

FAIRFIELD PUBLIC SCHOOLS
GUIDELINES FOR REGISTRATION

ALL REGISTRATIONS OCCUR AT THE BOARD OF EDUCATION OFFICES
501 KINGS HIGHWAY EAST
2ND FLOOR

An on-line registration MUST be completed before making an appointment to register. Your appointment will be cancelled if the on-line registration is not completed within 24 hours of your scheduled appointment.

Please visit our website at www.fairfieldschools.org to complete this process.
If you need computer access, computers are available at any Fairfield Public Library.

Once you have completed the on-line registration form and submitted it, please call **203-255-8398** and schedule an appointment to finalize the registration.

A parent or legal guardian must appear to register any minor student. The parent or legal guardian will be required to provide personal identification. The following documents will be required to register your child:

- Official **original** Birth or Hospital Certificate is required. If not available, a Passport will be required.
- Proof of Residency - mortgage statement or deed to property or current lease agreement (**original signed and executed by all parties**).
- One **current** utility bill showing mailing address.
- Parent's valid driver's license or passport (**no copy accepted**).
- Automobile registration certificate (**no copy accepted**), and
- If applicable, legal guardianship document(s).

<p>Please note: If you are missing any of the required document(s) listed above, your child will not be enrolled and a new appointment will be scheduled to complete the registration.</p>
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Following the registration at the Board of Education offices, you will be directed to the school(s) for class enrollment. When enrolling at the assigned school, you will need the following:

- Proof of Immunization and copy of last physical exam or Health Assessment Record.
- Records and verification from former school.



Please be considerate to other families and come to your appointment prepared and on time.

