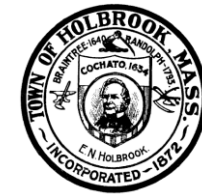


New Student Enrollment Information

*Welcome to the
Holbrook Public Schools!*



In order to attend the Holbrook Public Schools, a student must actually reside in the Town of Holbrook. Before any student is enrolled in the Holbrook Public Schools, his/her parent(s) or guardian(s) must provide three proofs of residency in the Town of Holbrook. The same current Holbrook residential street must be present on all three documents as evidence of residency.

Our Mission is to nurture and challenge students to become independent thinkers, lifelong learners, and socially responsible citizens.

Any family and/or student suspected of living outside of Holbrook while attending the Holbrook Public Schools shall be subject to investigation.

Any student found to be in violation of this policy shall be withdrawn immediately from the Holbrook Public Schools.

The Holbrook Public Schools reserves the right to impose additional penalties on families in violation of this policy including charging a full year's tuition for EACH student who has violated this policy.

Julie S. Hamilton

Superintendent of Schools
245 S. Franklin Street
Holbrook, MA 02343

(781) 767-1226
www.holbrook.k12.ma.us

If you need this document translated, please contact the Central Office at (781) 767-1226.

Si usted necesita este documento traducido, notifica por favor la Oficina Central llamando (781) 767-1226.

Si vous avez besoin de ce document traduit, s'il vous plaît notifier le Bureau Central en appelant (781) 767-1226.



If you are homeless and need assistance with enrollment, contact the Homeless Coordinator for the Holbrook Public Schools:

Kathleen Turner
kturner@holbrook.k12.ma.us
(781) 767-1226.

Enrollment Procedures

STEP I: RESIDENCY

All applicants must submit at least **one** document from each of the following categories and the same current Holbrook residential street must be present on all three documents as evidence of residency:

Column A:

- ❖ Copy of deed or record of **most recent** mortgage payment
- ❖ Copy of lease (including EBHA and HUD leases) OR record of **most recent** rent payments
- ❖ Section 8 agreement
- ❖ Purchase and Sale agreement OR insurance binder

Column B:

- ❖ A utility bill OR utility work order **dated within the past 60 days** including:
 - Gas bill, oil bill, electric bill, home telephone bill (landline only), cable bill

Column C:

- ❖ Valid driver's license
- ❖ Valid Massachusetts Photo ID Card
- ❖ Valid Passport
- ❖ W-2 Form, Excise Tax Bill, or Property Bill **Dated within 1 year**
- ❖ Letter from approved government agency **dated within past 60 days**
- ❖ Payroll Stub
- ❖ Bank Statement

* The person whose name is on the lease or mortgage is the individual whose signature needs to be notarized on the Holbrook Public Schools Residency Statement

STEP II: TRANSFER RECORDS

Contact the last school district that your child attended and request that all school records be sent to the Holbrook Public Schools.

Records should be sent to the school that your child will be attending.

John F. Kennedy Elementary School (Pre K - Grade 5)

Mallory Stevens, Principal
245 South Franklin Street
Holbrook, MA 02343

Main Office: (781) 767-4600
Fax: (781) 767-7273
School Hours: 8:30 am – 3:00 pm

Holbrook Middle-High School (Grades 6-12)

Principal: Laura Stevenson
245 S. Franklin Street
Holbrook, MA 02343

Main Office: (781) 767-4616
Guidance: (781) 767-4679
Fax: (781) 767-2697
School Hours: 7:40 am – 2:10 pm



STEP III: STUDENT REGISTRATION

Upon completion of the residency requirement the parent, guardian or student 18 years or older will be contacted by the school secretary to complete the registration forms and provide the required documents as listed below.

This step must be completed before the student can begin school.

- ❖ Birth Certificate
- ❖ Up-to-Date Immunizations
- ❖ Transfer Card (if coming from a public school in Massachusetts or
- ❖ Last report card (if coming from a private school or out of state)
- ❖ IEP (if applicable)
- ❖ Physical within last year