

Dear Parents,

Please read this entire document to learn about the processes for enrolling students into the Putnam County School System for the 2026-2027 school year. If you have any questions, please don't hesitate to contact your school or call (931) 526-9777.

The **2026-27 Early Registration Application Period** will open online on March 31, 2026, at 8 am and close on April 17, 2026, at 3 pm. The traditional **“Open House” Kindergarten Early Registration events** will take place on Tuesday, **April 7** from 1-5 pm at school sites. The registration method will include an online pre-registration process (or paper-based if necessary), coupled with appointment times for families to meet with the appropriate school to submit enrollment documentation and finalize enrollment. All current zoning guidelines will be in effect. Please visit the District website at www.pcssn.com and find the Enrollment Zone Finder application to input your residential address and view your zoned schools.

“The 2026-27 Early Enrollment Application Period will open on March 31 at 8 AM and close at 3 PM on April 17, 2026.”

A. “Current” K-11 Students:

Parents should complete the “Intent to Return” form found in the PowerSchool Parent Portal **“only if”!!!:**

- Your current 4th-7th grade student is requesting a different middle school for next year.
- Your current 8th-11th grade student is requesting a different high school for next year.
- The family needs to update contact information (updates are subject to school verification).

The form will be available on March 31.

*If the form is not filled out and submitted, we will assume your student is returning to their current school or moving to their assigned zoned middle or high school (for students transitioning from 4th or 8th grade).

If a parent needs PowerSchool account access, they should contact their school secretary for the appropriate access codes.

B. “New to PCSS” K-8 Students:

There is a **two-step process** for enrolling new students (K-8) in PCSS schools, as listed below. **High school registration will continue to be handled by individual schools.**

- A. **K-8 Online Registration Method (Preferred)** - The pre-enrollment link will be available on the www.pcssn.com website from March 31 to April 17. Parents/guardians will follow the prompts to complete the enrollment application for each student and set up an optional PowerSchool account to fill out school-based forms.
 - a. The first step will be to submit a separate electronic registration form for each new student (K-8) to register in our schools. The link will be active from March 31 through April 17, 2026.
 - b. After submitting the electronic form, the specific school will contact families to schedule an appointment to come to the school to submit the required Registration Documents and finalize enrollment.
- B. **Paper Form Method-** (student enrollment forms can be found at schools or can be picked up at the Central Office)
 - a. The first step will be to obtain and complete the traditional registration form, which can be picked up at your school or the Central Office.
 - b. Families will submit the paper form to the appropriate school, which will then schedule an appointment for families to come to the school to submit the required Registration Documents and finalize enrollment.

C. New Pre-K Applicants - The Application process for Pre-Kindergarten will be paper-based this year.

- A. The first step will be to obtain and complete the traditional paper-based Pre-K registration form, available at schools or the Central Office. Applications will be available on March 31, 2026.
- B. Once applications are completed and the required paperwork is collected per the form requirements, families will call the Central Office at 931-526-9777 to schedule an appointment to have the applications evaluated. This evaluation process only takes 5-10 minutes. When the family leaves the appointment, they will know if their child is in PreK for the 25-26 school year, or will, at least initially, be on a waiting list.
- C. *Any students attending Pre-K will register for Kindergarten based on the student’s residential address and not necessarily on the school of Pre-K enrollment. Zoning policies apply to students in Kindergarten through 12th grade.

Priority Zoning Policy:

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Please review School Board Policy 6.205 regarding priority enrollment. Enrollment Priorities are as follows:

Priority 1 - Students living outside the zone who were enrolled in the school the previous year (Excluding Pre-K) and students of full-time Putnam County Schools employees;

Priority 2 - Students living in the zone;

Priority 3 - Students who are out-of-zone (but inside of Putnam County), siblings of students currently enrolled at the requested school, and

Priority 4 - Students living outside the requested school zone (but inside Putnam County).

*All K-12 students currently attending a school outside of their residentially assigned zone may finish at that respective school to the highest grade level of that building, provided the family furnishes transportation if the student is out-of-zone (but still in Putnam County).

*Transportation services can only be provided to students who live in their school's zone. Please visit www.pcsstn.com to view the Enrollment Zone Finder application to view your zoned schools for the 2026-27 school year.

Priority Exceptions:

***Priority Exceptions for the 2026-27 School Year are as follows:**

*1. Elementary Schools- These Enrollment Priorities will be available at the respective schools during the Early Enrollment Period:

Algood Elem-	1, 2, 3, KL
Baxter Prim-	1, 2, 3, KL
Burks-	1, 2, 3, KL
Cane Creek-	1, 2, 3, KL
Capshaw-	1, 2, 3, KL
Cornerstone-	1, 2, 3
Jere Whitson-	1, 2
Northeast-	1, 2, 3, KL
Parkview-	1, 2, 3, KL
Prescott Elem	1, 2, 3
Sycamore-	1, 2, 3, KL

*A Priority 4 Kindergarten Lottery (KL) list will be collected at each eligible site during the April Early Enrollment Period for those families who wish for their Kindergartener to try to enroll at another eligible school. The kindergartener must already have a pending enrollment at their Priority 1, 2, or 3 school to enter the Lottery at a different school. Any drawings will take place at the school sites after the conclusion of the Early Enrollment Period, and availability will be based on each school's K capacity and student-to-teacher ratios.

*A Priority 4 Transfer Request Window/ Lottery (4L) will take place for **currently enrolled students in grades K-3 wishing to transfer to grades 1-4 at an eligible school** for the 26-27 SY **after** the Early Enrollment process is completed in April. **The Transfer Request Window will take place in May, and results will be reported in early June.** Before the Window opens, the district will post the available number of seats for transfer requests per eligible school/grade on pcsstn.com once that number is developed, pending compliance with building capacity and student-teacher ratios while maintaining room for growth. If the number of transfer requests for a particular school exceeds the available seats posted at that school, a lottery will be held to determine which students are allowed to transfer. Applicants must be enrolled in grades K-3 at priority 1, 2, or 3 schools. More information on this process will be available for families before the Transfer Request Window opens in May.

*Transportation must be provided if attending an out-of-zone school.

*Zoning information for the 2026-27 school year can be found on the Putnam County School System website (www.pcsstn.com).

2. All Middle and High Schools will have Open Enrollment and will accept **Priorities 1, 2, 3, and 4** during the Early Enrollment period. **High school registration will continue to be handled by individual schools.**

*Transportation must be provided if attending an out-of-zone school.

*Zoning information for the 2026-27 school year can be found on the Putnam County School System website (www.pcsstn.com).