



Kindergarten Registration: Begins on Thursday, April 1, 2021

Who: 2021-22 Kindergarten Students who will be **5 years old on or before September 30, 2021**

Parents or Legal Guardians can register their child for Kindergarten by using either **online pre-registration** forms, or by completing a **registration packet** of forms.

Online Pre-Registration: Beginning April 1st, send an email to CRO@colonialhts.net; you will receive a reply with instructions on how to proceed using online forms.

Registration Packets: beginning April 1st at 8:00 am, packets will be available for parents to pick up.
Pickup location: Colonial Heights Tech Center, 3451 Conduit Road, outside the first set of front doors. (Parents will not need to enter the building.)

Once the online pre-registrations forms, or the registration packet of forms are completed and dropped off in the locked drop box outside the Tech Center, the Central Registration Office staff will verify the forms and contact parents to set up an appointment to complete the registration process.

When you come to your appointment, please bring:

- 1. Proof of Residency**
(see backside of this flyer - ***Registering Your Child for School - Proof of Residency***)
- 2. Original Birth Certificate**
- 3. Immunization Record**
- 4. Physical** – (must have been completed within 1 year before the first day of school)
- 5. Photo ID of Parent**
- 6. Custody Papers** (if applicable)

We encourage all parents to begin registering their child for Kindergarten as soon as possible.

Registering Your Child for School - Proof of Residency:

A. If the parent or guardian owns or rents where they live, they must present:

1. a valid Deed or current Lease, along with a current utility bill if the Lease is over a year old;
2. a Driver's License or photo ID;
3. a completed and notarized (*blue*) Proof of Residency form.

Note: Additional documentation may be required upon request.

B. If the parent or guardian is living with another family, Dual Residency forms must be completed and notarized.

The owner/lease holder must present:

1. a completed and notarized (*yellow*) Owner or Lease Holder Dual Family Residency form;
2. a valid Deed or Lease, along with a current utility bill if the Lease is over a year old;
3. a Driver's License or photo ID;
4. one (1) other *acceptable form of documentation (see below).

The parent/guardian must present:

1. a completed and notarized (*green*) Parent/Legal Guardian Dual Family Residency form;
2. a Driver's License or photo ID;
3. two (2) other *acceptable forms of documentation (see below) within 30 days.

Proof of Residency forms are available for pick up in the kiosk located outside the Tech Center front doors.

*Acceptable forms of documentation or mail include a current:

Driver's License, vehicle registration, voter registration, tax statement, bank statement, official correspondence with an address from a government agency, water bill, gas bill, or an electric bill with the parent/guardian's name and address on it.

For more information please contact:

The Central Registration Office

3451 Conduit Road

https://www.colonialhts.net/families/registration_of_new_students

Office hours: 7:30 am – 3:00 pm

Phone: (804) 526-0321

FAX: (804) 524-2554

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