


Intradistrict Communication

DATE: December 19, 2017

TO: Elementary Principals and Secretaries

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

SUBJECT: Guidelines to Establish Kindergarten Enrollment for 2018-19

As per the past several years, it will be the responsibility of each school principal to obtain a kindergarten roster for the 2018-19 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 1-6 below. The other options are ideas you may want to use. It is critical that this count be as accurate as possible for kindergarten staffing.

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. NOTE: New Student Online Enrollment (NSOE) for the 2018-19 school year enrollment will not be available until after January 1, 2018 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 to have follow up for the count. The estimate will be updated after all kindergarten orientations are completed.
6. Hang banners announcing Kindergarten Registration being accepted for the following school year.

Please schedule your kindergarten orientation BEFORE APRIL 7, 2018.

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 all 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 13, 2018.