



## HCS D Welcome Center: Kindergarten Registration

### Steps for completing online registration:

1. Access the online registration information at: [www.hilliardschools.org/welcomecenter](http://www.hilliardschools.org/welcomecenter)  
**OR**  
visit our Welcome Center (located at 2140 Atlas Street, Columbus) to complete your online registration before your scheduled registration appointment.
2. Select "register for Kindergarten next school year".
3. Review the eligibility and requirements for enrolling. **PLEASE NOTE:** If you currently have a student attending in the HCS D, you can upload the required documentation at the end of the online registration form where it says, "Click here to upload." When you schedule your registration appointment through *SignUp Genius*, you will be able to select the option for a phone appointment. We will call you to review your child's registration and this will save you a trip to the Welcome Center.
4. Complete the online registration form. This **must** be completed online **prior** to your scheduled registration appointment. **You will need to complete and submit two screens.** The first screen will have you create a login ID and password (if you have not already created these when registering another student online.) After submitting the first screen, click on "New Application" to complete your student's information.
5. Schedule an appointment with the Records Compliance Officer by using the online scheduler (*SignUp Genius*) on the district website, as this will finalize the enrollment process. You must schedule your appointment through the school assigned for your address.

**Current Preschool students:** If your child is currently a HCS D Preschool student, you do **not** need to go through the registration process for Kindergarten. You will be expected to provide an updated immunization record before the beginning of the school year. You will need to call 921-7096 between January 5 and January 23, 2015 to schedule a Kindergarten screening appointment for your child. (You should receive more information on this in a flyer sent home by the Preschool.)

### Online Registration Tips:

- Please read all instructions carefully. If information is not completed correctly, this will slow down the registration process.
- Enter student name as it appears on birth certificate. Use upper and lower case letters where appropriate. (What is entered in the online registration process becomes the database for the school.)
- Select school year 2015-16
- Select "PK-Kdg-Pre-registered" for the grade level.
- Once you have saved the guardian information, please enter information for at least one additional emergency contact.



## Hilliard City School District

John Marschhausen, Ph.D., Superintendent • Brian W. Wilson, Treasurer/CFO

Dear Parents/Guardians,

Welcome to the Hilliard City School District. As you prepare to register your kindergarten student, it is important to be aware of the procedure the District has established so that the process can go smoothly. To register in the Hilliard City School District, please provide the following:

- STUDENT REGISTRATION:** Must be completed online prior to registration appointment.
- PROOF OF RESIDENCY:** Proof of residency may be a **current** monthly mortgage statement or the declaration page of a **current** homeowner's insurance policy, if you own your home. If you are renting, proof of residency may be a lease agreement signed by the landlord/agent that lists the parent/guardian's name and the name of the student to be enrolled in our district.
- BIRTH CERTIFICATE:** Your student's birth certificate may be an original or a copy of the original. (If you do not have or cannot locate your child's birth certificate, please contact the Bureau of Vital Statistics in the city your child was born to request another copy. It could take up to three weeks to receive this birth certificate depending on how you order it, so please plan accordingly.)
- OFFICIAL IMMUNIZATION RECORD:** You **MUST** bring this when registering your student **even if the record is not complete**. Please contact your physician's office for an **official copy** of this record.

Required immunizations include:

- (5 doses) DPT (Diphtheria, Pertussis, Tetanus): 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4<sup>th</sup> birthday.
- (4 doses) Polio: 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses.
- (2 doses) MMR (Measles, Mumps, Rubella): Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
- (3 doses) Hepatitis B: The second dose must be administered at least 28 days after the first. Third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second. The last dose in the series (third or fourth dose), must not be administered before the age of 24 weeks.
- (2 doses) Varicella (Chickenpox): Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

TB Testing: Students born in another country or any student who has traveled out of the country for more than 90 days are required to have a Tuberculin skin test. The test that must be used in the U.S. is the Mantoux Test 5 TU PPD. Written proof of this test and the results are required for school attendance.

- CUSTODY PAPERS:** (If applicable) Per State of Ohio Law, (ORC 3313.672) and the Missing Children's Act, we are required to have an official, court stamped custody document when both natural parents are not in the home.

**Registration cannot be completed and your student may not begin attending without the above documents.**

**If you have any questions, please call:**

**RECORD COMPLIANCE OFFICE - 2140 Atlas St., Columbus 43228 (Welcome Center) 614-921-7096**

**Registration dates: See reverse side**

Ready For Tomorrow

2140 Atlas Street • Columbus, OH 43228 • Phone (614) 921-7000 • FAX (614) 921-7001  
www.hilliardschools.org

# Kindergarten Registration Dates

2015-2016

<u>Registration Date</u>	<u>Building</u>
February 2	Washington
February 3	Norwich
February 4	Ridgewood
February 5	Alton Darby
February 9	Hilliard Crossing
February 10	Scioto Darby
February 11	Britton
February 18	Avery
February 19	JW Reason
February 23	Horizon
February 24	Beacon
February 25	Darby Creek
February 26	Hoffman Trails
March 2	Brown

**After March 2nd:** Please call for an appointment to bring your registration documentation to the Record Compliance Officer at the Welcome Center (located at 2140 Atlas Street, Columbus 43228)