



NEW HAVEN PUBLIC SCHOOLS

Office of School Choice & Enrollment Policy & Procedures Manual

Updated July 2024

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1 About the Office of School Choice & Enrollment

The Office of School Choice & Enrollment serves as the primary interface for students and families in pursuit of a tuition-free public education within the New Haven Public Schools system.

The office is tasked with managing the comprehensive student enrollment process, spanning from Pre-Kindergarten to 12th grade, and ensuring the proper enrollment of all students in a New Haven Public School. These responsibilities are carried out in adherence to the regulations set forth by both the Connecticut State Department of Education and the New Haven Board of Education.

The Office of School Choice & Enrollment oversees various student enrollment services, such as student-to-school assignments, school-level enrollment compliance, and the district's school choice lottery process for more than 40 Interdistrict Magnet, Intra-district Magnet, Neighborhood, and Charter schools. This full spectrum of services includes:

- Enrollment Management
- Student Registration (K-12)
- Early Childhood Education Registration
 - Head Start
 - School Readiness
- Student Transfers
- Student Withdrawals
- Student Working Papers
- School Choice Lottery Placement
- Magnet School Student Recruitment
- Change of Home Address

1.1 Office Location & Hours of Operation

The Office of School Choice & Enrollment is currently located within the central offices for New Haven Public Schools. The physical address is 54 Meadow Street, 1st Floor, New Haven, CT 06519. The Office of School Choice is open to the general public Monday-Friday, 8:30-3:30pm.

2 Student Registration

All school-age children who are bona fide residents of the city of New Haven are eligible to receive a free and appropriate public education in a New Haven Public School. Students who are **NEW** or **RE-ENTERING** New Haven Public Schools are required to complete the student registration process. The student registration process may be completed online or in-person.

2.1 Students Learning English

We serve a growing population of learners who speak many languages! To accommodate families in the Office of School Choice and Enrollment, we offer language interpretation via a telecommunication service subscription. New Haven Public Schools may not deny admission, registration or enrollment to a student based on the student's proficiency or perceived proficiency in English.

Connecticut State Law requests that each school district conduct a preliminary assessment of the dominant language of each student in its public schools. This assessment is made in order to ascertain the need to provide a required bilingual education or ESL program for students who may have limited-English proficiency. When registering a student, families are asked the following questions:

1. What is the primary language used in the home, regardless of the language spoken by the student?
2. What is the language most often spoken by the student?
3. What is the language the student first acquired?

Depending upon the family's responses to the home language survey questions, the family may be required to contact the Department of Multilingual Learners to schedule a language assessment for the student. Once the language assessment is completed, the Department of Multilingual Learners determines if the student qualifies as a multilingual learner and determines the appropriate program to support the student's needs.

New Haven Public Schools' Multilingual learner programming offers dual-language, biliteracy and English as a second language programs for students in grades Kindergarten - 8th. Sheltered Content programming for high school students is offered to students with language support needs. Families can visit the Department of Multilingual Learners located on the 3rd Floor of 54 Meadow Street.

2.2 Immigrant Families

Every child in New Haven is entitled to a public-school education, regardless of their immigration status. By law, children cannot be required to provide documentation of their immigration status and must not be refused admission, registration, or enrollment in a New Haven public school based on this status. The Office of School Choice and Enrollment will not inquire about a family's immigration status for school placement, and any information obtained regarding immigration status will be kept confidential. New Haven Public Schools provides a safe environment for all students and families.

2.3 Students with Disabilities

Every school is expected to welcome and serve students with Individualized Education Programs (IEPs) in accordance with the recommended programs and services on their IEPs. All school programs admit students with and without IEPs. To learn more about special education services,

families can visit the Office of Special Education and Student Services located on the 3rd floor of 54 Meadow Street.

2.4 Students in Temporary Housing

Families experiencing housing instability, as defined by McKinney-Vento, are not required to submit documentation (including proof of residency, date of birth and immunization records) in order to enroll in New Haven Public Schools. The Office of School Choice and Enrollment will register the student and advise the family to contact the McKinney-Vento Coordinator to complete an intake form and receive appropriate support. To learn more about available services for families experiencing housing instability, families can visit the Office of Youth, Family and Community Engagement located on the 2nd floor of 54 Meadow Street.

2.5 Immunization Requirements

All new students entering a New Haven school as well as children entering Pre-Kindergarten, Kindergarten, 7th, or 10th grade, must submit a CURRENT physical exam and proof of vaccines. The collection and review of all student health forms is managed by the New Haven Health Department. The New Haven Health Department is located at 424 Chapel Street, New Haven, CT 06513. You may also contact them at (203) 946-8181.

Do you have questions about student health requirements? Please take a minute to watch this helpful video regarding school health requirements.

[WATCH THIS VIDEO](#)

Great news! Parents can now upload their health documents by using the link below.

[UPLOAD STUDENT HEALTH RECORDS](#)

If you have any questions around student health requirements please contact 203-946-7301. Your child will not be able to begin school in New Haven without fulfilling these requirements.

2.6 Required Documents to Enroll a Child in School

In order to enroll a child in a New Haven Public School, the parent or legal guardian is required to submit all necessary documentation to the Office of School Choice & Enrollment for review and consideration. Provided below is a comprehensive list of the documentation needed to finalize the student registration process.

EACH OF THE FOLLOWING:

- Government issued photo identification of the child's biological parent or legal guardian (driver's license, state ID or passport)
- A copy of the child's long form birth certificate (a passport is acceptable to verify the child's legal age)

ONE OF THE FOLLOWING DOCUMENTS:

- A copy of the current mortgage statement or current lease agreement for your residence.
OR
- **Two** current home utility bills (issued within the last 30-60 days) for the parents primary residence (electricity, gas, cable, water, home internet)

If a parent is not able to provide proof of residency (e.g. they are not listed on a lease and have no home utilities in their name) they may complete a NHPS Residency Affidavit. This document **must** be notarized, signed by all parties and submitted to the Office of School Choice & Enrollment along with additional information from the adult with whom the family is residing. All documents can be easily accessed on the district website or by clicking the links below.

[Residency Affidavit \(English\)](#)

[Residency Affidavit \(Spanish\)](#)

2.6.1 How to Complete a NHPS Residency Affidavit

1. Download and print the residency affidavit in English or Spanish.
2. Complete the form and have the adult with whom you are residing complete the form in the presence of an authorized Notary of the public.
3. Have the form notarized by a Notary of the Public.
4. Return the form to the Office of School Choice & Enrollment located at 54 Meadow Street, New Haven, CT 06519 along with the photo ID of the individual you are staying with and utility bill, lease or mortgage in their name at the address you currently reside.

2.7 Student – School Assignment Process (Via NHPS School Choice Lottery Process)

All families with school-age children who are residents of the city of New Haven or reside in the state of Connecticut may participate in the district school choice lottery process administered by New Haven Public Schools. Typically, each year applications are accepted during the month of February. For more information families may visit, www.newhavenmagnetschools.com. All applicants must at a minimum reside in the state of Connecticut at the time the application is submitted to be eligible to participate. If a family anticipates moving to the city of New Haven but does **not** reside within Connecticut at the time of the lottery application submission, they are **not** eligible to apply to a school of choice. If this family relocates to the city of New Haven they may enroll their child during the open enrollment period and once they are considered bona fide residents of New Haven.

The district's school choice lottery process allows families to submit applications for preferred schools of their choosing within the district for their child who will enter Grade PK3-12.

- Children turning 5 on or before September 1st of a current school year are eligible for Kindergarten.
- Children turning 4 on or before September 1st of a current school year are eligible for Pre-K 4.
- Children turning 3 on or before September 1st of a current school year are eligible for Pre-K 3.

2.7.1 How are students assigned to schools via the lottery process?

1. All applications are considered for placement for the grade level and each school listed on the singular application in sequential ranked order.
2. Each eligible applicant receives a random lottery number assigned by the lottery software.
3. Applicants within each school are then ranked based on their respective lottery numbers.
4. Following this, eligible applicants within each school are grouped according to their verified neighborhood and sibling preferences, with priority given based on their randomized lottery number.
5. Students are offered placement at a preferred school from their application based on projected availability.
6. Students not offered placement at any of the schools listed on their application are waitlisted. Students may be offered placement from the waitlist in sequential order thru October 1st. After October 1st waitlists are discarded.

The Office of School Choice & Enrollment, in conjunction with each school's administration, determines the projected seat availability for each school by grade level and specialized student program.

The school lottery process is the primary placement protocol which governs student placement in New Haven Public Schools. The Office of School Choice & Enrollment will **not** bypass or circumvent the school lottery process. No student will be preferentially placed into a school of choice.

2.8 Open Enrollment

Beginning the immediate Monday on or after July 1st, New Haven Public Schools will allow for the enrollment of NEW school-aged registrants. This excludes holidays that may fall on a Monday and the district offices are closed for business. Families who will anticipate relocating to New Haven must wait until they have appropriately established residency in the city of New Haven to begin the student registration process. Parents and guardians who are bona fide residents of the city of New Haven may begin to register their school-age children. Students who will register during the district's open enrollment period will be assigned to an appropriate school in the district but shall not trump any school's lottery waitlist or verified priorities. For this reason, new students may be placed at a school that is not in the immediate attendance zone of the child's primary home

address. The Office of School Choice & Enrollment will work to assign the child to a school that is as close to the primary home address as possible.

2.9 School Types

New Haven Public Schools operates more than 40 schools and offers educational programming for students entering grades PK3 - 12. Please review the sections below to learn more about the various programs and types of school offered, admissions, residential requirements and other helpful information.

2.9.1 Neighborhood Zoned Schools

Every address within the geographical boundaries of the city of New Haven is assigned to a zoned school. Neighborhood Zoned Schools only allow students who are verified residents of the city of New Haven to be enrolled. Students who move outside of the city of New Haven are subject to be administratively withdrawn from the school and will be required to register and receive their public education in the town or city where they are found to reside. Neighborhood Zoned School assignments are assigned based on a city zoning map produced by the local municipal government. Boundaries are subject to change to accommodate growth and balance enrollment. Please use the link below to view the assigned school for your child's primary home address.

[Look up your Attendance Zone School](#)

2.9.2 Intradistrict Magnet School (City-Wide Magnets)

Intradistrict Magnet schools operated by New Haven Public Schools are a set of schools that support racial, ethnic and economic diversity by allowing families the choice to attend a school that enrolls students from multiple neighborhoods within the city of New Haven. While students do not cross district or town borders, intradistrict magnets allow local students from different neighborhoods to learn together in settings that offer unique themed educational opportunities (e.g. STEAM, Culture, Communications) Students who move outside of the city of New Haven are subject to be administratively withdrawn from the school and will be required to register and receive their public education in the town or city where they are found to reside.

2.9.3 Interdistrict Magnet Schools

Interdistrict Magnet Schools attract students from different resident towns who come together to learn in education settings that offer a range of themes or teaching philosophies that include STEM (science, technology, engineering and math), environmental science, Montessori, performing arts, and global and international studies. Students must submit a lottery application and be offered admissions to attend an Interdistrict Magnet School operated by New Haven Public Schools. Students may reside in any town within the state of Connecticut and may be able to receive free school transportation.

2.9.4 Charter Schools

Charter schools are publicly funded schools that are run independently of the school district and may also have a specialized focus. Charters are granted by the State Board of Education and

schools may enroll students in Grades PK-12 as established in their charters. New Haven residents who choose to enroll in a local charter school must be appropriately registered and comply with all student registration requirements of New Haven Public Schools.

Neighborhood Zoned Schools

- Augusta Lewis Troup (K-8)
- Family Academy of Multilingual Exploration (K-8)
- Clinton Avenue School (K-8)
- Fair Haven School (K-8)
- Hill Central School (K-8)
- Lincoln Bassett Community School (K-6)
- Nathan Hale School (K-8)
- Truman School (K-8)
- Wexler Grant Community School (K-8)
- Worthington Hooker School (K-8)
- James Hillhouse High School (9-12)
- Wilbur L Cross High School (9-12)

Intra-District Magnet Schools

- Barack H. Obama University Magnet School (PK3-4)
- Brennan Rogers Magnet School: The Art of Communication & Media (PK3-8)
- Celentano Biotech, Health & Medical Magnet School (PK3-8)
- Harry A. Conte West Hills Magnet: A school of Exploration & Innovation (PK3-8)
- Bishop Woods Architecture & Design Magnet School (K-8)
- East Rock Community & Cultural Studies Magnet School (K-8)
- Edgewood Creative Thinking Through STEAM Magnet School (K-8)
- John S Martinez Sea & Sky STEM Magnet School (K-8)
- Roberto Clemente Leadership Academy for Global Awareness (K-8)

Interdistrict Magnet School

- Barnard Environmental Studies (PK3-8)
- Benjamin Jepson Multi-Age Interdistrict Magnet (PK3-8)
- L.W. Beecher Museum School Of Art & Science (PK3-8)
- Davis Academy for Arts Design Innovation (PK3-8)
- John C. Daniels Interdistrict Magnet School (PK3-8)
- King Robinson: IB STEM School (PK3-8)
- Mauro-Sheridan Technology & Communications (PK3-8)
- Ross Woodward Classical Studies (PK3-8)
- Betsy Ross Arts Magnet School (5-8)
- Engineering & Science University Magnet School (6 -12)
- Co-operative Arts & Humanities High School (9-12)
- High School In the Community (9-12)
- Hill Regional Career High School (9-12)
- Metropolitan Business Academy High School (9-12)
- New Haven Academy (9-12)

Special Programming

- Riverside Academy (9-12)
- Sound School (9-12)

Local Charter Schools

- Amistad Elementary & Middle School
- Highville Charter School
- Elm City Montessori School (ECMS)
- Elm City College Preparatory School (ECCMS)
- Booker T. Washington Academy (BTWA)
- Edmonds Cofield Preparatory Academy for Young Men
- Amistad Achievement First High School
- Common Ground High School

3 School Placement

During the district's open enrollment period students are assigned to an appropriate school within the district that has an available seat for the incoming child. The Office of School Choice & Enrollment manages student assignments and seeks to keep students close to their verified primary home address and siblings together whenever possible. In some instances this is not always possible based on current enrollment in some of our more populated schools.

3.1 How Are Students Assigned to Schools?

Below outlines the process on how students are assigned to schools during the district's open enrollment period.

1. The Office of School Choice & Enrollment will review the child's registration record and all required documents including verification of the child's primary home address.
2. The Office of School Choice & Enrollment will next seek to assign the child to their zoned school in an effort to keep the child close to home. In instances where the zoned school is determined to be full or have an existing waitlist of students who applied to the school and grade level, the entering child may not be assigned to their zoned school. Families should understand that this happens quite often.
3. If the child cannot be accommodated at their zoned school, the Office of School Choice & Enrollment will look to surrounding schools or under enrolled schools in the district to accommodate the child. All children who reside a minimum certain distance from their assigned school will be provided with appropriate school transportation.

3.2 Student Transfer Requests

It is important that students have a consistent school experience. Therefore, transfers during the school year are granted only for extenuating and urgently necessary circumstances. We strongly encourage parents to participate in the district's School Choice Lottery to apply to a school they may prefer. For more information on the school lottery visit, www.newhavenmagnetschool.com

To apply for a school transfer during the school year, a parent or guardian may complete the student transfer request form online.

Transfers may be granted **IF**:

1. Space is available at the school the parent or guardian requests.
2. In accordance with the district's school choice lottery process.
3. Only if it is approved by the Superintendent or an Assistant Superintendent.

Transferring schools during the school year can be harmful for a student's progress. Parents cannot transfer their children between January 1 and June 30 unless approved by an appropriate Administrator. Again, these transfers may only occur under circumstances deemed most necessary. While parents are welcomed to submit transfer requests, no transfer is ever guaranteed.

3.2.1 How to Submit a Student Transfer Request

1. The Parent or Guardian must complete the e-form below to initiate the request. Please be sure to add all details necessary to help the reviewer understand the reason for the requested transfer. Completion of this form does not guarantee a transfer.

[English - Student Transfer Submission Form](#)

[Spanish - Student Transfer Submission Form](#)

2. Once the form is submitted, it will be reviewed by the Supervisor of School Transportation & Student Transfers. If needed, School Administrators may be consulted to gain full detail and background. (It normally takes 3-4 weeks for a response from the date of submission); during the period of review children must regularly attend school. The school transfer review committee meets monthly to review all requests.
3. Once a decision is rendered, the Parent or Guardian will receive communication around the transfer decision. Please allow up to 4 weeks for a decision to be rendered. If the request is denied and there are unaddressed concerns please contact your child's school principal.

3.3 Home Instruction

The New Haven Board of Education acknowledges the right of parents to instruct their children at home as an alternative to public school attendance. All children seven to seventeen years of age must be enrolled in a public school or the parents must be able to demonstrate that the child/children are receiving equivalent instruction elsewhere. Consequently, the New Haven Board of Education has developed procedures to ensure that the child/children whose parents elect to educate their child/children at home receive the education to which they are entitled.

The New Haven Public School district will not accept nor require a notice of intent or option to exempt any child not resident of the city of New Haven.

The parent or guardian of a child five or six years of age has the option of not sending the child to school until the child is seven years of age.

The parent or guardian of a child seventeen years of age may consent to the child's withdrawal from the school district. The school district shall provide the parent or guardian with information on the educational options available in the school system and in the community.

3.3.1 Readmission

The parent or guardian of a child seven to seventeen years of age may withdraw enrollment in the district and subsequently seek readmission. The district may deny school accommodations to the child for up to ninety school days from the date of withdrawal, unless the child seeks readmission not later than ten school days after the termination in which case the Board shall provide school accommodation to the child not later than three school days after the child seeks readmission.

The parent or guardian of a child seventeen years of age or older may voluntarily withdraw enrollment in the district and subsequently seek readmission. The district may deny school

accommodations to the child for up to ninety school days from the date of withdrawal, unless the child seeks readmission not later than ten school days after the termination in which case the Board shall provide school accommodations to the child not later than three school days after the child seeks readmission.

The New Haven Public School district has final authority in determining grade placement for a child seeking admission or readmission in the district.

3.4 Special Education Program or Services

The district is not obligated to provide special education programs or services for any child whose parent or guardian has chosen to educate such child at home. Upon parental request and at the discretion of the district a PPT may be held to discuss services provided if the child were to re-enroll as a full time student.

3.4.1 Procedures for Home Instruction

In determining whether the education provided to a child is equivalent to the instruction provided in the New Haven Public Schools, the New Haven Board of Education observes the following procedures:

1. Parents must file with the Superintendent of Schools a Notice of Intent, Instruction of Student at Home form developed by the State Department of Education. The form should provide basic information about the program to be provided to their child. A notice of intent will be effective for up to one school year.
2. Filing of the Notice on Intent form must occur within ten days of the start of the home instruction.
3. The New Haven Board of Education will review the Notice of Intent of completeness and keep it as part of the district's permanent records. A completed form must include basic program information including the name of the instructor, subjects to be taught and days of instruction, and instructor's method of assessment.
4. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by the New Haven Board of Education of the content or effectiveness of a program of home instruction.
5. If a parent files an incomplete Notice of Intent form, the form will be returned via certified mail requesting completion within ten days.
6. An annual portfolio review will be held with the parents and New Haven Public Schools officials to determine if instruction in the required courses has been given.
7. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the Notice of Intent or to participate in an annual portfolio review may cause the child to be considered truant.

8. A parent or guardian not intending to send a child five or six years of age to school must personally appear at the district office and sign the Option to Exempt Attendance form.
9. A parent or guardian who voluntarily withdraws a child seventeen years of age from school must personally appear at the school district office and sign a withdrawal form. The withdrawal shall include an attestation form from a guidance counselor or school administrator of the school that the school district has provided the parent or guardian with information on the educational options available in the school system and in the community.

4 Residency

School-age children residing in New Haven are entitled to a tuition-free education within the New Haven Public School system. While New Haven Public Schools offer various magnet school programs, it should be noted that attendance at these schools is contingent upon the child's primary residence being within New Haven city limits. Both Intra-District and neighborhood schools necessitate that enrolled students are residents of New Haven. In the event that a student relocates outside the city boundaries, they may be asked to withdraw and enroll in their respective town of residence for schooling.

5 ACES Open Choice Program

The Area Cooperative Educational Services Choice Program is part of the statewide Open Choice program that allows urban students to attend public schools in nearby suburban towns and suburban students to attend public schools in the urban center (New Haven). The Open Choice program is intended to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of educational programs for public school students.

Enrollments are offered by school districts on a space available basis by grade. A lottery is used to place students. This program is operated by the state of Connecticut, not the New Haven Public Schools district. Families can learn more about the ACES Open Choice program by visiting the ACES website aces.org or contacting ACES directly.

6 Early Childhood Programs

The New Haven Public Schools operates one of the largest preschool programs in the state of Connecticut serving more than 2,000 students. Pre-Kindergarten, or Pre-K, is an exciting and important way for young students to start their education. NHPS offers Pre-K through three distinct programs: magnet school prekindergarten, Head Start and School Readiness. These Pre-K programs operate in a variety of public schools and free-standing early childhood sites around New Haven, and are available for 3 and 4 year old students. Magnet Pre-K's are open to New Haven and suburban residents, and students must be accepted through a lottery application process. Head Start and School Readiness Pre-K programs are for New Haven Residents only and are designed for low-income families and/or as affordable care for all families.

6.1 Head Start

Head Start's Preschool Program is available to New Haven residents at no cost, for children ages 3 to 5 in eligible families. Eligible participants include children whose families meet the [federal low-income guidelines](#) — which is at or below 100% based on the household annual gross income and size. Families who receive public assistance services such as Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or Supplemental Nutrition Assistance Program (SNAP) are automatic qualifiers.

Head Start's Pre-K Program operates under the same school hours and school calendar year as NHPS. Transportation is **ONLY** available at the Dr. Reginald Mayo Early Learning Center. Below is a list of sites that offer Head Start within NHPS:

- Dr. Reginald Mayo Early Learning Center
- Fair Haven School
- Family Academy of Multilingual Education (FAME)
- Hill Central Music Academy
- John S. Martinez Sea & Sky STEM Magnet School
- Lincoln-Bassett Community School
- Truman School

6.2 School Readiness

School Readiness' Preschool Program provides affordable high-quality early care and is available for New Haven residents with children ages 3 to 5. Families pay a tuition fee based on their annual household income and size, and it is calculated using the guidelines set by the Connecticut Office of Early Childhood. Care4Kids payment options are available for eligible families.

School Readiness' Pre-K Program operates under the same school hours and school calendar year as NHPS. Transportation is **not** provided. Below is a list of sites that offer School Readiness within NHPS:

- Augusta Lewis Troup School
- East Rock Community
- Family Academy of Multilingual Education (FAME)
- Hill Central Music Academy
- Nathan Hale School

For more information on Head Start and School Readiness Programs, families may visit their [website](#) and watch this helpful video available in [English](#) and [Spanish](#).

7 Home Address Changes

It is important that families notify their child's school or the Office of School Choice & Enrollment if they have recently moved their primary residence. This is done to ensure appropriate mailings are received via postal mail and to confirm that the student remains eligible to receive a public education in a New Haven Public School.

To update your address, follow one of the steps below. Remember, you will be required to provide proof of your home address.

1. Visit the Office of School Choice & Enrollment located at 54 Meadow Street, New Haven, CT 06519, Monday-Friday between the hours of 8:30 and 3:30pm and present appropriate proof of residency. Acceptable forms of proof are:
 - A copy of the current mortgage statement or current lease agreement for your residence. OR
 - TWO current home utility bills (issued within the last 30-60 days) for your residence (UI, gas, cable, water, home internet)
2. Send an email to nhpsregistration@new-haven.k12.ct.us to update your home address. In your email, please list all of the names and DOB of your children residing in your home who require the address to be updated. Please be sure to attach a clear copy of your proof of residency. Acceptable forms are proof are:
 - A copy of the current mortgage statement or current lease agreement for your residence. OR
 - TWO current home utility bills (issued within the last 30-60 days) for your residence (UI, gas, cable, water, home internet)

Once proof of a new home address is received and reflected in PowerSchool, the child's address will be updated for district purposes. This information will be shared with the Department of School Transportation; you may contact that office at 475-220-1600. Please note it will take 5 -7 school days for any transportation changes to be reflected.

8 Frequently Asked Questions

Where is the Office of School Choice & Enrollment located? What are the office's hours?

The Office of School Choice & Enrollment is located on the 1st Floor of the Board of Education Central Offices at 54 Meadow Street, New Haven, CT. The office is open Monday through Friday from 8:30 – 3:30. For assistance you may call 475-220-1430 or email nhpsregistration@new-haven.k12.ct.us

What do I need to enroll my child for school?

The required documents are documents which will verify the age and residency of the child. Acceptable documentation for proof of age includes, but is not limited to, the child's birth certificate. Proof of residency documents include a current utility bill (electricity, home phone, gas, or cable bill), a rental lease agreement or mortgage papers in the name of the parent, legal guardian or person having care and/or control of the school aged child that verifies that the child is a resident of New Haven.

In accordance with Connecticut State law, children must have up to date physical examinations and immunization records (in some cases, up to date health records are required for initial placement (i.e. Headstart Pre-K). Please note: students will not be allowed to attend school if they do not meet their grade level health requirements. If the child is transferring from another school or district, please bring all available transcripts and other educational records.

Who can register a child for school?

The parent, legal guardian or person having care and/or control of school aged children who reside within the City of New Haven can register children into New Haven Public Schools.

Does anyone have guaranteed admission or admission preferences to attend particular NHPS schools?

Due to the seat limitations, there is no guarantee that any child will be placed in a particular school. All school assignments are based solely on seat availability and the most appropriate instructional program for the child. However, the various enrollment processes of our district are designed to give preference to students at their zoned school and where the enrolling student may already have a sibling currently attending. To be considered for sibling preference, the brother or sister must also live in the same household and have the same parent or legal guardian as the enrolling student.

If I move between neighborhoods in New Haven, can I keep my student enrolled in their current school, and can my other children enroll with their siblings?

If you move, your child does not have to change schools - they may remain enrolled where they are currently enrolled. New Haven Public Schools will provide the child with transportation to the child's school from the new home address.

If I move, how do I change my child’s address?

You may contact the main office of your child’s school and complete an address change. In order to change the address of a child, proof of residency documents must be provided which include a current utility bill (electricity, home phone, gas, or cable bill), a rental lease agreement or mortgage papers in the name of the parent, legal guardian or person having care and/or control of the school aged child that verifies that the child is a resident of New Haven.

Can a child use two addresses or a P.O Box for registration?

No, a child can be registered using only one address and P.O. Boxes may not be used to register a child.

What happens if my neighborhood school is full?

Your child will be registered to the closest available school and transportation will be provided where applicable.

How old does my child have to be for Pre-kindergarten and Kindergarten registration?

- Children turning 5 on or before September 1st of a current school year are eligible for Kindergarten.
- Children turning 4 on or before September 1st of a current school year are eligible for Pre-K 4.
- Children turning 3 on or before September 1st of a current school year are eligible for Pre-K 3.