



Bedford Public Schools

Student Registration Documents Checklist

Use this checklist as a guide for registering your student in Bedford Public Schools. We recommend that you gather digital copies of the required documents BEFORE filling out the application. Your application is not complete until all of the documents have been submitted. You will be prompted to upload documents within the online registration application.

If you have questions or concerns, please send them to registration@bedfordps.org or directly to the registrar at your student's school.

☐ **Proof of Residence in Bedford** (3 documents - ONE from each column below)

Column A	Column B	Column C
<ul style="list-style-type: none">• Recent mortgage payment• Property tax bill• Lease or rental agreement (signed by both parties)• If you are not on the mortgage/lease, then a notarized Residency Statement/Affidavit form must accompany a copy of the mortgage/lease.	<ul style="list-style-type: none">• Recent utility bill (gas, oil, electricity, water, or cable within previous 45 days)• If you are submitting a Residency Statement/Affidavit, then you may also provide a recent bill that shows your name and Bedford address.	<ul style="list-style-type: none">• Valid parent/guardian driver's license• Valid parent/guardian government-issued photo ID• Valid parent/guardian passport

☐ **Proof of birth** (student must be 5 years old on or before August 31st to enroll in Kindergarten)

- Student's birth certificate
- Student's passport only if it lists parents' names

☐ **Student's immunization records**

☐ **Student's physical exam** (must be within past twelve months)

☐ **Students' transcript/student records from previous school** ([Records Release Form](#))

☐ **Hanscom AFB residents ONLY:**

High school students who live on Hanscom AFB are eligible to register in Bedford Public Schools. Students must have an active duty parent/guardian/sponsor. Certain Department of Defense employees also qualify. Contact the high school registrar for additional information.

- Copy of active duty orders
- Copy of valid Federal ID
- Copy of signed HAFB lease or promise of housing within 90 days.