

Very Important School Registration Information

Children who will enter public school for the first time in August should be registered **April 6th- April 30th by appointment only** at the appropriate elementary school, as determined by their residence. **Parents need to contact the child's in district school by telephone or email to schedule an appointment.** School telephone numbers and emails are listed below.

A child entering the **kindergarten program** must be 5 years old on or before September 1 of the school year in which he/she applies for entrance.

West Side Elementary School hosts a **kindergarten partial immersion Chinese program**. Students enrolled in the program will continue through grade five and have the opportunity to develop communicative and academic proficiency in both Mandarin Chinese and English. Any Allegany County student eligible for kindergarten in the 2021-2022 school year may apply for the program; however, transportation will not be provided for students who reside outside of the West Side School attendance area. Application will be available at all ACPS elementary schools.

To apply to the **pre-kindergarten program**, a child must be 4 years old on or before September 1 of the school year in which he/she applies for entrance. The Maryland State Board of Education has COMAR regulations that apply to all public pre-kindergarten programs for 4-year-old children administered by local boards of education. These regulations determine the eligibility and selection of students for pre-kindergarten programs.

School sites must fill those vacancies by the criteria set forth in COMAR regulation 13A.06.02.03B giving enrollment priority to those children who meet the eligibility criteria. In accordance with COMAR regulations to be considered as Priority 1 status for pre-kindergarten enrollment, families will be required to submit proof of monthly household income. This includes Federal Tax form 1040, W2, documentation of receiving unemployment, written/signed statements from your employer verifying wages, SSI documentation, or pay stubs.

Currently, Beall, Cash Valley, John Humbird and South Penn Elementary all offer a **3 year old program**. To apply, the child must be 3 years old on or before September 1 of the school year in which he/she applies for entrance. Transportation is not provided. If interested please contact the school you are interested in attending their 3 year old program.

Information regarding the process for applying for an out-of-district permit will be available at the time of registration in the home school.

Bring the following information to the home school at the time of registration:

- Birth Certificate
- Social Security Card
- Proof of Residence (utility bill dated within 30 days with the physical address, Insurance statement, copy of lease. No cell phone bills). If you do not have any of these, a form can be provided for you to complete and have notarized at the time of registration.
- Immunizations Records (Can be faxed from the doctor to the school)
- Parent/Guardian photo ID
- Physical Exam (if completed); if not form can be obtained at registration meeting
- **For PreK registration**, in order to qualify for a priority 1 you will **need to bring documentation of your monthly household income** based on job earning, child support, alimony, public assistance, social security, SSI, VA Benefits, pension and retirement.
- If you receive **food stamps**, please have your child's Food Supplement Program (FSP) or Temporary Cash Assistance (TCA) Case number from approval letter or case worker (9 digit number)
- The registration will not be considered complete until copies of all required documents are made available to the school.