



Office of Special Education

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155 Merrimack Street

Lowell, Massachusetts 01852 978-674-4322 www.lowell.k12.ma.us/specialeducation

Dear Families of Students in CSA & LEAP,

Children turning 5 years old on or before September 1, 2024 are eligible to register for kindergarten. **Please note, even if your child is currently enrolled in a LPS PK program, you still need to register for Kindergarten; this includes students in substantially separate programs such as CSA and LEAP.**

The registration process is noted below. Rest assured, your child will continue to be provided with services and/or programming outlined on his/her IEP in the fall. Just as there were for PK, there are designated schools that offer CSA and LEAP classrooms. There are a variety of factors that impact placement for Kindergarten in a substantially separate program. These include, but are not limited to: address, availability, individual student needs, peer grouping, etc. Once the registration process is complete, the Family Resource Center will work with the Special Education Department to place your child in the appropriate school to receive his/her services.

Registration Process:

- The registration period is now open
- Registrations are processed Monday through Friday 8:00am to 4:00pm, however registrations can be submitted online at any time.

The following documents are needed to register:

- Child's birth certificate
- Child's immunization records
- Photo ID of parent/guardian registering the child
- Proof of residency (copy of current utility bill, lease, or mortgage that is dated within the last thirty days)
 - If you are living with a Lowell resident, you may need to complete a third party affidavit. Please have a conversation with us if you are unable to produce sufficient documentation or if your housing is insecure. We abide by the McKinney-Vento Homeless Assistance Act. Please use this link for more [information on third party affidavits and McKinney-Vento](#).

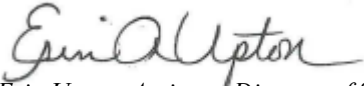
There are three ways to submit the online registration form:

1. **Registration via Computer:** [Clicking on this link will take you to the Aspen registration portal](#). You will need to create an account with Aspen before entering your child's information. [For help with creating an account, click here](#). **Please note that registration is only compatible with a desktop or laptop computer and not available for a smartphone or tablet at this time.**
2. **Registration In-Person:** Come to the Family Resource Center, located at 151 Merrimack Street, to use a computer and fill out the form. The Family Resource Center is open Monday through Friday from 8am until 4pm each day. Please note that the latest a walk-in registration can be started is 3:15pm.

3. **Schedule an Appointment:** You can schedule an appointment with a staff member that will assist you with your registration form. For this option, please call 978-674-4321 or email familyresourcecenter@lowell.k12.ma.us.

Families can also call 978-674-4321 to discuss any need for support or accommodations.

Once you fill out the registration form, you will receive a follow-up email from the Family Resource Center informing you of the status of your registration.



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*Spanish and Portuguese versions of this letter available

*Khmer oral translation/support at 978-674-4322, ask for Sarin Kim