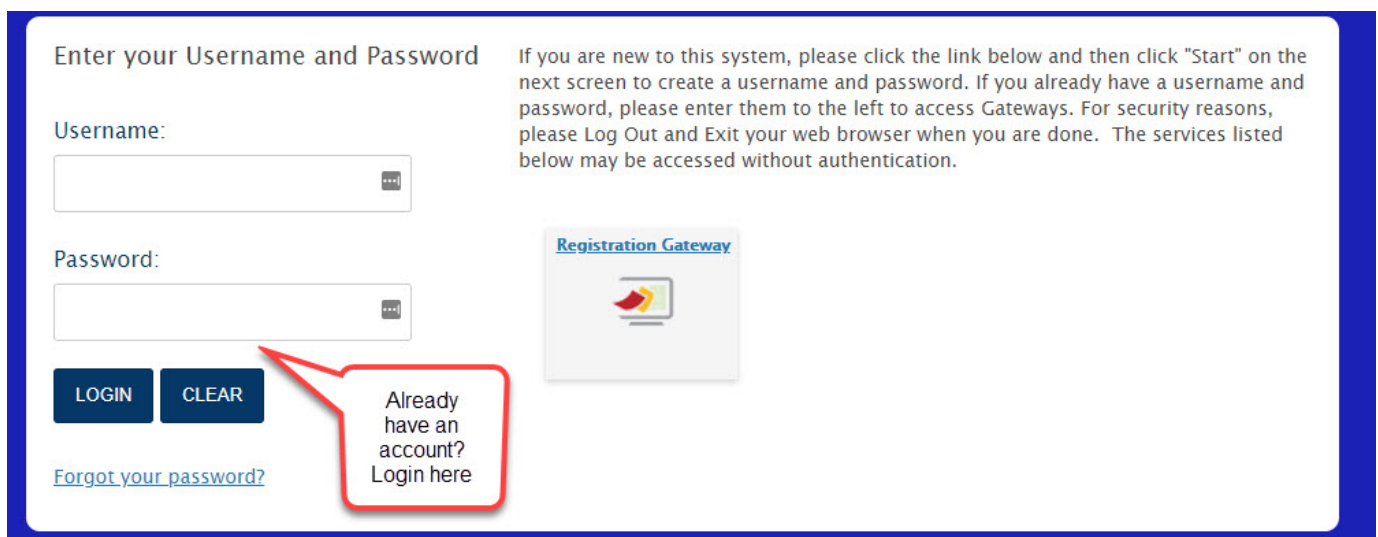# Registration Gateway

Registration Gateway is Framingham Public School District's *New Student Registration Portal*. You must complete the entire registration process for your student to be enrolled. Go online to access our Registration Gateway:

Registration Gateway URL - https://registration.framingham.k12.ma.us/login

If you have an account already, **login** using your username and password.

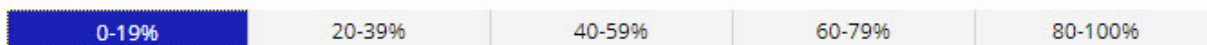If you have not already created an account, click on the **Registration Gateway icon**. Then, on the following page, you will click **Start** to create an account.
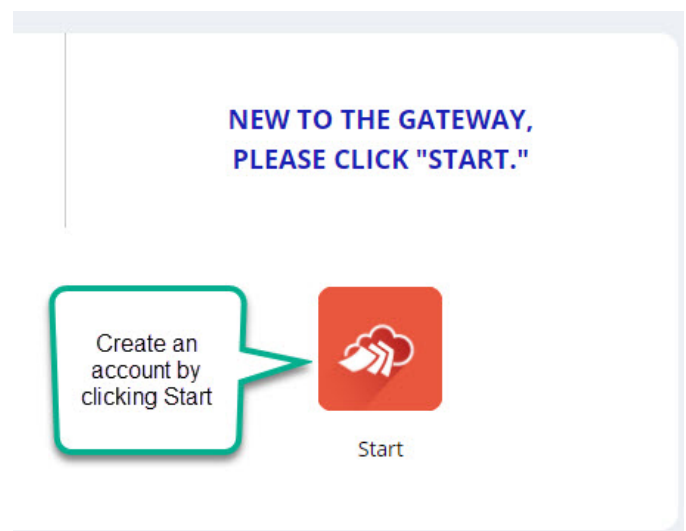
Enter the information requested to create your account and click **Save and Next**. Note: email *is not required* but is helpful if you forget your password and need to reset it to a new one.

0-19%	20-39%	40-59%	60-79%	80-100%

Username *

Enter your unique username

Password *

Must contain 1 number and be 6 characters

Confirm Password *

Confirm your password

Email address (needed if you forget your password)

Needed if you forget your password

Challenge Question (in case you forget password) *

In what city were you born?

Challenge Question Answer *

Answer is case sensitive

SAVE AND NEXT

Choose a username and password for your registration account

Enter the Parent/Guardian information requested and click **Save and Next**. *IMPORTANT NOTE*: *If you do not have full or partial legal custody or are not a resident of the district, **please log out** and contact the Department of Student Registration at 508-424-3420. We will advise you on how to proceed.*

You will then proceed to fill out the requested student and family information on **all of the remaining pages**. After completing each page you will click **Save and Next** to go to the next page. You can return to the previous page by clicking the **Back** button.

Information you have entered is saved after completing each page so you are able to return to the registration form at any time and pick up where you left off. Simply login again on the login screen to return to the registration form.

Logging back into your account will allow you to:

- ✓ Pre-register additional students
- ✓ Edit student information
- ✓ Review the Registration Checklist

At any point during the online registration process, you can translate the page you are on into Spanish by selecting *Espanol* or into Portuguese by selecting *Portugues* from the box located in the top right area of each screen.
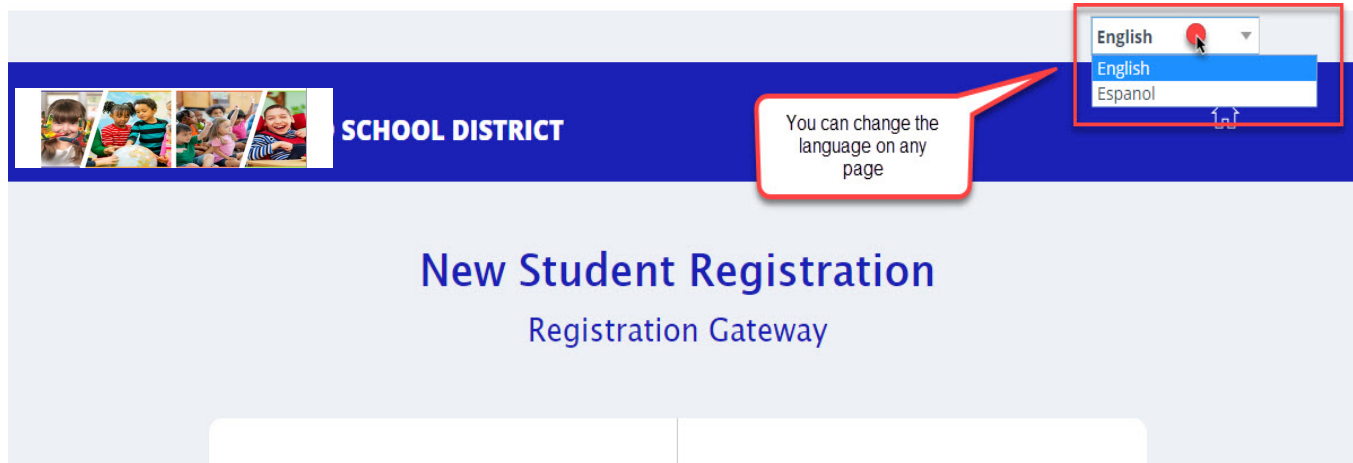
After filling out all requested information you will come to the second-to-last screen:

Type your name, this is a legally binding electronic signature that confirms all information provide is complete and accurate to the best of your knowledge. NOTE: During your registration appointment with our Registrar you will be asked to sign again at the completion of the process.

Lastly, you will come to the Registration Checklist page. This page provides information on all the required documentation you will need to bring to your registration appointment.

Click Continue when you are finished to complete the online pre-registration process.

IMPORTANT NOTE: You will also need to schedule an appointment with the district Registrar. *An appointment is required to complete the registration process*. A student will not be registered until all documentation has been submitted to the registrar. The final step of the online application requires you to select an appointment time for your phone interview with one of our registrars.

Please make sure you complete this step and make a note of the appointment date and time before exiting the application.

We offer daily phone interview appointments (see schedule below).

Mondays (except holidays and vacation weeks) - 9:00 am to 5:00 pm

Tuesdays, Wednesdays, and Thursdays - 9:00 am to 3:00 pm

Fridays - 9:00 am to 11:30 am

If you need help with scheduling your phone call registration appointment, please call us at 508-424-3420.

REQUIRED DOCUMENTS

1. Your child's birth certificate - (Long-form/Government issued)
2. Proof of residency - (Signed lease or Mortgage/tax bill)
3. Proof of occupancy - (utility bill)
4. If you are living with friends or family please fill out a Residency Affidavits
5. Proof of parent/guardian's identification (Driver's license)
6. Your child's most recent physical examination and immunization record (Must be within the last 12 months) and complete Online Health History Forms

If applicable

1. Individual Education Plan (IEP) or 504 Plan - If a child receives Special Education Services
2. Proof of guardianship/custody - If a child is not living with one or both parents or guardians

Homeless families are encouraged but not required to provide these documents.

Important: All the information regarding language exposure will be reviewed by our Multilingual Department and a determination will be made about whether language proficiency testing is necessary. Your child will be required to come for an English proficiency evaluation. Program recommendations will be made according to the test results. Testers will discuss results with parents. Click here for detailed information.