



2/16/2021

Dear Parent or Guardian of a prospective 2021-2022, 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, 2021, are eligible and permitted to start kindergarten the fall of 2021.

We are beginning to accept Kindergarten registration for your child to join the Middleton Cross Plains Area School District. Due to the pandemic, we are highly encouraging online submission. We will also be available for in person enrollment at the District Services Center, 7106 South Ave., Middleton, by appointment only. Here is a link to the [Registration Appointment Calendar](#). Our office hours are 7:30 am to 4:15 pm, Monday through Friday. Details regarding documentation and submission venues are listed below and also on page 1 of the enrollment packet.

We encourage you to enroll your child as soon as possible. This will ensure you are included in communications providing dates for informational meetings and possible Kindergarten visitation sessions for your child.

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 for download and printing. Here is a direct link to the packet: [21.22 Enrollment packet](#)

Please note, the transfer of records form is only required if your child is currently attending a 4K program outside of the Middleton Cross Plains Area School District this current 2020-2021, school year.

If you chose to enroll in person via appointment, please complete the forms prior to arriving at registration. We will also have enrollment packets available on site if needed. 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.

Please be sure to include or bring at time of submission ***Proof of Residency and Proof of Age*** as well as current immunization records 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 statement after move in.

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

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

If immunization records are unavailable when you submit your documentation, please provide the information to your child's school prior to September 1, 2021.

You will receive further information from your child's respective school, later this spring, after their enrollment documentation has been 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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