

ECSD NEWS RELEASE

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Will Your Child be Five by Sept.1, 2018?

May is Early Registration Month in Escambia County Schools!

Escambia County schools are asking parents of incoming Kindergarten students to go ahead and register for the 2018-2019 school-year now! The first day of school will be August 13, 2018, and that day will arrive in no time.

Why so soon? Dr. Patti Thomas, ECSD's Director of Elementary Education explains, "Early registration helps schools plan how many classes they will have and how many teachers they will need. If your child will be five years old by September 1, 2018, we would like you to go ahead and take care of registration as soon as possible."

"Registering early will help all of us prepare for an outstanding first day of school and that includes the parents and their children," said Dr. Thomas.

If your student has not attended a school district pre-kindergarten class this year, nor has he or she participated in any school district services (such as speech therapy, physical therapy, etc) follow the steps for students new to Escambia County. (Note: If all of the students in your family are new to Escambia County public schools, you will need to do this for all of them.)

- Step one: Complete and submit the [online enrollment application](#) either at home or at the school. To find this, go to the Escambia County School District's web page for families at <http://ecsd-fl.schoolloop.com/families> and look for the link titled, "Registration for Students." You will find a series of questions that will help you access the information you need. For those who are brand new to ECSD public schools, you will find your way to Enrollment – Question 3. There you will find a blue link to the online application and the information below.

- You must complete a separate application for each student.
 - You will need an email address. If you do not have an e-mail address, contact your student's school and they will provide one for you.
 - Only use Firefox or Chrome browsers. The online application will not work in Internet Explorer.

- Have the following information available:
 - Emergency contact information
 - Insurance information
 - Medical information

Step two: Bring these items to the school:

- Recent Physical within past 12 months
See Health Requirements link on the Families page for more information.
- Immunization Records
See Health Requirements (see the same Health Requirements link for
- Birth Certificate
- Social Security Number (optional)
- Proof of Residency/Address: This can be a signed lease or rent receipt with the location, date issues and the names of those living there. Or, bring your most recent utility bill with your name and address. If the family is living in someone else's home, ask your school about a Student in Transition Survey.

SPECIAL NOTE FOR KINGSFIELD ELEMENTARY SCHOOL'S STUDENTS During the construction, anyone needing to register Kindergarten students who will be attending Kingsfield Elementary School should follow the steps above, gather the necessary documentation and **bring it to Ransom Middle School to register**. Principal Cunningham is working from there during construction. Ransom Middle is located right next door at 1000 W. Kingsfield Road and their main phone line is 850-937-2220.

Once you have completed this process, if any of your contact information changes (even if you just move down the same street) be sure to contact the school and update that information in the school district's data base. This is very important because it is this information that will be used to schedule bus routes and how the school will contact you with any announcements about Orientation, etc.

If the school you are attempting to enroll in is NOT your residentially zoned school, the staff will help you figure out which school you are zoned for based on your address. If you still want to register in a different school, you must have School Choice approval prior to enrolling at the school. The School Choice Office is located in the J.E. Hall Center at 30 E. Texar Drive, Pensacola, FL 32503, 850-469-5580. Please contact them as soon as possible.

Once your student is registered, consider downloading the FREE ECSD Families App on to your phone. Go in the settings and set your preferences to include news for your child's new school. Later, you will be able to access Parent Portal from your mobile

device, or a computer, where you will be able to access your students' assignments, schedules for tests, grades, attendance and other information provided by the classroom teacher.

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