

2025-26 PCSS Kindergarten/ Early Registration Letter/Enrollment Guidelines

Dear Parents,

Please read this entire document to learn about the processes for enrolling students into the Putnam County School System for the 2025-2026 school year.

The **2025-26 Kindergarten/ Early Enrollment Application Period** will open on April 1, 2025, at 8 am and close at 3 pm on April 17, 2025. The traditional **“Open House”** Kindergarten Registration events will take place on April 8 from 1-5 pm at school sites. Registration methods will include an option for an online pre-registration process, and a paper process, each to be coupled with appointment times for families to meet with the appropriate school to submit enrollment documentation. All current zoning guidelines will be in effect. Please visit the District website at www.pcsstn.com and find the Enrollment Zone Finder application to input your residential address and view your zoned schools.

The 2025-26 Early Enrollment Application Period will open on April 1 at 8 AM and close at 3 PM on April 17, 2025.

“Current” K-7 Students: “Intent to Return”

Starting on April 1, current K-7 students' families will need to verify and complete the online **Intent to Return** information with their schools and update it as needed. The Intent to Return Form is found inside the “Forms” portion of the **PowerSchool Parent Portal** of the parents' PowerSchool account. If a parent needs Powerschool account access, they should reach out to their school secretary for the proper access codes.

“New to PCSS” K-8 Students:

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

- A. **K-8 Online Registration Method (Preferred)**- The link for pre-enrollment will be found on the www.pcsstn.com website from April 1 to April 17. Parents/guardians will follow the prompts to complete the enrollment application for each individual student and to set up an optional account for PowerSchool 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 April 1 through April 17, 2025.
 - b. After submitting the electronic form, the specific school will contact families to make an appointment to come into the school to submit the required Registration Documents to finalize the enrollment process.
- 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 fill out the traditional registration form that can be picked up at your school or the Central Office.
 - b. Families will submit the paper form to the appropriate school, and that school will then contact families to make an appointment to come into the school for the submission of the required Registration Documents to finalize the enrollment process.
- C. **Phone Call Method**- (call schools directly to begin the registration process)
 - a. The first step will be to reach out to the appropriate school to set an appointment time to visit and complete the enrollment process.
 - b. After making the appointment, gather and bring the required registration documents to the school at the appointed time. Families will fill out the registration form at the school and finalize the enrollment process.

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

- A. The first step will be to obtain and fill out the traditional paper-based Pre-K registration form that can be picked up at schools or the Central Office. Applications will be available on April 1, 2025.
- B. Once applications are completed and the required paperwork is collected as per form requirements, families will call the Central Office at 931-526-9777 for an appointment to have the application 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 Kindergarten-12th Grade students.

Priority Zoning Policy:

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 siblings of students currently enrolled at the requested school; and

Priority 4 - Students are living outside of the requested school zone.

*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.

*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 2025-26 school year.

Priority Exceptions:

***Priority Exceptions for the 2025-26 School Year are as follows:**

*1. **Elementary Schools-** After conferring with the Administrators at each school, 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
Sycamore-	1, 2

*A **Priority 4 Kindergarten Lottery (KL)** list will be collected at each eligible site (AES, BPS, Burks, CCES, CES, NES, & PVS) during the April Early Enrollment Period for those families who wish for their Kindergartener to try to enroll at an eligible school. The kindergartener must already have a pending enrollment at their Priority 1, 2, or 3 schools in order 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 any availability will be based on individual schools' K capacity and student/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 25-26 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 number of posted available seats at that school, a lottery will be conducted to determine the students allowed to transfer. Current enrollment in grades K-3 at priority 1, 2, or 3 schools is required for applicants. 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 2025-26 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 2025-26 school year can be found on the Putnam County School System website (www.pcsstn.com).

If you have any questions, please don't hesitate to contact your school or call (931) 526-9777.

Thank you,

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