

# Intradistrict Communication

DATE: January 16, 2020

TO: Elementary Principals  
Administrative Assistants

FROM: Administrator of Schools  
Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
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SUBJECT: Guidelines to Establish Kindergarten Enrollment

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It is the responsibility of each school principal 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 in December.

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. (Skylert, social media, etc.)
4. NOTE: New Student Online Enrollment (NSOE) for the 2020-21 school year enrollment will not be available until after January 1, 2020 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 the January pre-enroll, 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.

[Please schedule your kindergarten orientation BEFORE APRIL 3, 2020.](#)

**Optional:**

1. Make a block contact with every home using PTA support.
2. Contact pre-schools 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.**