Dear Marshall Public School Families,

**Kindergarten registration is currently open for the 2019-20 school year**. If you have a child who will be 5 years old on or before July 31, 2019 you may register them in one of two ways:

**If you are a new family to the district** (this means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past) and you have not previously contacted an elementary building to get quick registered. Go to our website: marshallschools.com and click the parent portal tab at the bottom of the screen, click the parent tab, click Register New Family and follow the prompts.

**Families with students already enrolled at Marshall Public Schools**: you may add your kindergarten student to your family in your parent portal by choosing the 2019-2020 school year from the drop down, clicking update household data and editing the student information page by clicking add student. Or you can contact an elementary building secretary to have them add the kindergartener to your existing family portal. You will also need to make a kindergarten screening appointment for the student.

**If you have a PK student who is currently attending Early Childhood** and will be attending kindergarten in 2019-2020, there is nothing you will need to do online at this time. You will need to contact Southeast Elementary at (660) 886-2655, to set up an appointment for kindergarten screening.

All required documents for new students will need to be provided by guardian at kindergarten screening or at the all school registration held in August. Documents include:

* Proof of Residency (property tax statement, legal property description, utility bill/agreement, rental agreement/receipt, or real estate contract).
* Proof of legal name/age (example: Birth Certificate, Legal Document, Passport, Visa)
* Current Immunizations
* Proof of guardianship court documents (if needed)

\* If you do not have access the internet, please contact an elementary secretary for assistance.

\* An email address is required for online registration (families without an active email can choose one

of several free providers, such as Gmail)

\* Online Registration is currently not available on the Marshall Public Schools app or mobile devices.

\* **Kindergarten Screening will be held June 5th and 6th call Southeast Elementary at (660) 886-2655 for**

**an appointment.**

***If you have any questions, please contact one of our elementary buildings.***

Thank you!