A physical exam (school/camp form) within the past 12 months at the time of registration
- Lead test number result
- Documentation by physician of low risk TB assessment or if student is assessed high risk a TB test result

**Students entering grades 1-6 need:**

- 3 doses of Hepatitis B
- At least 4 doses of DTaP/DTP or at least 3 doses of Td
- At least 3 doses of Polio
- 2 doses of MMR or documentation of immunity titer or disease
- 2 doses of Varicella or documentation of immunity by titer or history of disease
- A physical exam (school/camp form) within the past 12 months at the time of registration
- Documentation by physician of low risk TB assessment or if student is assessed as high risk a TB test result

**Students entering grades 7-8 need:**

- 3 doses of Hepatitis B
- At least 4 doses of DTaP/DTP or at least 3 doses of Td **Plus** 1 Tdap/Td booster (Td is required for those who can't have the pertussis component of vaccine)
- At least 3 doses of Polio
- 2 doses of MMR or documentation of immunity by titer or history of disease

- 2 doses of Varicella or documentation of immunity by titer or history of disease
- A physical exam (school/camp form) within the past 12 months at the time of registration
- Documentation by physician of low risk TB assessment or if a child is assessed high risk a TB test result

**Students entering high school, grades 9-12 need:**

- 3 doses Hepatitis B
- 4 doses DTaP/DTP or 3 doses of Td **PLUS** 1 Tdap/Td booster for grades 9-12(Td is required for those who can't have the pertussis component of vaccine
- Minimum of 3 doses Polio
- 2 doses of MMR or documentation of immunity titer or disease
- 2 doses of Varicella or documentation of immunity by titer or history of disease
- A physical exam (school/camp form) within the past 12 months at the time of registration
- Documentation by physician of low risk TB assessment or if a student is high risk a TB test result

**Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year.**