

# Intradistrict Communication

DATE: January 23, 2025

TO: Elementary Principals  
Elementary Administrative Assistants

FROM: Michael Anderson, Associate Superintendent  
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SUBJECT: Guidelines to Establish Kindergarten Enrollment

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It is the responsibility of each school to obtain a kindergarten roster for the upcoming school year. This roster helps facilitate kindergarten staffing and establish budgets for supplies and materials. Typically, efforts to establish kindergarten rosters begin now. **Enrollments for kindergarten should be promptly entered into Skyward so that projections accurately reflect enrollments. Schools must not keep external lists or delay entering kindergarten enrollments.**

The following steps should be used to establish a kindergarten roster:

1. Send a flyer home with every student.
2. Publicize in the school newsletter – communicate (several times) the importance of getting accurate kindergarten counts.
3. Use all other resources available to you (ParentSquare, social media, etc.).
4. NOTE: New Student Online Enrollment (NSOE) for the upcoming school year enrollment will not be available until after the Skyward pre-enroll. If applications were entered prior to pre-enrollment, they need to be inactive for the current year and active for next year. This can be done during the approval process in NSOE.
5. Schedule kindergarten orientation as soon as possible. After pre-transfers begin in December, check your New Student Online Enrollment to see if there are any pending applications that need follow up.
6. Hang banners announcing Kindergarten Registration being accepted for the following school year.
7. Remember that the guardian of a kindergarten student has 30 days to provide a birth certificate and that these 30 days begin on the **first day of school**. Kindergarten applications received now can be activated for next year provided the guardian is notified of the birth certificate timetable and the school follows up in the fall.

Please schedule your kindergarten orientation AS SOON AS POSSIBLE.

## Optional Ideas:

1. Make a block contact with every home using PTA support.
2. Contact preschools in the attendance area of your school.
3. Use a telephone tree operated by parent volunteers with a list of questions for consistency.
4. Contact neighbors who can identify new move-ins.
5. Contact community members who do not have children enrolled in school.
6. Avoid forwarding kindergarten orientation letters to new addresses if a family has moved from your boundary area. Delete that name from your list.

**Please be diligent in recruiting all the kindergarten students within your school boundary.**