

New Britain Public Schools
Central Registration Office (Pre-K through 8)

183 Steele Street
New Britain CT 06052
Monday-Friday
8:30 – 2:00

Telephone: 860-223-5501 **Fax Number:** 860-223-5510 **Email:** registration@csdnb.org

Begin the registration process by logging into: www.csdnb.org/register

Go to online registration and click on the appropriate link. Create an account, then log back in to complete the application. After submitting your child's information, please complete the process by making an appointment online and bringing the following documents to the Central Registration Office with you.

- Proof of Residency (see below)
- Guardianship papers (if applicable)
- Custody papers (if applicable)
- Residency Affidavit (for any student who is claiming residency in New Britain, but is not residing with his parents)
- Child's Birth Certificate (**long form required**)
- Social Security (optional)
- Most recent physical and immunization records
- Special Education Records (if applicable, ie: IEP, 504 plan)
- Proof of income for **Pre-K** registration only (**most recent**):
1040 or W2 forms (**preferred**) if not available then;
Biweekly (2 paystubs), weekly (4 paystubs)

Accepted Forms of Proof of Residency

Please note that we do not accept hand written notes, rent receipts, or state benefit letters.

We require one of the following:

- Deed to the home, current mortgage statement, mortgage closing statement.
- Current Lease
- Current utility bill (gas, electric, cable or water only)

If the student and the parent/guardian are living in a dwelling that is rented or owned and occupied by another person, the person who owns or rents the dwelling must complete/sign the Certificate of residency form and provide a proof of your local residence. We are accepting only one of the following (must be in the parent's name /owner name): Utility bill, Lease or Mortgage statement.

If you have any questions, please feel free to call before you come to register.