Student Registration Process

Welcome to the Derby Public School system. We are delighted your child will be joining us as we begin this educational journey together. We strive to meet the educational needs of all students.

Please go to our website, www.derbyps.org, and find Student Registration under District Offices or in the red bar on the main page for information on the registration process. Under “Online Registration”, you will click on the link to begin the registration.

Please follow the steps below to continue.
1. To begin our online registration you will need to set up an account.
2. Click next on bottom of the page, and enter the information requested by the online forms.
   Note: Required fields are marked with a red asterisk, and the Derby Board of Education will receive the data exactly as entered. Please be careful of spelling, capitalization and punctuation.
3. On the “Review” page, check your data before proceeding to submission.
4. Click “Submit”!
5. On the Submission Confirmation page, you will have the opportunity to print out a copy of your registration to keep for your records.
6. Upon successful electronic submission, you will receive an e-mail confirmation.

**Your child’s registration will be only be considered complete when all required paperwork has been received and verified by Central Office Registration staff. Registrations are processed and forwarded to the appropriate school within 24 to 48 hours of receipt of confirmed documentation. The school will contact you to set up your initial visit/first day.**
Please make an appointment to bring the following items to Central Office at 35 Fifth Street by calling 203-446-3920 after you have submitted the online application. Appointments are available Monday through Friday between 9:00am and 3:00pm.

- The child’s original, full size birth certificate (not wallet size) for all students born in the United States
  - Students born outside of the United States need to present a passport, visa or green card.
- A current physical, performed within the last year, completed on the State of Connecticut Health Assessment form (available at Central Office or on our website) with a copy of your child’s current immunization record.
- **Proof of Residency:**
  - Current Rental Agreement/Lease or Mortgage Statement
  - Notarized Landlord/Property Owner Certification of Residence (Available at Central Office or on our website.) *We will contact your landlord to verify the information. Registration cannot be completed until we have spoken to your landlord.*
  - Two recent utility bills (phone, electric, gas, water, cable, car registration, car insurance, etc.)
  - Parent/Guardian CT License or Identification with your Derby address on front
  - Legal Custody Documentation if applicable
  - Special Education Records (IEP) or 504 Plan

**New Student Registration for Additional Students**
You must submit a New Student Registration form for each student in your family. Once you have successfully submitted one New Student Registration online, you will have the opportunity to begin another from the “Submission Confirmation” Page.

**There are two computers at Central Office, 35 Fifth Street for registration, if needed.**