

# Kindergarten Registration Procedures

**New Students** - Students who have never attended an Allegany County Public School (ACPS) must be registered by their custodial parent (biological, adoptive, legal guardian) Every child who is 5 years old on or before September 1st must be enrolled in a kindergarten program in the fall or have an approved maturity waiver.

**Students who were enrolled in an ACPS Pre-k 4 Program** - Families of students who attended a Pre-k 4 program in the ACPS in-district school will be provided with information from the school regarding necessary documentation to update their current registration.

If the child attended a Pre-k 4 Program on an **Out of District Permit**, he / she will need to register for kindergarten at the child's in-district school. Please make an appointment with the in-district school to register. Out of District permits that are granted for Pre-k may not be continued into future grades. The school principal has the authority to approve or deny the request based on the guidelines for hosting out of district students.

## Please bring the following documents to your registration appointment

Document	Examples
Parent Photo Identification	Valid driver's license, passport, etc.
Child's Birth Certificate	May also accept birth registration
Child's Social Security Card	
Current Proof of Residency	Utility bill dated within 30 days, Insurance Statement, Lease Agreement signed, or if living with a relative or friend, the school will provide a form to be notarized
Immunization Records (All shots must be up to date)	Can be faxed by the doctor's office to the school if needed
Physical Exam Form	If not completed, this form can be provided by the school for future appointment