



1/24/2017

Dear Parent or Guardian of a prospective 2017-2018 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, 2017, are eligible and permitted to start kindergarten the fall of 2017.

We will start accepting Kindergarten registration at the Middleton Cross Plains Area School District Services Center, 7106 South Ave., Middleton, **Monday, February 6, 2017**. We encourage you to enroll your child as soon as possible on or after February 6, 2017. 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. You may also submit your enrollment materials electronically. Details listed below.

**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](mailto:reg@mcpasd.k12.wi.us) and we will remove your child from our Kindergarten rosters.**

Registration materials are available on our website: <http://j.tinyurl.com/17-18-Enrollment-packet> for download and printing. To optimize the registration process, please complete the forms prior to arriving at registration. 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](mailto:reg@mcpasd.k12.wi.us). You may also fax to the attention of the Registrar's Office, 608-836-1536. Forms will also 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

- Current utility bill (Madison Gas & Electric, Alliant, or City Water, indicating service address within 45 days of bill)
- Current Lease agreement (Dates of lease, all signatures)
- Recent home purchase (Offer to purchase with closing date, all signatures, followed by utility bill after move-in)
- Building Contract and Building Permit (address, estimated date of completion, all signatures)  
***\*\*If you have an address update prior to the start of school, you must advise the Registrar's office with the update\*\*\****

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

If available, bring your child's immunization record.

You will receive further information from your child's respective school after the enrollment process has been completed.

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