

Dear Parents,

Please read this entire document to learn about the processes for enrolling students in the Putnam County school system for the 2020-2021 school year.

Due to active social-distancing guidelines, the **2020-21 Kindergarten/Early Enrollment Application Period** will utilize different methods for completing the enrollment process rather than the traditional “open-house” type visits. The methods will include an online pre-registration process, a paper pre-registration process, and phone calls, all to be coupled with appointment times for families to meet with the appropriate school to complete the process. All zoning guidelines shared in February 2020, will still be in effect. Please visit the District website at [www.pcsstn.com](http://www.pcsstn.com) and find the Enrollment Zone Finder 2020-21 application to input your residential address and view your zoned schools.

**The 2020-21 Early Enrollment Application Period window will run from May 1 and end on May 15, 2020.**

**Priority Zoning Policy:**

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

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

Priority 2 - Students living in the zone;

Priority 3 - Students who are siblings of students currently enrolled at requested school; and

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

\*Based on this policy, 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 now out-of-zone as a result of the 2020-2021 zone change. Current students attending Pre-K will register based on the residential address of the student and not on their Pre-K school enrollment.

\*Transportation services can only be provided to students who live in their schools' zone. Please visit [www.pcsstn.com](http://www.pcsstn.com) to view the Enrollment Zone Finder 2020-2021 application as school zones have changed for the 2020-21 school year.

**Priority Exceptions:**

**\*Due to 2020-21 School Rezoning, the Priority Exceptions for the 2020-21 School Year are as follows:**

**1. Elementary Schools-**

A. All Elementary Schools during the Early Enrollment Period (with the exception of Algood Elem, Jere Whitson Elem, Prescott South Elem, and Sycamore Elem) will enroll **Priorities 1, 2, and 3** students only. A **Priority 4 Kindergarten Lottery** list will be collected at each eligible site during the Early Enrollment Period for those families who wish to try to enroll at a particular school. The kindergartener must already have a pending enrollment at their Priority 1, 2, or 3 school in order to enter the Lottery at a different school. Requests for Lottery spots at any available school will cease on May 15. All Lotteries are subject to the availability of space and compliance with student-teacher ratios at the respective schools. The Lottery drawings will be conducted for eligible schools at the Board of Education on May 19, 2020 beginning at 8:30 am. Board approval will be required to officially enroll any Priority 4 requests that are drawn.

B. (Algood Elem, Jere Whitson Elem, Prescott South Elem, and Sycamore Elem)- will be allowed to enroll Priorities 1 and 2 only, however, a Priority 3 Kindergarten Waiting List will be gathered at these schools to gauge numbers and possibly allow siblings to attend the school pending capacity and student-teacher ratios. Potential Priority 3 students must already have registered at the appropriate school before placing names on the Waiting List. Board approval would be required for official enrollment pending capacity and student-teacher ratios. Requests for names to the Waiting Lists will cease May 15, 2020. A Priority 4 Kindergarten Lottery will NOT be conducted at these schools.

**2. All Middle and High Schools** will have Open Enrollment during the Early Enrollment period. Transportation must be provided if attending an out of zone school.

Zoning information for the 2020-21 school year can be found on the Putnam County School System website ([www.pcsstn.com](http://www.pcsstn.com)).

### **New K-8 Students:**

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

- A. **K-8 Online Registration Method**- Link for enrollment will be found on the [www.pcsstn.com](http://www.pcsstn.com) website from May 1- May 15. Parents/guardians will use the **REGISTER** button to begin the enrollment application.
  - a. The first step will be to submit a separate electronic registration form for each new student (K-8) needing to register in our schools. The link will be active from May 1 through May 15, 2020.
  - b. After submitting the electronic form, the school will contact families to make an appointment to come into the school for the submission of required Registration Documents to finalize the enrollment process.
- B. **Paper Form Method**- Student Registration forms can be found at schools or can be picked up at the Central Office. Additionally, a pdf document may be found on the [www.pcsstn.com](http://www.pcsstn.com) website.
  - a. The first step will be to obtain and fill out the traditional registration form that can be picked up at your school or at the Central Office.
  - b. After submitting the paper form to the appropriate school or the Central Office, the school will contact families to make an appointment to come into the school for the submission of required Registration Documents to finalize the enrollment process.
- C. **Phone Call Method**- Parents can 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**- will remain paper-based for the 2020-21 school 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 at the Central Office. Pre-K Applications are also on-line at [pcsstn.com](http://pcsstn.com).
- B. Return the completed form to the school or the Central Office. Officials will then contact you to make an appointment to visit the Central Office for the submission of your required Registration Documents, Income forms, etc., to finalize the enrollment process.

### **Current Students:**

Current K-7 students will only need to verify their 2020-21 Data Verification Form information with their individual schools and update only if there are changes to be made. Families will need to watch for additional information from school principals regarding this process. Any data verification forms can be sent to families electronically using the email address currently in SchoolMessenger which is also used for children's report cards.

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

Thank you,  
Chris Pierce  
Attendance Supervisor  
[pierceb2@pcsstn.com](mailto:pierceb2@pcsstn.com)