

memorandum

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| to: | Elementary principals |
| from: | dr. marsha drake, chief of equity |
| subject: | kindergarten online registration |
| date: | March 26, 2020 |
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Online registration will open for incoming kindergarten students on Monday, March 30th and will remain open until April 3rd. Families can register kindergarten students following the link provided for School Registration on the HCS website located under the Parents and Students tab.

School contacts should be assigned (typically clerical and/or secretaries) to review and make sure that the registration submissions contain all of the vital information required for entry into Hamilton County Schools. Those assigned may begin reviewing the submissions, communicating to families regarding incomplete submissions and approving those that meet delivery requirements starting Tuesday, March 31st. Please email a list of school contacts who need access and will be point to approving new student registrations in PowerSchool Enrollment to Alyssa Teal at [teal\_alyssa@hcde.org](mailto:teal_alyssa@hcde.org). We will ensure that the school contacts have access in PowerSchool Enrollment to new students registering for the 20-21 school year and will also email them information that will be useful in navigating through the approval process for new students.

*Pre-K parents will not register students on-line.* Once school resumes, on site pre-k/kindergarten registration day will be designated to meet pre-k/kindergarten families and collect needed documents. Please make sure that registration information is updated on your school websites. Thank you for being flexible with changes as we navigate through this unchartered event. If you have any questions regarding registration, please feel free to reach out to Alyssa or myself.