



# Kindergarten Registration 2022-2023 School Year

## Application/Registration Information Needed:

Your child's original birth certificate  
Legal parent/guardian photo ID  
Foster care/custody documents (if applicable)  
Residency Verification \*\*  
Student Registration Form \*  
School Entrance Health Form \*  
Copy of Current IEP with Eligibility Information, Child Study and all other components (if applicable)

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public PK, Kindergarten or Elementary School. This is not required during the registration process unless the school year is currently active. This must be presented to the Registrar or School Nurse prior to your child entering KG even if a physical was completed in PK or during the HeadStart Program.

**\*\*Please note:** If you are currently living with someone and do not have Proof of Residency, you must complete the Residency Verification Form. The person you are living with will need to have their name notarized or approved by the Registrar and provide us with the proof of residency before your child will be able to start school.

*\*The various forms can be downloaded from the division website at [www.ccps.net](http://www.ccps.net), requested by emailing [leaster@ccps.net](mailto:leaster@ccps.net) or by phone at 804-652-4617 (please leave a message and your call will be returned)*

1. Under Departments choose the Department of Teaching Learning and Accountability page
2. Click on the Enrollment and Registration, then choose the KG Registration [READ MORE](#)
3. Click open each form and save it to your device or computer, fill in the blanks, save again and then email the forms to Linda Easter at [leaster@ccps.net](mailto:leaster@ccps.net). If you do not have the capability of doing this, please contact Linda Easter at 804-652-4617 or by email at [leaster@ccps.net](mailto:leaster@ccps.net) and she will mail the forms to you.
4. If you call 804-652-4617, please leave your name and phone number. Linda Easter will contact you to discuss the registration and will mail the documents needed to you.
5. If the forms are mailed to you, you can bring the completed forms and required documents to our secure drop box located at the Charles City Co. Public Schools, School Board Office at 10035 Courthouse Road, Charles City, VA 23030. This box is next to the entrance buzzer at this location. All of your personal, legal and official documents received will be returned to you by mail from Linda Easter.



**For more information or questions, please contact:**

Linda Easter  
Student Data Manager/Registrar  
[leaster@ccps.net](mailto:leaster@ccps.net)