2015-2016 Mansfield Middle School Registration Information

First Day of School ------ Wednesday, August 26, 2015

Registration Dates for the 2015-2016 School Year
will be held on August 17th, 18th and 19th by appointment only

Important Phone Numbers

Mansfield Middle School Main Number		860-429-9341
Mansfield Middle School Fax Number		860-429-1020
Guidance Counselor for Last Name A-K	Ms. Eileen Melody	860-429-9341 ext. 110
Guidance Counselor for Last Name L-Z	Ms. Kristina Lee	860-429-9341 ext. 109
Guidance/Special Education Secretary	Wendy Vachon	860-429-9341 ext. 153

After **July 1, 2015,** please contact our Guidance/Special Education Secretary, Wendy Vachon at 860-421-9341 ext. 153 or email her at vachonwc@mansfieldct.org to schedule your registration appointment for you and your child(ren) to come in and sit down with the school counselor and to also make arrangements for a registration packet to be mailed to you or for you to pick up the packet at Mansfield Middle School.

You must also complete a **Request for Records** so we can send off for your child(ren) school records and possibly have these available when you have your appointment with the school counselor.

At the time of registration, the counselor will:

- Review the school records and completed registration paperwork which you have brought with you
- Give an overview of the Mansfield Middle School Program
- Show pertinent on-line information, and
- Talk with the incoming student about their previous school experience, as well as future goals

After the meeting, the school counselor will prepare your student(s) schedule. Your child(ren) will receive their schedule on the first day of school. Following your meeting, the school counselor will have the nurse check the immunizations and medical paperwork.

On **Thursday, August 20, 2015** there will be an Open House from 9:00am-12:00pm in the school cafeteria. This is an opportunity for your child(ren) to meet some of our current students and take a tour of our building. You do not have to make an appointment for this.

The following are the enrollment requirements for Mansfield Middle School:

- **Proof of Residence** - This **MUST** be presented at the time of your registration appointment or your child(ren) will not be able to attend Mansfield Middle School. We can only accept the following:
  - ✓ **Deed to home or dated rental agreement showing parents and/or student(s) names**
  - ✓ **Evidence of a mortgage payment or rental payment**
  - ✓ **Notarized letter from landlord or owner acknowledging parent/guardian's and student's residence and proof of parents' or students' receipt of formal correspondence at that address**
- **Birth Certificate** or **Passport** indicating your child(ren) birthdate.
- **Immunizations/Physicals** – Physicals, including immunizations, are required for students entering 6th grade. A physical within the previous 12 months is required for ALL students, for all grades, entering from out of the State of Connecticut. For students entering from outside the United States, the physical for all grades must have been completed within the previous 12 months by an authorized provider **within** the United States. Immunizations must be presented to the school nurse before entry into Mansfield Middle School. This is mandated by the State of Connecticut. If you do not have a doctor to perform the physical/immunizations, we have a list of facilities that you can go to.
- **Any copies of school records** (report card, etc.,) in case the child's file is not mailed in time for registration.