



## DIRECTIONS FOR REGISTRATION

### **Welcome to Frederick Tuttle Middle School!**

Please complete, check off and return the following forms to the Guidance Office.  
School registration takes approximately **3 days** once we receive these forms. Thank you.

*The following Registration Packet must be completed to enroll your child at FHTMS.*

- Pre-registration Form**
- SBSD Registration** (green folder)
- Proof of Residency Requirement** (three documents required):
  - ONE of the following:  
*Renter's Agreement, Copy of Lease, Mortgage, or Title, Notarized Proof of Residency*
  - TWO of the following:  
*Valid Vermont driver's license with South Burlington address, Valid Vermont identification card with South Burlington address, Valid voter registration card or receipt with South Burlington address, Valid Vermont vehicle registration card, Valid automobile insurance card with South Burlington address, Current utility bill, Bank statement for last or current month (financial information redacted)*
- Request for Student Records form**
- Annual Health Update form**
- Student Privacy form**
- State of Vermont Primary Home Language Survey**
- Agricultural Employment Survey/Migrant Education Program Info** (*if applicable*)
- Student Laptop Contract**
- Free or Reduced Lunch Application** (*if applicable, may be found on our website: [www.sbschools.net](http://www.sbschools.net)*)

*Please provide a copy of the following if possible:*

- Birth Certificate**
- Most recent report card**
- IEP or EST information** (*if applicable*)

*Included for your information:*

FERPA Rights Notification  
Immunization Letter  
Parent Information Sheet  
Lunch Account Information  
Phys. Ed. Information