

Medway Public Schools  
Medway, MA  
**Office of the Superintendent**  
**ADMINISTRATIVE REGULATION**

**Student Admission**

In accordance with the school committee policy on School Admissions (Policy #12), this administrative regulation clarifies required registration documents, acceptable forms of proof of residency and addresses unusual residency circumstances.

Required Registration Documents:

- 1) Valid Birth Certificate
- 2) Valid Health Records
  - Official immunization record
    - Please note that the school nurse needs to review the health record for current immunization status before the student may start school.
  - Copy of last physical
- 3) Proof of residency
  - The ***only acceptable*** forms of proof of residency are:
    - **Signed Purchase and Sale Agreement**
      - Occupancy must take place within sixty (60) days
    - OR**
    - **Current Utility Bill dated for service (gas, electric, telephone, cell phone, cable)**
    - OR**
    - **Current Tax Bill**
  - The above forms must show the parent's/guardian's name and Medway address.
  - If there is a question recording residency, the school resource officer will be dispatched to verify residency.
- 4) Previous school records
- 5) If the person registering the student is not the parent, legal court documentation of guardianship must be provided.

## Foreign Students

- 1) If a foreign visitor student is living with a family member in Medway without his/her parents, that Medway family member must provide the following:
  - a) Proof of citizenship or valid visa verifying legal status as a foreign visitor.
  - b) Legal guardianship of foreign visitor to Medway family member
  - c) Valid health records of foreign visitor
  - d) A notarized statement from Medway family member that foreign family visitor is residing with family in Medway

**Note: All documents must be translated into English.**

- 2) A specified tuition fee, payable to the Town of Medway, may be required under Massachusetts General Law, Chapter 76, Section 6.

**Foreign exchange students** will be handled through the superintendent's office in accordance with school committee policy. (In addition, see Administrative Regulation on Foreign Exchange Students.)

A student will not be denied enrollment in Medway Public Schools based upon lack of documentation at the time of registration. However, If the parent/guardian is not able to provide appropriate documentation within sixty (60) days from enrollment, the student may be unenrolled.

Failure to comply with any of the enrollment requirements may prohibit any student from attending Medway Public Schools.

Authorized by:

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Judith A. Evans, Ed.D.  
Superintendent of Schools

Dated: **July 2009**