



Hickman Mills C-1 School District

CENTRALIZED REGISTRATION NEWS

2016-2017 School Year

Back To School Time Is Almost Here!

We look forward to seeing each family at Centralized Registration and Enrollment August 6, 10, and 11!

The Hickman Mills C-1 School District is preparing for the annual registration and enrollment of students in grades Pre-K to 12th for the 2016-17 school year. This event will be held at Ervin Early Learning Center at 10530 Greenwood Rd. The purpose of Centralized Registration is to ensure the accuracy of our student and family information. Inaccurate data affects the district's ability to provide services and support our students.

Registration and enrollment for Pre-K to 12th grade must be completed at Ervin Early Learning Center before school enrollments can be finalized. Students in grades 7th through 12th should accompany parents to Centralized Registration at Ervin Early Learning Center to take student ID pictures, receive schedules and to sign up for special programs.

Each parent will also have an opportunity to verify that his/her child has received the required immunizations for school attendance. The Health Department will provide an immunization clinic at Centralized Registration for students needing vaccinations.

NEW LOCATION

Ervin Early Learning Center

10530 Greenwood Rd.

Kansas City, MO 64134

Dates and Times:

Sat., Aug. 6: 8:00am – 12:00pm

Wed., Aug. 10: 7:00am – 2:00pm

Thurs., Aug. 11: 12:00pm – 7:00pm

Centralized Registration

The purpose of Centralized Registration is to ensure the accuracy of our student and household information. The Missouri Department of Elementary and Secondary Education holds the Hickman Mills C-1 School District accountable for the accuracy of this information. Inaccurate data affects the district's financial ability to provide services and support to our students.



Documents To Bring For Registration & Enrollment

Registration forms for grades Pre-K to 12th will be available on the Hickman Mills C-1 School District website (www.hickmanmills.org) and through the public library. **Printing and completing the forms prior to registration will reduce the amount of time you need to spend in the registration area.**

7th - 12th grade students must accompany parents to Centralized Registration at Ervin Early Learning Center for student ID pictures, schedules and textbooks.

RETURNING STUDENTS (who did not complete pre-registration in the spring)

Parents Should Bring:

- Picture ID
- Current utility bill in your name (dated within 30 days)
- Updated shot records if applicable
- Updated medical statement, signed by a licensed physician, for students requiring special meal accommodations (i.e. food allergies)

RETURNING STUDENTS WITH ADDRESS CHANGES

Parents Should Bring:

- Picture ID
- New lease agreement or mortgage statement in your name
- Two current utility bills in your name (dated within 30 days)
- Updated shot records if applicable
- Updated medical statement, signed by a licensed physician, for students requiring special meal accommodations (i.e. food allergies)

STUDENTS NEW TO THE DISTRICT INCLUDING PRE-K AND KINDERGARTEN STUDENTS

Parents Should Bring:

- Picture ID
- Lease agreement or mortgage statement in your name
- Two current utility bills in your name (dated within 30 days)
- Student immunization records
- Student birth certificate (Pre-K & Kindergarten need original birth certificate)
- Medical statement, signed by a licensed physician, for students requiring special meal accommodations (i.e. food allergies)
- An updated physical for Pre-K students

If available, please bring:

- Student discipline record from previous school
- Transcript
- Special Services IEP (if applicable)

FOR FAMILIES LIVING WITH A DISTRICT RESIDENT:

We will continue to require an affidavit of residence to be signed by both the homeowner/lease holder and the parent/guardian every school year. **There are two options to submit the Two-Party Affidavit of Residence form:**

1. Both the homeowner/lease holder and the parent/guardian are present at Centralized Registration to sign the Two-Party Affidavit of Residence and must bring a picture ID.
2. To prevent the homeowner/lease holder from attending Centralized Registration, you may access the Two-Party Affidavit of Residence form on the district's web page in advance, and have the form notarized by a notary public; where both the homeowner/lease holder and parent/guardian have signed the Two-Party Affidavit of Residence. **You can access the form at www.hickmanmills.org by clicking the Parents & Students tab, then clicking the Residency/Enrollment tab.**

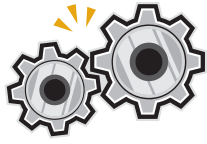
The following documents must also be provided by either the parent/guardian and/or the homeowner/lease holder at the time of Centralized Registration:

- a) Mortgage agreement/rental/lease agreement in your name
- b) Two current utility bills in your name (dated within 30 days)

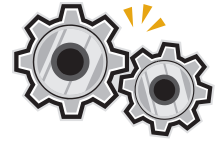
FOR CUSTODIAL GUARDIANS:

If enrolling a child as a custodial guardian, you **must** provide court documentation or a letter of placement by a social services agency as proof of guardianship.





HOW IT WORKS



The Centralized Registration process begins in the gym at
Ervin Early Learning Center, 10530 Greenwood Rd., Kansas City, Missouri 64134

NEW STUDENTS

Step 1

Enrollment Packet Pick-up

Families will pick up an enrollment packet for each student. Packets need to be completed before proceeding. Many of the forms can be accessed on the district web site or picked up at the public library to complete in advance.

Step 2

Residency

Your documentation will be reviewed and school assigned.

Step 3

Nurse/School Nutrition Station

All families will need to complete a health information form and verify shot records. An Immunization Clinic will be provided at that station. Visit the School Nutrition table next to the Nurse Station for special dietary needs (i.e. food allergies).

Step 4

Data Entry

Please take all appropriate documentation to complete the registration process. Your packets will be reviewed and later collected when you report to the assigned room for your child's school.

Step 5

Apple Bus Company

You will receive a bus route and bus number assignment.

RETURNING STUDENTS WITH Address Changes

Step 1

Residency

Please have all appropriate documentation for review and school assignment.

Step 2

Nurse/School Nutrition Station

All families will need to complete a health information form and verify shot records. An Immunization Clinic will be provided at that station. Visit the School Nutrition table next to the Nurse Station for special dietary needs (i.e. food allergies).

Step 3

Data Entry

Please take all appropriate documentation to complete the registration process. Your packets will be reviewed and later collected when you report to the assigned room for your child's school.

Step 3

Apple Bus Company

You will receive a bus route and bus number assignment.

RETURNING STUDENTS WITHOUT Address Changes

Step 1

Nurse/School Nutrition Station

All families will need to complete a health information form and verify shot records. An Immunization Clinic will be provided at that station. Visit the School Nutrition table next to the Nurse Station for special dietary needs (i.e. food allergies).

Step 2

Data Entry

Please take all appropriate documentation to complete the registration process. Your packets will be reviewed and later collected when you report to the assigned room for your child's school.

Step 3

Apple Bus Company

You will receive a bus route and bus number assignment.

FINAL STEP FOR ALL NEW AND RETURNING STUDENTS:

All Pre-K through 12th grade families should report to the assigned room for their child's school to pick up important school information and drop off registration packets.

A LINC representative will be available to guide families through the application process for enrollment in the Before and After School Care Program.

Important Information for Pre-K and Kindergarten Families

- Pre-K (4 year old) enrollment: Date of Birth on or before July 31, 2012
- Kindergarten (5 year old) enrollment: Date of birth on or before July 31, 2011





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POSTAL CUSTOMER

The Hickman Mills C-1 School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director, Human Resources, 9000 Old Santa Fe Road, Kansas City, MO 64138 or (816) 316-7000. Interested persons who want to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities should contact Associate Superintendent, Human Resources, 9000 Old Santa Fe Road, Kansas City, MO 64138 or (816) 316-7000.

CENTRALIZED REGISTRATION AND SCHOOL ENROLLMENT

Ervin Early Learning Center
 10530 Greenwood Rd.
 Kansas City, MO 64134

Dates and Times:

Saturday, August 6: 8:00 am – 12:00 pm
 Wednesday, August 10: 7:00 am – 2:00 pm
 Thursday, August 11: 12:00 pm – 7:00 pm

Dates to Remember

August 6, 10 & 11
 Centralized Registration/Enrollment

August 20
 Back To School Rally at Ervin Early Learning
 Center 10:00 a.m. - 1:00 p.m.

August 22
 First Day of School

REGISTRATION AND ENROLLMENT IS REQUIRED TO ATTEND SCHOOL.

Families that do not complete the registration and enrollment process during one of these three days are not guaranteed the ability to start school on August 22, 2016.

IMPORTANT IMMUNIZATION INFORMATION

Students entering **kindergarten** must have a minimum of 4 DTAP and 3 polio shots with the last shot given after the 4th birthday. The child must have 2 MMR and 2 Varicella vaccines with the first dose given on or after twelve months of age. Lastly, the child must have 3 Hepatitis B vaccines.

Students entering **8th grade** must have one dose of the Tdap vaccine and one dose of the meningococcal vaccine.

High School Students must have two doses of the meningococcal vaccine to begin **12th grade** unless the first dose was given after the 16th birthday and then the student is allowed to have one dose of this vaccine.

An Immunization Clinic will be provided by the Health Department during Centralized Registration and Enrollment for students needing vaccinations.