

# Carver Elementary School

Preschool Registration

2021/2022 School Year



Carver Elementary School is happy to welcome you and your family to our school. Please see instructions below on how to proceed with our new online registration process in Aspen.

## **Step 1**

Please use this link to set up an Aspen Account:

<https://ma-carver.myfollett.com/aspen/logon.do>

(This will allow you to complete the Online Registration and allow you access to your student's information once the registration process has been completed).

If you already have an Aspen account, please log in and complete the online registration process for your student that will be entering kindergarten.



If you do not currently have a student enrolled in Carver Public Schools, you must request an account. Otherwise, you can use the account that you have already created.

## **Step 2**

Once you complete the Account Setup, you will be directed to the Aspen Homepage. Once here you will click the button that says "+Initiate". This will bring you to the Online Registration Form.

### Step 3

Please complete all the sections in this form. You will not be able to move to the next section if you do not complete all of the required fields.

### Step 4

Please upload the following paperwork.

- Child's Original Birth Certificate - Must be issued by the town of birth with a raised seal or stamp.
- Proof of Residence in the Town of Carver. The only acceptable forms of proof of residency are:
  - purchase and sales agreement
  - landlord residency affidavit  
<https://carver.org/wp-content/uploads/2019/09/Landlord-Residency-Affidavit.pdf>
  - two consecutive months of utility bill
  - lease/rental agreement
- Medical Information:
  - The following documentation is required for Preschool/Kindergarten registration in order to comply with [Massachusetts school entry regulations](#).
    - Complete Immunization Record
    - Recent Physical Exam
    - Lead Test
    - Vision Screening
  - (\*\*If your child's healthcare provider has documented the above items on the same form, please upload the same document again as it is needed to be able to proceed in the enrollment process below. Students with incomplete health files will not be allowed to complete the registration.)
  - A **lead test** is required by law for every child in Massachusetts before they begin daycare, kindergarten, or preschool. [Learn more about Massachusetts Lead Test Requirements](#)
    - *Please upload proof of your child's lead screening .*
  - For Kindergarten, students must have 3 doses of Hep B, 5 doses of DTaP, 4 doses of Polio, 2 doses of MMR, and 2 doses of Varicella. For more information, click here: [Massachusetts School Immunization Requirements by Grade](#)
    - *Please upload your child's immunization record*

- Physical Exam
  - *Please upload the most recent physical exam*
- Hearing and Vision Screening [Massachusetts Law](#) requires that all students entering kindergarten have a vision screening within the 12 months prior to the start of school. Since CES is offering online registrations this year, the school nurse will not be meeting with each student to complete a Hearing and Vision Screening in-person. Please be sure to discuss this important screening requirement with your child's healthcare provider.
  - *Please upload proof of your child's vision screening*
- Please contact School Nurse Mrs. Berkobein ([berkobeinv@carver.org](mailto:berkobeinv@carver.org)) with questions about any of the above information required for kindergarten registration.