



WESTPORT COMMUNITY SCHOOLS

Alice A. Macomber School

Preschool through Grade 2 • 154 Gifford Road • Telephone (508) 678-8671

Westport Elementary School

Grades 3 through 6 • 380 Old County Road • Telephone (508) 636-1075

Westport High School

Grades 7 through 12 • 19 Main Road • Telephone (508) 636-1050

Enrolling in Westport Community Schools Important Information for Parents

The Town of Westport offers students an excellent education at their three public schools, beginning with preschool and continuing through high school. To attend Westport Community Schools, students must be full-time residents of the Town of Westport. Our schools also offer very limited enrollment at the high school level to non-residents through the Department of Education School Choice Program.

Before students can be enrolled in any Westport public school, **parents or legal guardians must provide the following information** (our staff will photocopy these documents for you):

- The student's birth certificate with seal (original, no photocopy)
- Proof of health insurance coverage or health insurance ID card
- Three forms establishing proof of residency (please refer to the acceptable proofs of residency chart)
- Most recent physical examination with immunization record

Additional documents that may be required:

- Proof of legal guardianship, if appropriate
- Copies of current custody agreements, if custody is shared by adults living at different addresses
- Copies of current restraining orders
- Any additional court documents that currently apply to the student

The sending school must provide the following records:

- Massachusetts Department of Education Transfer Card
- Health immunization records from the school nurse and/or physician
- Academic records, including coursework, grades and credits to date of withdrawal
- Attendance records
- Discipline records, including in-school suspensions, out-of-school suspensions and expulsions
- Individual Education Plan (IEP) or 504 Plan

If you have any questions about the enrollment process, please contact the school that your child plans to attend. During the school year, our offices are open from 7:30 a.m. to 4:00 p.m., Monday through Friday. During the summer and holiday vacations, office hours vary. Please be sure to call first during these times.