



LOWELL SCHOOL DEPARTMENT

Family Resource Center
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Welcome to the Lowell Public Schools!

Here is a checklist of the documents we require to enroll a student:

- ✓ **Birth certificate**—if it is not in English, please have it translated
- ✓ **Health/Immunization records**
These records should be from a doctor's office and includes the child's last physical. If these records are not in English, please have them translated.
- ✓ **Parent/Guardian photo id**
- ✓ **Legal custody paperwork from the court (if applicable)**
- ✓ **Proof of address—you must be a resident of Lowell to register in the Lowell Public Schools**

Please bring in one of the following (no older than 30 days and in the parent/guardian's name):

1. Home purchase of sale
2. Signed/current lease
3. Utility bill—electric, gas, cable, or telephone (not cell phone—landline)

If you do not have proof of residency, and are living with a Lowell resident, you will need to do the following:

Third Party Affidavit

If you are living with a Lowell resident, you will need to complete a third party affidavit. Both of you (child's parent/guardian and the Lowell resident with whom you are living) must fill out the form and have it notarized. After having it notarized, both parties return to the Family Resource with the form. The Lowell resident will need to have a photo id and a current utility bill.

- ✓ **Transfer slip from previous school**
- ✓ **Special Education paperwork (IEP) if applicable**

