

Orleans Elementary School



Dear Parents/Guardians of our incoming Kindergarten Class of 2033!

I hope this letter finds you and your family safe & healthy! By now, most of you have registered your child for Kindergarten online. If not, please do so as soon as possible, by going to www.nausetschools.org. Under the Admissions Tab, select Kindergarten Registration. Once you are finished, I will be notified.

Now that you have registered, your next step is to provide the school with the documentation that is *required* before your child can begin school. Kindly provide the documentation by choosing one of the following options (*please do not take a picture with your camera as it is very difficult to read, especially the health documents*):

- 1) If you have scanning capabilities, you can scan and upload in the application when registering;
- 2) Scan and email them to me at gibsona@nausetschools.org;
- 3) Fax them to our main office at (508) 255-7943; or
- 4) Mail them to me at the address below.

Below is the list of the required documentation:

- 1) A copy of your child's birth certificate;
- 2) A copy of your child's physical within the last year;
- 3) A copy of current Immunization Record and documented Lead Screening from the doctor's office;
- 4) **Two** Proofs of Residency (copy of rental/lease agreement/deed or mortgage payment, property tax bill with dwelling listed or census/voter verification form from the Town Clerk with raised seal). **We do not accept insurance, excise tax, utility & credit card bills or driver's licenses as proof.** Please note that if you are residing with a relative and do not have a rental agreement, we will need a notarized statement from the owner of the property stating that you and your child are residing there full-time, as well as a census verification from the Town Clerk showing that you and your child are residing at the address;
- 5) Court Orders pertaining to custody (if applicable);
- 6) Proof of Guardianship if your child is not living with one or both of their natural parents;
- 7) A copy of your child's Individual Education Plan (IEP) or 504 Plan if your child receives Special Education Services; and
- 8) Enclosed Parent Questionnaire (enclosed).

Additionally, you may be able to access your children's health records through a portal set up with your doctor's office. Your doctor can also email or fax them directly to me and I will forward them to our school nurse, Mary Ellen Reed. **Please be assured that anything you send is confidential.** If you feel more comfortable sending health records to Ms. Reed directly, please email them to her at reedm@nausetschools.org. Once she receives those records, she will reach out to you to discuss them and will let you know if you are missing anything.

Once we receive all of your required documentation, we can initiate the classroom placement process. Placement letters will go out to families in mid-August for those who have submitted all required documents. In late August, Kindergarten students will have the opportunity to "Meet the Teacher", familiarize themselves with their classroom, and tour the school. Because of this unprecedented time, we are pausing before we determine our screening and orientation plans. This will be forthcoming once confirmed.

If you have any questions, or are having trouble registering, please don't hesitate to reach out to me. I look forward to meeting you and your family!

Sincerely,

Amy Gibson

Amy Gibson
Secretary to the Principal