

Student: _____

iPass ID: _____

COFFEE

495A Main Street, Oxford, MA 01540

Phone: 508-987-6090 - Fax: 508-987-6097

NEW STUDENT REQUIRED FORMS AND DOCUMENTATION CHECKLIST

Step 1 - Biographical information from Sending District

- Student Data** - this will include:
 - First, Middle and Last Name
 - Home and Mailing Addresses
 - Grade
 - SASID
 - Date and City of Birth
 - Race and Ethnicity
- Parent/Guardian Contact and Custody Data** - this will include:
 - Home and Mailing Addresses
 - Home, Cell and Work Phone Numbers
 - Relationship (parent, guardian, foster parent, DCF Caseworker, etc.)
 - Custody (legal, physical, legal and physical, non-custodial, etc.)
- Emergency Contact Data** - this will include:
 - Home and Mailing Addresses
 - Home, Cell and Work Phone Numbers
 - Relationship (sibling, aunt, uncle, grandparent, emergency contact, etc.)
 - Right to Dismiss and Right to Receive

Step 2 - Oxford Public Schools required forms

- Computer and Internet Acceptable Use Policy** - signature page only
- Free and Reduced Lunch Application**
- Health Data**
- Health History**
- Military Family Status Questionnaire**

Step 3 - Health Forms completed by the child's physician

- Massachusetts Health Record** Approved by: _____
- Certificate of Immunization** Approved by: _____

Step 4 - Required Documents provided by Sending District

- Birth Certificate**
- Proof of Physical Custody** (if applicable)
- Signed Individualized Education Plan and Supporting Documents** (if applicable)
- Signed 504 Plan and Supporting Documents** (if applicable)
- Academic Records** - Transcript
- Attendance Records**
- Current Grades** - If transferring in the middle of a marking period.
- Discipline Report**
- Home Language Survey**

Processed By: _____

Date: _____