

New Student Registration for 2023-2024

Step 1 – Complete the online New Registration Forms at [Online New Student Registration Forms](#). You will create a new account first, if you do not have one.

Step 2 – Upload or provide the following documents. If you do not have access to upload documents, please contact Kelli Swan Romanek at 860-754-4498. You will need to schedule a brief meeting to provide the documents to be copied.

- a. Your child's Birth Certificate (Long form of student's Birth Certificate)
- b. Immunization/Physical Form - Connecticut State Medical Form

Submit the health form as soon as possible, as the health record must be on file prior to the student's first day of school; but do not delay the registration process while waiting to complete the physical exam

- c. Proof of Residence (use one of the following three choices)
 - Deed to home or dated rental agreement in parent/guardian's name or student's name;
 - Escrow papers or signed mortgage commitment in parent/guardian's or student's name; or
 - Notarized letter from Landlord or owner acknowledging parent/guardian and/or student's residence.
- d. If applicable, Copy of student's latest IEP.

Please note your registration is not complete until you have completed all steps and the Cromwell Public Schools Superintendent approves it.