

**Centralized Student Registration
Merrimack School District
August 2023**

Dear Parent/Legal Guardian:

For many years, parents and legal guardians have been registering students at the school that their child would be attending. That process sometimes required a family with several children to travel to multiple schools to register each child. On Tuesday, August 1, 2023, the Merrimack School District began a centralized registration process. The Registrar's office is located in the Student Services Building that is on the corner of Brentwood Drive and McElwain Street in front of Merrimack High School.

Mrs. Patty Townsend is the School District's Registrar. She will be available from 8:00am – 4:00pm, Monday through Friday to process new student registrations. **However, it is important to call first because there are many appointments scheduled already and we want to make sure people are seen without having to wait, in order to ensure appointments run on time.**

Parents and Legal Guardians are asked to complete the [Student Registration Form](#) on our district website (under each PARENTS tab) prior to meeting with registrar, Patty Townsend. Documents verifying residency in Merrimack along with immunization records and birth certificate will also be required at the time of registration. The student registration office information is noted below:

Registrar:	Mrs. Patty Townsend
Location:	Student Services Building (in front of Merrimack High School)
Street:	2 Brentwood Drive
Phone:	(603) 714-7185
Email:	district.registrar@sau26.org
Hours:	8:00am-4:00pm Monday-Friday