

Enrolling in Elmhurst Kindergarten

For the 2022-2023 School Year

STEP 1: Fill out the Open Enrollment Application if you are not in our district
If you do not reside in the Elmhurst Attendance Area, you must first fill out an application for Open Enrollment/Reassignment 2022-2023 on the Pitt County Schools Website <https://www.pitt.k12.nc.us/Page/394> and click to complete the application process online.

STEP 2: Fill out the Enrollment Packet to register for Kindergarten.
You have three options (**Apply online, Print & bring in, or In person**) to complete the Enrollment:

IN PERSON (can pick up a packet from school and bring it back as well)
Early Kindergarten Registration is held at Elmhurst on:
Tuesday, March 22nd 9am-2pm or
Wednesday, March 23rd 9am-2pm

APPLY ONLINE: (same directions as print the packet and bring to school)

*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.

1. Go to the [PCS Website enrollment page](#) and click at the bottom of the page under APPLICATION FOR NEW STUDENT
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 our Elmhurst Data Manager, Barb Kata, at katab@pitt.k12.nc.us and attach your child's enrollment packet
7. Scan the following documents and email these to Barb Kata, at katab@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 for Online Registration

- 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](#)

STEP 3: If you are interested in learning more about the NEW Spanish-Immersion Kindergarten Class please fill out the [Parent Interest Form-Spanish Immersion Kindergarten 22-23](#)

A Parent Interest Meeting for those interested in the Spanish Kindergarten Class will be held on Monday, April 11, 2022 from 5:30 -6:30pm at Elmhurst.