



Bethel Public Schools New Student Registration

Welcome to Bethel Public Schools. Listed below is some helpful information to help you register your child.

This process must be completed by the child’s parent or legal guardian.

When all of the paperwork is submitted, the placement process typically takes approximately 24-48 hours. Once the steps are complete, your child will be able to begin at his or her new school.

Connecticut state law (C.G.A Sec. 10-184) requires that to attend a school in a district, the child must reside in that district. Reside means where the child physically lives. There are some common misperceptions regarding residency:

- **Applicant Owns Property in Bethel but Resides in Another Community:** Many people assume that if you own property in a community, but live or reside in another community that you have the authority to send your child based on choice. This is not accurate. The child must physically reside in Bethel for them to attend school in the Bethel Public Schools.
- **Shared Custody in Which a Family Lives in Bethel and Another Community:** If parents have shared custody of a child and one of the parents live in Bethel, the child may attend our schools if they reside more than 50% of the time in Bethel. If the custody agreement is 50/50, the parent may choose which district to send their child.

The Connecticut State Department of Education sets guidelines to establish residency. Those guidelines can be viewed at portal.ct.gov.

Questions	Answers
<p>How do I register my child to attend school in Bethel?</p>	<p>The registration process will begin by completing the online registration form.</p> <p>Step 1 To access the site, go to our website, www.bethel.k12.ct.us and click on the “Registration” link in the center of the page (in a maroon circle). Click on the link BPS Pre-Registration Form K-12. There you will begin the online process to formally register your child.</p> <p>Step 2 Once the online registration is complete (Parent Portal account created & online enrollment forms filled out), you will call Mrs. McCollam, the district registrar at (203) 830-7355 or email at mccollaml@bethel.k12.ct.us to schedule a registration appointment at Bethel Board of Education Central Office.</p> <ul style="list-style-type: none"> • No registration appointments will be made until online registration is complete. • No walk-in registrations will be accepted.

What do I need to bring to my registration appointment?

Please Note:

If you do not have all of the required paperwork at the time of your appointment, you will need to return at a later date/time with the rest of the documentation to complete this step of your registration process.

Once all required documentation has been turned in, the school nurse will review and sign off on the health forms and move the students to the final step in the registration process

When all of the paperwork is submitted, the placement process typically takes 24-48 hours. Once all of the steps are complete, your child will be able to begin at his or her new school.

To register your child for school, you will need several documents. These include:

1. Child's original birth certificate with a raised seal AND a copy.
2. Proof that the adult registering the child is the parent or legal guardian (name on birth certificate matches the parent's picture ID or court documents of legal custody if divorced or separated).
3. Proof of residency: **MUST** supply the following:
 - **Home Owner** - Real Estate Tax Bill, Copy of Property Deed, Current Mortgage Statement, or Settlement Statement (new home-owners only) **AND** one current (1) utility bill (cable, electric, gas, telephone or cell phone showing the name and address)
 - **Rent/Lease** -
 - **SIGNED Lease or Rental Agreement.** Lease agreement must be unexpired and signed by lessor/lessee and dated. Landlord contact information must be provided **AND** two (2) current utility bills (see above) showing your name and address.
 - **Notarized Landlord Affidavit Form** must be provided if there is no lease and you are renting month to month/weekly or your lease is expired. Landlord contact information must be provided **AND** two (2) current utility bills (see above) showing your name and address.
 - **Section 8 Agreement** with dates of tenancy **AND** two (2) current utility bills (see above) showing your name and address.
 - **You must provide** the name and phone number for the landlord/property owner at the address you are renting from. This will be used to verbally confirm residency at this address.
 - **If you do not own or rent but are living with a Bethel resident-** two (2) notarized affidavits, Resident Parent/Legal Guardian & Residency Affidavit Forms (these forms are on school website). These affidavits must be accompanied by two (2) current utility bills (see above) with your name and the address on them. Additionally, one (1) current utility bill and tax bill from the Bethel property owner must also be presented with the owner's name and the address.

If you live in a household where all utilities are in someone else's name or utilities are included as part of your rental agreement, please **choose (2) two** of the acceptable residency documents that display your **Bethel address**: Valid driver's license or valid CT DMV photo identification (stickers not allowed); valid automobile registration; current homeowners insurance or automobile insurance; current payroll stub; current bank or credit card statement; current letters from governmental agencies; or current court documents. Submission of a utility bill may still be required to prove that the residence is occupied.

4. Student meets Requirements for Homeless or Unaccompanied Youth Status (Liaison to be contacted: Dr. Christine Sipala, 203-794-8616 or sipalac@bethel.k12.ct.us).

	<p>5. Health Physical Form with current physical and immunizations for K-12 filled out and signed by your physician.</p> <p>6. Request for School Records Form can be found on our website.</p> <p>NOTE: Motor vehicle tax bills and water/sewer bills are not acceptable for proof of residency.</p>
When will I find out what school my child has been assigned to?	School placements will not be made until all documentation has been provided to the registrar and the student has been cleared medically by the school nurse.
How soon can my child start school?	Once the child has been cleared by BOTH the registrar and the school nurse, the school will then call the parent/legal guardian with further information and the start date for the child. Parents/legal guardians are asked to not go to the schools until they are called.

Once again, we welcome you to our district and look forward to partnering with you in your child's education.