

# Intradistrict Communication

DATE: December 3, 2015

TO: Elementary Principals and Secretaries

FROM: Administrators of Schools  
Dr. Anthony Godfrey, Associate Superintendent of Schools  
Luann Leavitt, Consultant, Planning and Student Services

SUBJECT: Guidelines to Establish the Kindergarten Enrollment for 2016-17

As per the past several years, it will be the responsibility of each school principal to obtain a kindergarten roster for the 2016-17 school year. It is from this roster that the kindergarten estimate is created. The estimate is the basis for the number of kindergarten teachers required and the budget allowed for supplies and materials. Therefore, it is important that the roster be as accurate as possible.

Please follow guidelines 1-5 below. The other options are ideas you may want to use. It is very important for staffing your kindergarten that the count be as accurate as possible.

1. Send a flyer home with every student.
2. Publicize in the school newsletter – announce (several times) the importance of getting the count.
3. Use all other resources available to you. Skylert, etc.
4. Schedule kindergarten orientation as soon as possible. Check your New Student Online Enrollment to see if there are any pending applications that need to have follow up for the count. The estimate will be updated after all kindergarten orientations are completed.
5. Hang banners announcing Kindergarten Registration being accepted for the following school year.

**Please schedule your kindergarten orientation  
BEFORE APRIL 8, 2016**

**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 letter to new address if family has moved from your boundary area. Delete that name from your list.

**Please be diligent in recruiting the kindergarten students within your school boundary. It will be important to have accurate up to the minute kindergarten numbers as we do the estimates in the upcoming weeks. Please submit the TOTAL number of kindergarten students to Planning and Student Services by Friday, January 15, 2016. You may call Luann at 801-567-8251 or fax to 801-567-8061.**