

# PRE-REGISTRATION - FAQs

## ***What is pre-registration?***

Pre-registration is an online service where you can fill out and electronically submit all the necessary information required to enroll your child in Kindergarten/Grade 1.

## ***Why should I pre-register?***

Pre-registering your child will:

### Kindergarten

- Allow you to fill out the registration form at your leisure
- Expedite you through the line when you attend a registration session to submit your registration fee and other required paperwork

### Grade 1

- Allow you to fill out the registration form at your leisure
- Be the **only** action required if your child attends Melrose Public Schools for Kindergarten
- Expedite you through the line when you attend a registration session to submit your required paperwork if your child is new to Melrose Public Schools for Grade 1

## ***When can I pre-register?***

Pre-registration will begin at 9:00 a.m. on Friday, January 29<sup>th</sup> and close at 11:00 p.m. on Sunday, February 7<sup>th</sup>.

## ***What if I cannot or choose not to take advantage of online pre-registration?***

Not a problem. Simply use a paper copy of the registration form and attend a registration session with all the other required documents.

## ***Where do I access the required forms?***

Log onto [www.melroseschools.com](http://www.melroseschools.com), click on "Student Registration" (tool bar on left) to select either Kindergarten or Grade 1 registration information. There you will find a pre-registration form, which you can complete and submit electronically.

Upon submission of the completed form, you will be able to print a copy for your records and you will automatically receive a separate email confirmation of the information you provided.

## ***What if I do not have access to the internet?***

Paper copies of registration information will be available at the *K and Grade 1 Information Night*, after January 20<sup>th</sup> at the *Elementary Schools*, at the *Parent Information Center* located at Central Administration, the *Early Childhood Center* at the Franklin School, the *Melrose Public Library* and our website - [www.melroseschools.com](http://www.melroseschools.com). Please call 781-662-2000 and press 1 for additional information.

## ***Will I have to attend a registration session?***

### Kindergarten

All Kindergarten parents must attend a registration session to provide proof of residency – *tax or utility bill preferred*, birth certificate, and record of immunizations or a copy of student's last physical exam. In addition, all full-day families must provide the \$25.00 non-refundable registration fee required for full-day K.

### Grade 1

Parents of students currently attending Kindergarten in Melrose Public Schools who choose to use the Grade 1 pre-registration form to make their 3 choice selections for Grade 1 are **NOT** required to attend a registration session. Parents must attend a registration session **ONLY** if you do not use our on-line pre-registration system.

Parents of students who are **NEW** to Melrose for Grade 1 are encouraged to pre-register, however, they **MUST** attend a registration session to provide proof of residency, birth certificate and transfer form.