

SCHOOL BOARD

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**2022-2023 Pre-Kindergarten Registration
Information Letter**

Greetings New PK Families:

I hope this letter finds you and your family well. To begin the process for PK Registration at Charles City Elementary for the 2022-2023 School Year, we are enclosing all required forms that need to be completed. As you will see below, we are asking for your 2021 Income statements only for funding purposes. This information will never be revealed to the public.

WE MUST HAVE THE FOLLOWING COMPLETED PRIOR TO ADMISSION INTO PK:

- All enclosed enrollment forms completed
- Birth Certificate (*copies are accepted during this time*)
- VPI Application/Income documents (W-2 or 2021 Tax Forms)
- Proof of Residency
(if you are currently living with another person and you have no proof, please read and complete the Residency-Verification Affidavit)
- Copy of Current IEP with Eligibility Information, Child Study and all other components (if applicable)
- **Current Physical/Immunizations** (please see note below):

Please note: A physician signed physical exam and a current certificate of immunizations are required for all students prior to starting school. If your child was enrolled in the Headstart program for the 21-22 school year then an updated physical exam WILL BE REQUIRED. Please make sure your child's immunizations are kept up to date and provided to the school nurse when requested per the VA State Requirements.

FAQ about Registration:

Where do I return these forms? Please complete and return all of the enclosed forms by either:

1. Mailing back the enclosed forms to Linda Easter, Registrar at the address listed below.
2. There is a black drop box located just outside of the entrance to Charles City Co. Public Schools, School Board Office at 10035 Courthouse Road, Charles City, VA 23030. All documents can be placed in the drop-box or an appointment can be made to meet with Linda Easter at the School Board Office.
3. If you have access to Internet, please email Linda Easter at leaster@ccps.net and she will send these forms to you that are fillable on-line. *All required documents can also be received via email to Linda Easter.*

Will my child and I get to visit the school to meet his/her PK teacher? This information is not available at this time but we will keep our families informed.

What day is the 1st day of school for the 22-23 School Year? School will start on Tuesday, September 6, 2022

What if I have any questions? Please contact Linda Easter, Charles City Public Schools' Registrar at 804-652-4617 (*please leave a message and I will return your call*) or by email at [**leaster@ccps.net**](mailto:leaster@ccps.net)

Linda Easter

Linda Easter
Student Data Manager/Registrar
Charles City County Public Schools
10035 Courthouse Road
Charles City, VA 23030

