

# MORGAN LOCAL SCHOOL DISTRICT

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February 12, 2018

Dear Parent/Guardian:

Welcome to the Morgan Local Schools kindergarten registration process for the 2018-2019 school year. The purpose of this letter is to let you know the steps required for registering for the upcoming year. Here are the steps for registration.

- Pick up an enrollment packet at our District Office, at an elementary building, preschool, Head Start program, or on-line. You may access the on-line materials at the address above and click on “Kindergarten Registration”.
- Complete the packet and return it at your convenience, prior to March 29<sup>th</sup>, to Leslie Robbins at our District Office located at 65 West Union Avenue, McConnelsville, OH. You will need the following information:
  - a. Certified birth certificate
  - b. Immunization record
  - c. Social Security card
  - d. Proof of residence (such as a utility bill)
  - e. Photo ID of the person registering the student
  - f. Any custody papers that may apply
- Any questions regarding the registration process may be directed to Leslie Robbins at the Morgan Local School District Office at 962-2782, ext. 2110.
- We will be open on the following Wednesday evenings till 7:00 p.m. to process your forms: March 7<sup>th</sup>, March 14<sup>th</sup>, March 21<sup>st</sup>, March 28<sup>th</sup>. We will also be open on two Saturdays from 8:00 am to Noon: March 10<sup>th</sup> and March 17<sup>th</sup>.
- You may also return the packet during regular hours of 8:30 – 4:00, any workday prior to March 29<sup>th</sup>.
- At the time you turn in your packet, you will schedule an appointment to bring your child in for the required K screening. This screening will be held the week of April 10<sup>th</sup>, and there will be evening and early morning appointments available. Screening will take approximately an hour. By scheduling appointments, you will not need to wait and we will be able to serve you within that hour’s time.
- Registration will be complete after you finish this process. You will receive a letter from your child’s principal the first week of August informing you of your child’s first day of school, either August 15<sup>th</sup> (last name A-M), or August 16<sup>th</sup> (last name N – Z), with specific school information and inviting you to attend school with your child on their first morning of school.

We look forward to registering your child. Please call the number above if you have questions.

***Proud of Our Past, Focused on Our Future***