



2/19/2020

Dear Parent or Guardian of a prospective 2020-2021, Kindergartner,

Welcome to the beginning of an exciting adventure - the start of your child's formal education. We at the Middleton Cross Plains Area School District are pleased to be a part of this process.

Children who are five years of age on or before September 1, 2020, are eligible and permitted to start kindergarten the fall of 2020.

We will start accepting Kindergarten registration at the Middleton Cross Plains Area School District Services Center, 7106 South Ave., Middleton, **Monday, February 17, 2020**. We encourage you to enroll your child as soon as possible on or after February 17, 2020. This will ensure you are included in communications providing dates for informational meetings and Kindergarten visitation sessions for your child. Our office hours are 7:30 am to 4:00 pm, Monday through Friday. You may also submit your enrollment materials electronically. Details are listed below as well as on page 1 of the enrollment packet.

If your child is currently enrolled and attending the Middleton Cross Plains Area School District's 4K program, there is no need to complete enrollment documents for Kindergarten.

If your child will not be attending Kindergarten through the Middleton Cross Plains Area School District, please call (608-829-9031) or email reg@mcpasd.k12.wi.us and we will remove your child from our Kindergarten rosters.

Registration materials are available on our website: <https://tinyurl.com/KGenrollmentpkt> for download and printing. Please note, the transfer of records form is only required if your child is currently attending a 4K program this current 2019-2020, school year.

In order to optimize your registration process, please complete the forms prior to arriving at registration. We will also have enrollment packets available on site. For your convenience, you may also fax, or scan and email the required enrollment forms and supporting documents. Please email to reg@mcpasd.k12.wi.us. You may also fax to the attention of the Registrar's Office, 608-836-1536. Forms will also always be available at the Middleton Cross Plains Area School District Services Center.

Please be sure to bring or include at time of submission **Proof of Residency and Proof of Age** for your child.

We will only accept one of the following as Proof of Residency

- o Current utility bill (Madison Gas & Electric, Alliant, or City Water, indicating service address and date, bill within the last 45 days)
- o Current Lease agreement (Dates of lease, all signatures)
- o Recent home purchase (Offer to purchase, within past 45 days, with closing date, all signatures, followed by utility bill after move-in)
- o Building Contract and Building Permit (address, estimated date of completion, all signatures) followed by occupancy permit and Madison Gas & Electric, Alliant, or City Water after move in.

*****If you have an address update prior to the start of school, you must advise the Registrar's office as soon as possible*****

District policy also **requires** proof of your child's age. Please also submit or provide your child's birth certificate.

If available, please submit or bring your child's immunization record.

You will receive further information from your child's respective school after their enrollment documentation is processed.

If you have any further questions regarding the Kindergarten registration process, please call us at 829-9031.

We are looking forward to be a part of your child's educational journey!

Sincerely,

Kathy Spahn
Registrar

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