

Welcome to Fairfield Public Schools!

We are excited to welcome you and your children into our school community and know that the information listed below will be helpful as you begin your journey through our system.

The Registration Process



1. REGISTER ONLINE

An on-line registration **MUST** be completed before making an appointment to register. Visit our website at fairfieldschools.org/parent-resources/registration/ to complete this process. If you need computer access, computers are available at both Fairfield Public Libraries.



2. APPOINTMENT WITH DOCUMENTATION AT BOARD OF EDUCATION OFFICE

Located at 501 Kings Highway East, Fairfield, CT 06825 – 2nd Floor

Once you have completed the on-line registration form and submitted it, call 203-255-8398 to schedule an appointment to finalize the registration. *Your appointment will be cancelled if the on-line registration is not completed within 24 hours of your scheduled appointment.* A parent or legal guardian must appear to register any minor student. (Students do not need to be present for the registration appointment). The following documents will be **required** to register your child:

Documentation Required to Complete the Registration Process:

All originals will be returned to the parent/guardian. If you are missing any of the required documents listed, your child will not be enrolled and another appointment will be required to complete the registration.

- Student Identification: Official United States, or translated, long form birth certificate is required.
If not available, the student's Passport will be required.
- Proof of Residency: mortgage statement OR deed to property OR current lease agreement (*original signed and executed by all parties*)
- Proof of Residency: **Two** current utility bills showing mailing address (original)
(*cell phone bills are not accepted*)
- Parent Identification (each of the following is required):
 - Official Current and Non-expired Photo ID (CT Driver's license, State issued ID card, Passport)
An automobile insurance card with a Fairfield address is also required if the photo ID does not contain a Fairfield address.
 - Automobile registration
- If applicable*, legal guardianship document(s).

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

If you cannot keep your scheduled appointment, please notify the Registrar at 203-255-8398.

Late arrivals and no-shows will be rescheduled at the Registrar's convenience.



3. APPOINTMENT WITH SCHOOL NURSE TO REVIEW HEALTH INFORMATION

Please call* the school your student will attend (identified during Step 2) prior to dropping off your child's health forms. Due to security, if you do not call ahead, you will not be granted access to the building. (**If registering after June 13th, when schools are closed, health forms must be delivered to the Public Health Nursing Office, 100 Mona Terrace, Fairfield, CT 06824*)

Health Documentation Required for Attendance:

No student will be permitted to enter the Fairfield schools until evidence of adequate immunization is provided. For further information contact the school nurse or the Town of Fairfield Public Health Nursing office at 203-256-3150.

- Health Assessment Record (available online at fairfieldschools.org/parent-resources)
- Immunization Notification Form (available online at fairfieldschools.org/parent-resources)

ADDITIONAL INFORMATION IS AVAILABLE ONLINE

fairfieldschools.org/parent-resources