

## Enrolling in Kindergarten Online

### For the 2020-2021 School Year

\*At the bottom of this page under resources are videos on how to download the form and how to use your phone as a scanner.

New Student  
Enrollment Form

1. Go to the [PCS Website enrollment page](#) and click on
2. Click download as a PDF and save it to your desktop
3. Open up the **New Student Enrollment Packet** PDF and begin typing into the document.
4. Fill out all information and click **PRINT** once you are finished.
5. In the Print menu click **save as PDF** and rename the document as:  
**Enrollment Kindergarten-your child's last name .pdf**
6. Email ( Jennifer Bueck, data manager) [bueckj@pitt.k12.nc.us](mailto:bueckj@pitt.k12.nc.us) and attach your child's enrollment packet
7. Scan the following documents and email these to [bueckj@pitt.k12.nc.us](mailto:bueckj@pitt.k12.nc.us)
  - Copy of your child's **immunization records** ([link to Immunizations required](#))
  - If your child has already had their 5 year old **Health Assessment**, please scan and email the front and back of that form as well or ask your doctor's office to email it for you. If your child has not had their Required Kindergarten Health Assessment or physical yet, just email this form once they have gotten it.
  - Scan or take a picture and email a copy of your child's **birth certificate**.
  - Scan or take a picture of your **driver's license**.
  - Scan and email **2 proofs of residence** (examples include the following)  
**\*If your child is open enrollment, we will use the permission form we already have as 1 proof of residence. So Open Enrollment students only need 1 additional proof of residence.**
    - i. Notarized rental/purchase agreement
    - ii. Utility bills (electric, telephone, gas, etc.)
    - iii. Automobile registration
    - iv. Car insurance and property insurance policies
    - v. Income tax W-2 form and property tax bill

### Resources

- How to scan documents on your iPhone, iPad or iPod using the built-in Notes App click [here](#)
- Video of how to use your phone as a scanner click [here](#)
- [Click here](#) to see a screen recording of how to download and type in the New Student Enrollment Form and save it as a PDF to email the document.

