

**YOUR NEW SCHOOL****Richard D. Hubbard Elementary**

139 Grove Street  
East Berlin, CT 06023

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**Berlin Public Schools Open Choice Registration Checklist for Parents/Guardians**

- ☐ Complete the Berlin Public Schools online registration form. Go to the website at **berlinschools.org**, hover over District on the red ribbon at the top of the page, a drop-down will appear, click on Registration & Residency. On the Residency & Registration page, click on PUBLIC SCHOOL REGISTRATION and **click the registration link for the school year that your child will be entering Berlin Public Schools**. For technical problems, call (860) 828-6577 x3102.
- ☐ Once you receive confirmation that your form has been submitted, **call (860) 828-6581 and ask to make an appointment** to complete the registration process. Your appointment will take place at the Berlin Board of Education Central Office which is located at **238 Kensington Road**, Berlin, CT 06037. When facing the front of the Berlin Town Hall building, the office is in the left, rear of the building. **Please note that an appointment is required to complete the registration process.**
- ☐ **Be sure to bring all of your documentation otherwise a new appointment will be needed.**
- ☐ Gather the following items to bring to your registration appointment (**Proof of residency items must be less than 60 days old**):
  - ☐ **Original long-form birth certificate with parents' names listed** (*For guardians registering students, also bring court documents establishing guardianship*)
  - ☐ Photo ID for parent/guardian
  - ☐ **Category A residency item** (*see table*) – If you do not have a lease or mortgage in your own name, you must also submit a Residency Affidavit Packet for the superintendent's approval. Please call (860) 828-6581 for information on obtaining the affidavit packet.
  - ☐ Affidavit Packet (*if applicable*)
  - ☐ **One category B** residency item OR **two category C** residency items (*see table*)
  - ☐ Transfer of Student Records Request Form (*if applicable*)
  - ☐ CT Health Assessment Record (*must be on file before student can start school*)
  - ☐ Medication Authorization Form (*if applicable*)
  - ☐ Acetaminophen or Ibuprofen Permission Form (*if applicable – age 12 and over only*)

## HARTFORD REGION OPEN CHOICE PROGRAM

- ☐ Free & Reduced Lunch Application (*if applicable*)
- ☐ Custody paperwork (*if applicable*)
- ☐ Student records such as IEP, 504, etc. (*if applicable*)
- ☐ Complete the Open Choice Online Registration Forms (*If not already completed*) - Please use the "snapcode" link provided by Open Choice to complete their online registration forms.

**PLEASE NOTE: Your child's registration process is not complete until both the Open Choice and Berlin Board of Education registration requirements have been completed. All requirements must be fulfilled by the registration deadline in order for your child to be eligible to attend Berlin Public Schools.**

CATEGORY A	CATEGORY B	CATEGORY C
<ul style="list-style-type: none"> <li>Current Mortgage statement</li> <li>Copy of property deed if no mortgage statement is available</li> <li>Settlement Statement or Closing Disclosure (new homeowners only)</li> <li>Lease – must be unexpired, signed by lessor/lessee, dated and landlord contact information must be provided.</li> <li>Notarized Landlord Residency Affidavit Form with landlord contact information if no lease exists, if lease is expired, or if lease is weekly or month to month</li> <li>Section 8 agreement with dates of tenancy</li> </ul>	<ul style="list-style-type: none"> <li>Current utility bill statement - complete bill required, not just payment stub.</li> <li>Utility work order showing service address for new homeowners Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</li> </ul> <p><i>Cell phone bills and shut off notices are not acceptable.</i></p>	<ul style="list-style-type: none"> <li>Valid driver's license (stickers not allowed).</li> <li>Valid CT DMV non-driver's photo identification with current address.</li> <li>Valid automobile registration.</li> <li>Voter registration.</li> <li>Current auto or homeowner's insurance declaration page.</li> <li>Current payroll stub.</li> <li>Bank or credit card statement.</li> <li>Court document.</li> <li>Letter from any government agency.</li> </ul> <p><b>With Hartford address and dated for the most current tax year:</b></p> <ul style="list-style-type: none"> <li>W-2 form</li> <li>Auto or property tax bill</li> </ul>

**For frequently asked questions, please refer to the Registration & Residency section of our website.  
For any additional registration questions, please call 860-828-6581.**