



Groton-Dunstable Regional School District

344 Main Street · Groton, MA 01450 · (978)448-5505

Enrollment - Parent Checklist

To register a student in the Groton Dunstable Regional School District please complete the forms included in this packet. Paper documentation should be delivered to your child's school.

Schools

Boutwell Early Childhood Center

Florence Roche Elementary School, Groton

Swallow Union Elementary School, Dunstable

Groton-Dunstable Regional Middle School

Groton-Dunstable Regional High School

Grades

Pre K

K-4

K-4

5-8

9-12

Phone

978-448-2297

978-448-6665

978-649-7281

978-448-6155 (*North Office*)

978-448-6362 (*Guidance*)

Required for Registration

- Returning Students:** Contact the school directly to have your child(ren) re-enrolled.
- New Students: Complete New Student Enrollment at <http://gdrsd.org/about-us/student-registration/>
- Copy of Birth Certificate
 - Proof of custody may be required if the person registering a student is not the person whose name is on the child's birth certificate.
- Copy of IEP and/or 504
- Medical Records
 - Immunization records with dates of all immunizations
 - Proof of physical exam within one year of starting date, or an appointment for a physical if the child has not had a physical within the last year.
 - [Completed Student Medical History Form](#)
- [Consent for Release of School Records](#) (if applicable)
- Review Schools' Handbook(s) which include Appendixes A. Student Conduct and Behavior, B. Empowered Use Policy and C. Access to Digital Resources.
- [Home Language Survey](#)
- Proof of residency in the town of Groton or Dunstable
 - Documents from each group below must be provided before any student is enrolled. Any parent or legal guardian unable to provide such documents should contact your child's office.
- Students enrolling at the High School should contact the school to set up an appointment with a guidance counselor for a consultation and school visit. Guidance counselors are not available in the summer, but will be available the week prior to the opening of school for new student registrations.

Group 1

Proof of Ownership

- Record of recent mortgage bill payment and/or property tax bill
- Fully signed and executed Bill of Sale (must be executed by both parties)
- Copy of Lease and record of recent rental payment
- [A signed Statement/Affidavit of Residence](#) (must be notarized) and record of recent rental payment
- Section 8 Agreement

Group 2

Proof of Occupancy

- Gas/Oil bill
- Electric bill
- Home telephone bill (not cell phone bill)
- Cable bill
- Water/sewer bill

Note: Bill must be dated within the past 45 days and the name of parent/guardian and the Groton or Dunstable address must be stated.

Group 3

Proof of Identity

- Valid Driver's License
- Valid MA Photo ID Card
- Valid Passport
- Other Government issued photo ID

Optional for Registration

- [CORI Form](#) – Required for all school volunteers and field trip chaperones (highly recommended)
- [Free and Reduced Lunch Application](#)
- [Preschool/Kindergarten Scholarship Application](#)
- School Insurance Form (Request from School Office)