Enrollment Procedures
2017-2018

I.   Parents enroll online at register.kckps.org
   a. Please do not delay enrollment. Parents may enroll immediately
   b. All new to the district students will enroll during Centralized Enrollment
        i. Centralized Enrollment Dates:
            1. August 2 - 10:00-6:00
            2. August 3 - 8:30-3:30
            3. August 4 - 8:30-11:30
            4. August 7 - 10:00-6:00
            5. August 8 - 8:30-11:30
        ii. All families must receive 5 Star Service and can also enroll at the building
   c. Do not create any additional enrollment packets, handbook or forms to be completed by parents/families

II. Centralized Enrollment is for "*new to the district"* students
   a. Students may complete enrollment at the school or come to Centralized Enrollment August 2-8(see dates above)
   b. All elementary (EC-5) will enroll students at their perspective schools

III. Students may complete enrollment but students will be unable to start the first day of school without updated immunizations (shot records)

IV. Students currently enrolled **DO NOT** need to attend Centralized Enrollment
   a. Contact the current school
   b. Request the previous school to "drop" the student
   c. Add student to the attending school
   d. Print the re-enrollment form
        i. Crystal Report
            1. Enrollment Verification Report
            2. Print Re-enrollment form
   e. Enroll student(s)

V. All district enrollment is online **DO NOT** create additional packets or duplicate forms
    a. Exceptions
        i. Transportation
        ii. Nutritional Services
        iii. All permits must request and approved by Student Services

VI. Boundaries
    a. All students will attend school in their attendance area
    b. Students may follow their cohort (except Northwest, West and Eisenhower)
    c. All permits are reviewed, approved or denied by Student Services

VII. Register Details
    a. Parent uses same login for all students
    b. Registrar's and counselor's must have a district enrollment login
    c. Enrollment Link
        i. register.kckps.org
    d. Upon enrollment completion please verify:
        i. Verify student history
        ii. Update appropriate student ID
        iii. Approve enrollment
        iv. Post to SILK

VIII. Enrollment Criteria
    a. Utility Bill
    b. Lease Agreement
    c. Driver's License with current address
    d. Valid mail (not junk mail) with parent/guardian name and current address
    e. Existing childcare, request to enroll and/or Affidavit's do not need or require to be renewed
    f. All new to the district students must request any childcare or permits from the Department of Student Services
        i. Please enter ALL PERMITS in SILK