

## ONLINE Kindergarten Registration Instructions

### Welcome to the Kenston Bombers Class of 2035!

Children who will be five (5) years of age on or before September 30, 2022, are eligible to register for Kindergarten for the 2022-2023 school year.

***Only the Parent/Guardian can complete a New Student Registration. Registration must be completed on a computer, not on a tablet or mobile device. If you are unable to access the online registration, please check and disable your pop-up blockers.***

*The online registration must be completed before coming to your Registration Completion appointment. If you do not have access to a computer, you are welcome to schedule a time to complete your registration at the Board of Education by contacting Alicia Paulsey at (440) 543-9677 ext 1350.*

**Families may follow the steps below to register your child.**

- Step 1:** Go to [www.kenstonlocal.org](http://www.kenstonlocal.org) and select **Registration** under Quick Links on the left side of the screen.
- Step 2:** Click on the Registration Link
- Step 3:** Begin your Kindergarten Registration
- If you have a child currently attending Kenston - select Existing Kenston Families
  - If this is your first child entering the district – select New Kenston Families (More - KG Registration)
- Step 4:** This will direct you to step-by-step directions to follow to complete your child's registration. Make a note of your Confirmation Number so that you can return to your application if needed.
- Step 5:** Follow the screens, saving each as you go. (The tab at the top will turn **green**.)
- Step 6:** On the final page you will sign electronically and click the **Red Submit** button. **You must click the Red Submit button, or your online registration will NOT be processed.**
- Step 7:** **Parents will need to schedule a time for an appointment to complete registration by Friday, March 18.** Supporting documentation must be submitted at the time of appointment. Copies will be made for you.
- Step 8:** Register for screening appointment (May 2, 3 or 4)
- Step 9:** Register for Safety Town (one week sessions either July 11 - 15 or July 18 - 22) using the links provided.

---

#### Documents to bring with you:

- \_\_\_ Photo ID of parent/guardian (driver's license, passport)
- \_\_\_ Child's original Birth Certificate
- \_\_\_ Original legal guardianship and/or custody papers (if applicable)
- \_\_\_ Immunization Records
- \_\_\_ Student Health/Medication Forms
  - School Entrance Medical Record
  - Preschool/Kindergarten School Entrance Physical Examination (May screening)
- \_\_\_ Residency Form (one that applies)
- \_\_\_ Two (2) Proofs of Residency
  - Mortgage bill, tax bill, purchase agreement or current signed rental/lease agreement, current homeowner's insurance policy (or renter's), current driver's license, official voter registration card
  - Current utility bill (gas, electric, trash or cable/internet provider) with service and mailing address. (Printed PDF copy of online billing statement showing required information will be accepted.)
- \_\_\_ Home Language Survey
- \_\_\_ Full Day Kindergarten Contract and \$250 Deposit (payable to KBOE), if applicable

**\*\* Registrations will not be complete until all required documents have been submitted.\*\***