



## WOODBURY ELEMENTARY SCHOOL

P.O. Box 328, Woodbury, Vermont 05681

Telephone: 802-472-5715 Fax: 802-472-6923

[www.woodbury.ossu.org](http://www.woodbury.ossu.org)

Amy Masse', Instructional Leader

[amasse@ossu.org](mailto:amasse@ossu.org)

### Woodbury School New Student Registration Packet

Thank you for registering your student at Woodbury Elementary School. The following is a checklist of items you will need to fill out and documents you will need to provide in order for your student(s) to start school.

- A copy of your child's birth certificate
- A copy of your student's most updated immunization records (you can fax this to us at 802-472-6923)
- Court Ordered Custody Papers (when applicable)
- **Completion of the following forms:**
  - Letter requesting the release of school records from your child's previous school
  - New Student Registration Form
  - Primary Home Language Survey
  - Vermont Migrant Education Program Survey
  - Free and Reduced Lunch Application
  - Student Dismissal Plan
  - Field Trip Permission Form (optional)

Verification of Residency One of the following items is required:	Two of the following items are required:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Current Tax bill</li> <li><input type="checkbox"/> Current mortgage or closing statement that reflects an in-district address and parent/legal guardian's name</li> <li><input type="checkbox"/> Formal lease or landlord's note stating in-district address and parent/legal guardian's name as lessee</li> <li><input type="checkbox"/> If residing with friends or family, a letter stating an in-district address and plus the property owners name &amp; telephone number</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Valid VT Driver license or valid VT ID card with an in-district address</li> <li><input type="checkbox"/> Current Utility bill with name listed and physical address included</li> <li><input type="checkbox"/> Valid Insurance card, EBT card, library card or other ID card with name</li> <li><input type="checkbox"/> Valid Vehicle registration card</li> <li><input type="checkbox"/> Bank statement for current month or last month</li> </ul>

**All of these forms must be completed prior to your student's first day of school. If you have any questions or concerns please feel free to contact:**

**Heather Masse'**  
**Administrative Assistant**  
**Woodbury Elementary**  
**(802)472-5715**  
**[hmasse@ossu.org](mailto:hmasse@ossu.org)**