BPS Registration Document Checklist

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

**ALL of these:**
- Child's original birth certificate, I-94 form or passport*
- Child's up-to-date immunization record (see below)
- Parent/Guardian’s photo identification
- Use of Passport requires completion of BPS Parent Affidavit

**TWO of these:**
*Residency documents must be pre-printed with the name and current address of the student’s parent/guardian. Items cannot be from the same bullet
- A utility bill (not water or 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 bank or credit card statement dated within the past 60 days
- A W2 form dated within the year, or a payroll stub dated within the past 60 days
- A letter from an approved government agency* dated within 60 days

* APPROVED GOVERNMENT AGENCIES: Departments of Transitional Assistance, Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), and Social Security. Some communications on Commonwealth of Massachusetts Letterhead may also apply.

**Legal guardianship requires additional documentation from a court or agency.**

All names on required documents must be the same. If different, please provide legal documentation showing the name change.

**TIPS:**
- Deeds may be downloaded from www.suffolkdeeds.com
- BPS Residency Affidavit is available at any Family Resource Center or bostonpublicschools.org/register

For online bill payment, a printout of the statement may also be acceptable if it includes the home address and date.

**BPS RESIDENCY POLICY**

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

This residency policy does not apply to homeless students.

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 s/he legally resides.

**REPORT RESIDENCY FRAUD!**
Call the anonymous Residency Tip Line:
617-635-6775

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**Immunization Requirements:**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>K0/K1 (ages 3-4)</th>
<th>K2 (ages 4-5)</th>
<th>Grades 1-6</th>
<th>Grades 7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>3 doses*</td>
<td>3 doses*</td>
<td>3 doses*</td>
<td>3 doses*</td>
</tr>
<tr>
<td>DTaP/DTP/DT/Dt</td>
<td>≥ 4 doses DTaP/DTP</td>
<td>5 doses DTaP/DTP</td>
<td>≥4 doses DTaP/DTP or ≥3 doses DTP</td>
<td>4 doses DTaP/DTP or ≥3 doses DTP</td>
</tr>
<tr>
<td>Tdap</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 dose</td>
</tr>
<tr>
<td>Polio</td>
<td>3 doses</td>
<td>3-4 doses*</td>
<td>3-4 doses*</td>
<td>3-4 doses*</td>
</tr>
<tr>
<td>Hib</td>
<td>1-4 doses</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MMR</td>
<td>1 dose*</td>
<td>2 doses*</td>
<td>2 doses*</td>
<td>2 doses*</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>1 dose*</td>
<td>2 doses*</td>
<td>2 doses*</td>
<td>2 doses*</td>
</tr>
<tr>
<td>^.^MenACWY (Meningococcal conjugate)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 dose gr 7</td>
</tr>
<tr>
<td>Influenza</td>
<td>1 dose annually**</td>
<td>1 dose annually**</td>
<td>1 dose annually**</td>
<td>1 dose annually**</td>
</tr>
</tbody>
</table>

* or official documentation of disease/immunity
**the seasonal influenza vaccine for the current flu season (July-June) must be received annually for anyone 6 months of age or older by December 31. New students entering between January 1 and March 31 must have received a dose of vaccine for the current flu season for entry.
^the last dose must be on or after the 4th birthday and >6 months after the previous dose, or an additional dose is required
^Meningococcal Conjugate vaccine is required for entry into grade 7 and an additional booster dose on or after age 16.
In addition, we strongly recommend that your child have a Tuberculosis Risk Assessment at the annual physical.
Special Situations. Except in an emergency or epidemic, students may start school if a parent or guardian presents a written statement (1) from a physician that their child has not been immunized for medical reasons, or (2) that the child has not been immunized due to his or her religious beliefs.

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For more information on BPS Registration and Assignment, visit www.bostonpublicschools/register