



# NORTH ANDOVER HIGH SCHOOL

GUIDANCE DEPARTMENT

430 Osgood Street

North Andover, MA 01845

Tel - 978-794-2090; Fax - 978-794-2097

## NAHS PARENT/GUARDIAN PROCEDURES TO REGISTER STUDENTS FOR GRADES 10, 11, 12

1. **Go online** to register a new or returning student on the North Andover Public Schools website at:

<https://northandover.formstack.com/forms/registration>

2. **You must establish Proof of Residency & Occupancy in North Andover - See attached Residency/Occupancy Documentation Checklist for specific requirements.**

3. **You must provide the following documents:**

- A copy of the student's birth certificate (in English)**
- A copy of the student's health records including immunizations (in English)**
- BEFORE a student can meet with their guidance counselor to select classes, the following documents must be provided by the parent or previous school:**
  - An up-to-date copy of student's transcript and current grades**
  - A copy of student's full year course schedule from previous school if available**
- Is the student currently on an IEP or 504 plan? Yes \_\_\_\_ No \_\_\_\_**
- If you answered yes to the above question, would you like the student to receive similar services at North Andover High School? Yes \_\_\_\_ No \_\_\_\_**
- If you answered yes to the above question, we will need a copy of the IEP or 504 plan, as well as a copy of the neuropsychological testing in support of the plan.**

4. **You must complete and return the following forms:**

- NAHS Records Release Request Form**
- MIAA Transfer Rule - Short Form** (for students who want to play a sport at NAHS)
- Home Language Survey** (only if other than English)

**Go to:** <http://www.doe.mass.edu/ell/hlsurvey/>

Once you have completed these steps, contact **Debbie Conti in the NAHS Guidance Office** to arrange a time to come in and complete the registration process. She can be reached by phone at **978-794-2090 x1** or by email at [contid@nak12.com](mailto:contid@nak12.com).

Rev. 1/24/19

<b>RESIDENCY/OCCUPANCY DOCUMENTATION CHECKLIST</b> (Copies should be made in advance as these will be kept by the District)		✓
<b>Parents/ Guardians Photo ID</b> <b>1</b> document required	Valid MA license or ID, Passport, Military ID or Other government issued photo ID	<input type="checkbox"/>
<b>Evidence of Residency</b> <b>2</b> documents required <ul style="list-style-type: none"> <li>• signed affidavit</li> <li>• one item from the list</li> </ul>	<u>Signed affidavit of residency</u>	<input type="checkbox"/>
	<b>One</b> item from the following list: <ul style="list-style-type: none"> <li>• A record of the most recent mortgage payment and/or real estate tax bill</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• A copy of a real estate settlement statement and a record of the most recent payment</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• A copy of an executed purchase and sales agreement with a closing date and mortgage statement. The closing date and move in date must be within two weeks of registration</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• A copy of current lease <b>or</b> a signed and notarized <u>Landlord Living Agreement</u>. The document must include the names of the children and be signed by both parties</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• A copy of a HUD lease or other public housing lease and a record of the most recent payment. The names of the children must be listed on the lease document and be signed by both parties</li> </ul>	<input type="checkbox"/>
<b>Evidence of Occupancy</b> <b>2</b> documents required <ul style="list-style-type: none"> <li>• the two documents <b>cannot</b> be from the same category</li> </ul>	<b>Category 1</b>	
	Copy of gas/oil bill <u>or</u>	<input type="checkbox"/>
	Copy of electric bill <u>or</u>	<input type="checkbox"/>
	Copy of cable bill <u>or</u>	<input type="checkbox"/>
	A statement or service or work order showing the service address and connection date	<input type="checkbox"/>
	<b>Category 2</b>	
	A copy of a homeowner's or rental insurance bill. The bill must be dated within the past 45 days and the name and address must be stated on the bill	<input type="checkbox"/>
	<b>Category 3</b>	
	A copy of an excise tax bill with corresponding car registration	<input type="checkbox"/>
<b>Total documents</b>		<b>5</b>

**THE PUBLIC SCHOOLS OF NORTH ANDOVER**  
**AFFIDAVIT OF RESIDENCY UPON ENROLLMENT**

I/we, the parent(s) or legal guardian(s) of \_\_\_\_\_,  
Student's Full Name

hereby certify as follows:

1. I/we wish to enroll the above named student in the Public Schools of North Andover. I/we understand that pursuant to Massachusetts' law and the North Andover School Committee policy, only students who actually reside in the Town of North Andover may attend the Public Schools of North Andover, unless a policy exception applies. I/we hereby acknowledge that no such policy exception applies to the above student.
2. I/we hereby certify that effective as of \_\_\_\_\_, 20\_\_\_\_, the above student is/will be residing with me/us at the following address in North Andover, Massachusetts:

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. I/we further acknowledge that I/we are required to notify the Principal of the above student's school in writing of any change in said student's address within five (5) calendar days of such change of address.
4. I/we understand that this affidavit will be relied upon by the North Andover Public Schools for the purpose of determining the above student's eligibility to attend the North Andover Public Schools on the basis of residency. If said student is enrolled in the North Andover Public Schools based upon the information contained in this affidavit and it is subsequently determined that the student does not actually reside in North Andover, I/we understand that the student's enrollment in the North Andover Public Schools will be promptly terminated and I/we will be jointly and severally liable to the North Andover Public Schools for the student's tuition for the full academic year.
5. I/we further certify that I am/we are the parent(s) or legal guardian(s), of the above student.

Signed under the pain and penalties of perjury on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
Student's Parent

\_\_\_\_\_  
Student's Parent

\_\_\_\_\_  
Student's Legal Guardian

## North Andover School Residency Policy

The purpose of this policy is to provide guidance to school administrators, parents and/or legal guardians concerning the admission of students to the North Andover Public Schools.

### **I. RESIDENCY**

In order to attend North Andover Public Schools, a student must actually reside in the Town of North Andover. M.G.L. c. 76, §5. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child. Because residency can, and does, change for students and their families during the course of the academic year and a student's education life, North Andover Public Schools may continue to verify residency after the commencement of classes.

"Residence" is defined as the primary place where a person dwells permanently, not temporarily, and is the place that is the center of his or her domestic, social and civic life. Physical presence and the intent to remain in the town, at least for a while are the two elements of residence. Temporary residence in the Town of North Andover, solely for the purpose of attending a North Andover public school is not considered residency.

### **II. VERIFICATION OF RESIDENCY**

The North Andover Public Schools reserves the right to request proof of residency when students are initially enrolled. Before any student is assigned or invited to attend a North Andover Public School, his/her parent or legal guardian must provide the following required proof of primary residency to the North Andover Superintendent as a part of their registration process. Applications cannot be processed without these documents. However, if you are homeless this policy does not apply to you and you may speak directly with the Assistant Superintendent regarding your rights to attend the North Andover Public School. The School Committee has adopted a policy regarding the rights of homeless individuals to attend school in accordance with the McKinney-Vento Act.

A photo ID of the parent or guardian and the birth certificate of the student along with the following documents are required for any new student enrollment or to file a change of address.

The Photo ID may be one or the following:

1. A valid Massachusetts Driver's License,
2. A valid Massachusetts ID card,
3. A valid Passport,
4. A Military ID, or
5. Other Government-issued photo ID.

Evidence of Residency must be submitted. An Affidavit of Residency (form attached) must be submitted and one of the following:

1. A record of the most recent mortgage payment and/or real estate tax bill;
2. A copy of a real estate settlement statement and a record of the most recent payment;
3. A copy of an executed purchase and sales agreement with a closing date and mortgage statement. The closing date and move in date must be within two weeks of registration;
4. A copy of current lease or a signed and notarized Landlord Living Agreement. The document must include the names of the children and be signed by both parties; or

residency. The Attendance Officer and/or residency investigator(s) will report his or her findings to the Superintendent, who shall make an initial determination of residency.

Should the Superintendent determine that there is a factual basis for concerns regarding the student's residency, the student and his/her parent or guardian will be given an opportunity to review the facts gathered and provide other documentation in support of their residency.

**V. PENALTY**

Any person who violates or assists in the violation of this policy may be required to remit full restitution to the Town in addition to termination of enrollment and other penalties permitted by law.

Approved December 15, 2016

**North Andover High School**  
**430 Osgood Street**  
**North Andover, MA 01845**  
**Phone: 978-794-2090**  
**FAX: 978-794-2097**

## RECORDS RELEASE REQUEST

The student listed below has recently enrolled at North Andover High School. Please forward his/her school records as soon as possible.

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

School Last Attended: \_\_\_\_\_

Address: \_\_\_\_\_

Records to be included:

- SASID Number, if applicable
- Academic Transcripts including grades to date
- Class schedule for next academic year, if applicable
- Test Scores including MCAS results, if applicable
- Health Records
- Discipline and Attendance Records
- Special Education Records, if applicable
- Individual Education Plans
- Evaluations/Assessments

Please forward this information to:

North Andover High School  
Guidance Department  
430 Osgood Street  
North Andover, MA 01845

I authorize the release of the requested information to North Andover High School.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# MIAA Transfer Rule - Short Form

*For student athletes who would like to play sports at NAHS*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Address: \_\_\_\_\_

Parent email: \_\_\_\_\_ Parent phone: \_\_\_\_\_

Student's reason for transfer: \_\_\_\_\_

Name of school you are coming from: \_\_\_\_\_

Please list ALL athletic participancy since first entering Grade 9 below. (Include level of play, e.g: F, JV, V, AAU etc. and school)

	Grade 9 year	Grade 10 year	Grade 11 year	Grade 12 year
Fall:				
School name				
Winter:				
School name				
Spring:				
School name				