INCOMING STUDENT REGISTRATION REQUIREMENTS

1. **Proof of Residency**
   
a. Parents must provide **two** of the following: current rent receipt, current utility bill, current insurance bill, current Salem property tax bill, current lease/rental agreement, or current purchase and sales agreement. *Please note: Automobile registration and driver's license are not accepted as proof of residency.*
   
b. If you are living with a family residing in Salem, a member of the resident's family will need to accompany you to our office when you register your child. This individual will need to bring one proof of residency with his or her proper name and address, a photo I.D., and will need to complete a **Declaration of Residency** form stating that you and your family (with names, dates of birth, and grades of children) are living at that Salem residence. This document will be notarized in our office and will serve as **one** proof of residency. You must bring a photo I.D. You will then have 30 days to provide a second proof of residency showing your name and this address. Without this second proof of residency, your child will not be allowed to attend school until you provide the school district with this documentation.

2. **Birth Certificate** - Please bring a birth certificate or baptismal certificate. We will photocopy it for our files.

3. **Immunization Records** - If you do not have an immunization record for us to photocopy, please obtain a copy of these records from your child’s physician or from their previous school. The State Department of Education mandates that your child will not be allowed entrance into school until valid immunizations are obtained by the School District. (RSA 141-C:20). (See reverse side for Immunization Requirements).

4. **Physical Examination Requirements** - If your child has had a physical exam within one year of starting school, that exam will be valid for entering school. A physical examination form signed by a physician will be proof for this requirement. If your child has not had a physical exam, you must make an appointment as soon as possible. Your appointment will have to be confirmed by a phone call to the physician and our physical exam form must be completed and signed by the physician. Your child will be allowed to enter school provided we can confirm the appointment and all immunizations are up-to-date.

5. **First Time Public School Entry** - If your child is enrolling in a public school for the **first** time, regardless of grade, you must present evidence of your child having had a physical examination within the past twelve months or schedule an exam as soon as possible. Proof of required immunizations must be presented prior to entering school.

6. **Custody/Restraining Orders** - It has become necessary for the Salem School District to address the legal issue of custodial rights, restraining orders, etc. In order to preserve the safety of all students, a photocopy of the legal physical custody of such students must be placed in their file. Please be advised that unless our office is in possession of legal documentation prohibiting access to the student, we will release your child to either natural parent or to anyone else that you give written permission to. If there is a restraining order or limited access rights against either parent, it is the responsibility of the custodial parent to supply our office with a copy of legal documentation stating this. That documentation will be placed on file until further notification from the custodial parent. This needs to be updated yearly.

(Revised 1/14)