

FAIRFIELD PUBLIC SCHOOLS
GUIDELINES FOR REGISTRATION

ALL REGISTRATIONS OCCUR AT THE BOARD OF EDUCATION OFFICES
501 KINGS HIGHWAY EAST
2ND FLOOR

An on-line registration MUST be completed before making an appointment to register. If you need computer access, one will be provided at Central Office.

Please visit our website at www.fairfieldschools.org to complete this process.

To register for **ALL** grades **except Kindergarten** please call **Kathleen Muldoon** at (203) 255-8377 between 8:30 a.m. – 4:00 p.m.

To register for **Kindergarten ONLY** please call Donna Hagan at (203) 255-8376 between 8:30 a.m. – 3:30 p.m.

If you move within Fairfield, please contact Kathleen Muldoon at (203) 255-8377 to make an appointment to verify your new address. Please bring with you the following:

- Proof of Residency (mortgage statement or deed to property or lease agreement **and** one **current** utility bill).

A parent or legal guardian must appear to register any minor student.

The parent or legal guardian will be required to provide personal identification. Please bring with you the following:

- A valid driver's license or passport.
- Automobile registration certificate, and
- If applicable, legal guardianship form.

The following documents will be required to register your child:

- Official Birth or Hospital Certificate is required. If not available, a Passport will be required.
- Proof of Immunization and copy of last physical exam or Health Assessment Record.
- Records and verification from former school.
- Proof of Residency (mortgage statement or deed to property or lease agreement and one current utility bill).

PLEASE NOTE:

If you have other special needs that prevent you from completing the pre-registration process, arrangements can be made to assist you.