



Berlin Public Schools

238 KENSINGTON ROAD □ BERLIN, CONNECTICUT 06037-2648
OFFICE (860) 828-6581 □ FAX (860) 829-0832

Saint Paul School Student Registration/Transportation Form

Please complete and sign this form and email or mail along with any required documents to the attention of
Kim Pethigal (kpethigal@berlinschools.org).

Student's Name _____ Gender _____

Grade _____ Date of Birth _____ Home Phone _____

Home Address _____

Parent 1 Name _____ Cell _____

Work Phone _____ Email _____

Parent 2 Name _____ Cell _____

Work Phone _____ Email _____

Student resides with: Both parents ____ Mother ____ Father ____ Other ____

Please list all siblings living in the household, including pre-school age siblings. Use back of form if necessary.

Name _____ Date of Birth _____ School _____

Name _____ Date of Birth _____ School _____

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My child has been identified as requiring special education services. Yes ☐ No ☐

Please provide information for **both** of the following questions for compliance with government reports and programs.

- | | |
|--|---|
| 1. Is this child Hispanic/Latino? (Check one) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Child's race? (Check all that apply but please select at least one option.) | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White
<input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native |

TRANSPORTATION

Is transportation needed to school? ☐ Yes _____ ☐ No _____

AM Pick-up Address

If child care location, provider's name and phone number: _____

Is transportation needed from school? ☐ Yes _____ ☐ No _____

PM Drop-off Address

If child care location, provider's name and phone number: _____

I have read and understand the general regulations for student transportation on page two of this form. By signing below, I confirm that I have read and understand the Berlin Public Schools residency requirements. I understand the Berlin Board of Education has the authority to request transportation reimbursement if the student listed above is not in fact a resident of Berlin. I also understand that the Berlin Board of Education has the right to pursue any and all legal remedies in the event that a student is enrolled improperly. I hereby give consent to the Berlin Board of Education to verify any information pertaining to the permanent residency of all pertinent parties involved in this registration.

Parent signature _____

Date _____

PLEASE NOTE: *Proof of residency must be provided for students who are not current in our database if transportation is required and was not used during the previous school year. In order to complete the registration process parent/guardians must complete the Registration Form and submit it with the required documentation below.*

REQUIRED RESIDENCY DOCUMENTS

For New Registrants

- Page one of the registration form
- One **(1)** form of Proof of Residency from the categories A or B **or** Two **(2)** forms of Proof of Residency from category C listed below (required prior completing registration)
- Parent/Guardian's Valid Photo Identification

Please note: Documents must be less than 60 days old, unless otherwise noted, and must reflect current Berlin address. Account numbers and amounts may be redacted from forms.

CATEGORY A	CATEGORY B	CATEGORY C
<ul style="list-style-type: none"> Mortgage statement Copy of property deed if no mortgage statement is available. Lease – must be unexpired, signed by lessor/lessee and dated. Landlord contact information must be provided. Notarized Landlord Residency Affidavit, obtained from Board of Education, if no lease exists, if lease is expired, or if lease is weekly or month to month. Landlord contact information must be provided. Section 8 agreement with dates of tenancy. 	<ul style="list-style-type: none"> Current utility bill statement or a work order showing service address. <p>Examples: Electricity Natural Gas Landline Phone Cable or Satellite Water</p>	<ul style="list-style-type: none"> Valid driver's license (stickers not allowed). Valid CT DMV non-driver's photo identification with current address. Valid automobile registration. Voter registration. Current auto or homeowner's insurance declaration page. Current payroll stub. Bank or credit card statement. Court document. Letter from any government agency. <p>With Berlin address and dated for most current tax year:</p> <ul style="list-style-type: none"> W-2 form Auto or Property tax bill

For more information, please contact the Berlin Board of Education at 860-828-6581.

GENERAL REGULATIONS FOR STUDENT TRANSPORTATION

- ◆ Transportation will be provided on those days when Berlin Schools are not in session but Saint Paul School is in session. Saint Paul School follows the decision of the Berlin Public Schools Superintendent when weather causes the cancellation of school, a delay in its opening, or an early closing.
- ◆ No changes will be made for the two-week period prior to the start of school.
- ◆ Requests for transportation changes may take up to two weeks.
- ◆ No split stops - must be five days to one location. AM & PM locations do not need to be the same, but the locations must be within the Berlin school district.
- ◆ Stops will not necessarily be in front of the house but may be on a corner or at a group stop.
- ◆ Transportation is provided for students who need transportation on a regular basis. If transportation is not utilized on a regular basis and/or the transportation guidelines are not followed, bus/van service may be discontinued.
- ◆ If there is a problem regarding transportation, please call New Britain Transportation at 860-828-0511 or the Berlin Board of Education (8:00-4:00) at 860-828-6581. Please do not call St. Paul School.
- ◆ **For students receiving van transportation:** If the student is transported by van and transportation will not be needed to/from school on any given day, **NBT must be notified by 6:30 A.M. at 860-828-0511.** PLEASE NOTE: Students are expected to be outside waiting for the van when it arrives. Under extenuating circumstances, the driver may wait up to a maximum of three minutes.