



K - 5 Enrollment and Registration A Step-by-Step Guide

***A child must be five (5) years old on or before September 1st to attend Kindergarten.
D303 offers both All-Day and Half-Day Kindergarten.
All-Day Kindergarten is a fee-based program.**

1. Elementary enrollment begins with the completion of a [New Student Intake Form](#), available on the [Enrollment & Registration](#) page on the District 303 website.
 - ***Email the New Student Intake Form to your attendance area school for the 2024-2025 school year, based on your address and the new boundaries. Click [here](#) to view the 2024 Interactive Attendance Boundary Maps.***

Anderson Elementary	Michele.Linden@d303.org
Bell-Graham Elementary	Kristina.Marbutt@d303.org
Corron Elementary	Diane.Eageny@d303.org
Davis Elementary	Mona.Carlson@d303.org
Fox Ridge Elementary	Dominia.York@d303.org
Ferson Creek Elementary	Karen.Burke@d303.org
Munhall Elementary	Amy.Dunne@d303.org
Norton Creek Elementary	Theresa.Mastrangeli@d303.org
Richmond Elementary	Darlene.Buffano@d303.org
Wasco Elementary	Heather.Kudabeck@d303.org
Wild Rose Elementary	Kim.Verbout@d303.org

2. Buildings will confirm receipt of your Intake Form. Within five (5) business days, the parent/guardian will receive registration paperwork through a DocuSign secure email at the primary email address listed on the Intake Form.
 - Each email packet lists examples of documents to collect, scan or photograph, and electronically return with the forms via DocuSign secure email.

3. Residency and Registration Forms included on the DocuSign packet email includes:
 - Verification of Residency and Enrollment Form
 - New Student Enrollment Form
 - Home Language/Ethnic Origin Survey
 - Dual Language Program Form
 - Health Services Survey
 - Technology Authorization/Expectations
 - All-Day/Half-Day Kindergarten Selection and Fee Agreement
 - Transportation Form
 - Volunteer Waiver Form
4. After the residency and registration documents are received, school personnel will go through the paperwork and notify you if any additional information is required.
5. Upon entry into our registration system, families will be sent a confirmation email and be provided with district information and directions for:
 - Home Access Center (HAC), the district student records system
 - Pushcoin, the district online financial system used to manage lunch accounts, pay registration fees, etc.
6. Late spring begin to monitor email for additional school communications.
7. Prepare for **Required Health Examinations and Immunizations**
 - Health Examinations and proof of immunizations are due prior to the first day of school for students entering kindergarten.
 - Forms are available on the [Health Services](#) page of the district website.
 - The [Health Requirements by Grade](#) table provides additional information on Health, Vision and Dental requirements.
8. District Registration Fees are paid in July (Fees will be available after the Feb. Board Meeting)
 - Fees are charged to your Pushcoin account the beginning of July.
 - Fee and food waiver applications are available on the District Website in July.

Additional forms for Residency Verification are available for download from the district website if applicable:

- [Renter's Form for Verification of Residency](#): If a current signed and dated lease is not available, this form can be completed by the parent/guardian and property owner.
- [Affidavit of Residency- Family Residing with Someone in District](#): If a family is living with another family in District303, this Affidavit will be required from the parent/guardian and person responsible for the residence.

If you have any questions about enrolling in District 303, please contact the Administrative Office at 331-228-2000 or contact the school you will be attending.