



Winthrop Public Schools

Parent Information Center (PIC)
101 Kennedy Drive, Winthrop, MA 02152
Phone: 617.846.5509 Ext: 3003



Student Registration Process - School Year 2025-2026

Before any student may register in the Winthrop Public School, the student's parent/guardian must prove legal, primary residence in the Town of Winthrop via the residency documents. These documents together with a photo ID are also required for any change of address.

All new student registrations will be completed online through our Students Information System, PowerSchool.

All elements referenced on the online registration page (proofs of residency, updated health/immunization records, birth certificate, etc...) must be uploaded during the registration process.

A parent or guardian or student who is unable to produce the required documentation should contact the Superintendent of Schools at (617) 846-5500.

STEP 1: VERIFICATION OF RESIDENCY DOCUMENTATION

1. **Student's original birth certificate, or 1-94 form.**
2. **Student's up to date immunization record** (must include date of last physical) and TB status.
3. **Parent/Guardian's valid photo identification** with Winthrop address **or other valid identification listed below in Section A**
4. **Documents of Proof of Residency:**
 - 1) **A current mortgage statement dated within 60 days, Property Tax Bill dated Within the last quarter or current lease/rental agreement that is signed and dated by Landlord and Tenant(s) or current notarized Landlord Living Agreement and affidavit,** all with Winthrop address. Please check additional proof of residency listed below in **Section B**.
 - 2) **Two utility bills dated within the last 60 days** with Winthrop address or other proof of residency listed below in **Section B**

AND

Section A: Other Valid Photo ID: *US passport, US passport Card, US Military ID, Permanent Resident Card, Driver's License, or other state photo identity card issued by the Dept. of Motor Vehicles, Foreign Government issued Passport, Employment Authorization Card, or identification Consular Card.



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Section B: The following may be used as **additional** proofs of residency:

1. Government Section 8 agreement or notarized residency affidavit.
2. Medical Billing (Within the last 30 Days)
3. W-2 form dated within the year or a payroll stub dated within the past 60 days.
4. A bank or major credit card statement dated within the past 60 days.
5. A letter from an approved government agency** dated within the past 60 days.
6. A home/residency verification visit

****APPROVED GOVERNMENT AGENCIES:** Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security or any communication on a Commonwealth of Massachusetts Letterhead.

Step 2: ADDITIONAL DOCUMENTATION REQUIRED TO COMPLETE REGISTRATION PROCESS

1. **Signed Release or Provision of Student Records: Transcripts, School Attendance, Student Discipline Record, Individual Education Plan and/or 504 Accommodation Plan**
Official Student Record from previous schools can/may be requested by the WPS to include school attendance and discipline if not provided by parent/guardian/student.
2. **Completion of Registration Forms:**
Registration forms are included in the online enrollment forms section.

Step 3: REVIEW OF COMPLETED REGISTRATION AND STUDENT ENROLLMENT

Parents/guardians/students will be notified and enrolled upon verification of the completed registration process.



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Age Requirement for Enrollment - School Year 2025-20226

Grade Level	Year of Birth	Age
GFB Gorman Fort Banks Elementary School		
Pre-Kindergarten	9/2020 - 8/2021	4 years old
Kindergarten	9/2019 - 8/2020	5 years old
1st Grade	9/2018 - 8/2019	6 years old
2nd Grade	9/2017 - 8/2018	7 years old
ATC Arthur T. Cummings Elementary School		
3rd Grade	9/2016 - 8/2017	8 years old
4th Grade	9/2015 - 8/2016	9 years old
5th Grade	9/2014 - 8/2015	10 years old
Winthrop Middle School		
6th Grade	9/2013 - 8/2014	11 years old
7th Grade	9/2012 - 8/2013	12 years old
8th Grade	9/2011 - 8/2012	13 years old
Winthrop High School		
9th Grade	9/2010 - 8/2011	14 years old
10th Grade	9/2009 - 8/2010	15 years old
11th Grade	9/2008 - 8/2009	16 years old
12th Grade	9/2007 - 8/2008	17 years old