

Canton Public Schools

Registration Process For New Students

Procedure:

1. Parents/Guardians will register students who are new to the Canton Public Schools at the Superintendent's office.
2. If the registration packet is complete (proof of residency verified), the Administrative Assistant to the Superintendent will forward the entire original packet to the Pre-Registration Nurse via the interoffice mail system.
3. If the registration packet is incomplete, the Administrative Assistant to the Superintendent will forward only the health information that has been submitted so that the Pre-Registration Nurse may begin the review of the health record.
4. The Pre-Registration Nurse is responsible for reviewing the health information that has been submitted by the parents/guardian to ensure compliance with MDPH and CPS School Entrance Requirements.
5. The Pre-Registration Nurse is responsible for contacting the parent/guardian to obtain missing health information.
6. The Pre-Registration Nurse will be responsible for reviewing the health information in a prompt manner, preferably within the same day, but at least within 24 hours.
7. If the health information is complete the Pre-Registration Nurse will then forward the registration packet indicating medical compliance to the school secretary, or guidance secretary, to allow the student to enter.
8. The school secretary will inform the Principal of the incoming student.
9. The Pre-Registration Nurse will notify the nurse in the designated building.
10. If the health information is incomplete, the Pre-Registration Nurse will notify the school secretary that admission is to be denied until the health record is complete.
11. No student will be allowed to enter school without proof of current and age appropriate immunizations and a current physical (dated within one year or less than the date of registration).
12. There are particular situations in which children who are not appropriately immunized may be admitted to school:
 - a. A **medical exemption** is allowed if a physician submits documentation attesting that an immunization is medically contraindicated; and
 - b. A **religious exemption** is allowed if a parent or guardian submits a written statement that immunizations conflict with their sincere religious beliefs.

- c. Philosophical exemptions are not allowed by law in Massachusetts, even if signed by a physician.
- d. The only exception for exclusion of non-immunized or partially immunized children who do not have documentation of a medical or religious exemption is in the case of homeless children, whereby they cannot be denied entry to school if they do not have their immunization records. The federal McKinney-Vento Homeless Assistance Act states that if a homeless student does not have proper documentation of immunizations or any medical records, the Homeless Education Liaison at your school must immediately assist in obtaining them, and the student must be enrolled and permitted to attend school in the interim (as cited in the McKinney-Vento Homeless Assistance Act of 2001).

Procedure Adopted: October 2006
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