

Kindergarten Registration for the 2022-2023 School Year

Kindergarten registration must be completed by a parent or guardian who resides within the Piqua City School District. The online enrollment must be completed on a laptop, desktop, or tablet. It is not compatible with a smartphone. If you need assistance, computers are available at Springcreek, Washington, and the Board of Education.

Students entering Kindergarten **MUST** be 5 years old by August 1 of the school year for which they are being registered.

Registering your child for the 2022-2023 school year is a 5-step process:

1. **Gather** required documentation.
2. Complete **online registration** form.
3. **Schedule** registration appointment by calling Springcreek Primary at 937-773-6540 or Washington Primary at 937-773-8472. During the summer, please contact the Board of Education at 937-773-4321.
4. Attend **registration** appointment.
5. Attend **screening** appointment with your child in August (please call your child's building for this appointment).

Step 1: Gather Required Documents Needed to Complete Your Child's Registration

You will need to bring the required documentation with you to your registration appointment. In order to register your child in the Piqua City School District, it is the parent's/legal guardian's responsibility to provide the following documents:

1. CERTIFIED BIRTH CERTIFICATE
 - a. The **original** or a **certified copy** of your child's birth certificate. Certified birth certificates can be obtained through the public health department in the city or county where your child was born or by contacting the Office of Vital Statistics with the Ohio Department of Health.
2. PHOTO IDENTIFICATION OF PARENT/LEGAL GUARDIAN
 - a. Photo identification must be a driver's license or state-issued photo ID.
3. PROOF OF RESIDENCY
 - a. Proof of residency can be a recent utility bill, rental agreement, mortgage/lease agreement with the parent/guardian legal name.
 - b. If you are living with another person or subleasing without a formal lease agreement, you will need to complete a Residency Affidavit (available at the Board of Education) and have it notarized. This is subject to review for approval by the district.
 - c. Piqua City Schools reserves the right to require additional documentation as proof of residency as necessary.
4. COURT-STAMPED CUSTODY DOCUMENTS (IF APPLICABLE)
 - a. In the event of a legal separation or divorce, the parent who has legal custody must provide a complete copy of the court-ordered custody agreement that indicates the parent is the residential custodial parent of the child for school purposes.

5. CURRENT IMMUNIZATION RECORD **AND** PHYSICAL EXAMINATION (*Please note...you can still register your child even if they do not have their immunizations and physical completed. These items DO need to be completed by the time the 2022-2023 school year begins.*)
- a. Your child must be current with all immunization requirements including kindergarten booster shots.
 - b. A physical examination can be obtained through your family doctor, The Little Clinic, or Miami County Public Health. Any well-child visit dated September 6, 2021, to the current day is valid as a kindergarten physical.
 - c. Both immunization records and your child's physical must be completed before your child can start kindergarten.
 - d. If you have questions about immunization records, your child's physical or if your child has medical needs, please contact the school's nurse.
 - e. You can fax your child's immunization or physical records directly to the school.
 - f. School Contact Information:

Springcreek Primary:

Mrs. Keri Scott, School Nurse
scottkeri@piqua.org
Fax: 937-778-2995

Washington Primary:

Mrs. Courtney Drees, School Nurse
dreesc@piqua.org
Fax: 937-778-2992

ALL ORIGINAL DOCUMENTATION IS COPIED AND RETURNED TO THE PARENT DURING THE SCHEDULED APPOINTMENT.

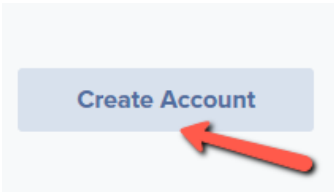
Step 2: Complete the Online Registration for the 2022-2023 School Year

Online registration will open March 1, 2022. Visit <https://www.piqua.org> to access Piqua City Schools OneView Portal registration page by selecting the red Parent OneView folder.

Then, click on the OneView Link



If this is your first child entering Piqua City Schools - Click on Create Account



OR

If you already have children attending Piqua City Schools, please use your parent login information. (If you need your login information, please call 937-773-4321 for assistance).

A login form with a light blue background. It has two main sections. The first section is titled "Parent Login ID" with a red asterisk. Below it is a text input field with the placeholder text "Email". The second section is titled "Password" with a red asterisk. Below it is a text input field with the placeholder text "Password". To the right of the form, there are two purple rectangular shapes, one above the other, which appear to be part of a larger graphic or watermark.

Step 3: Schedule your Registration Appointment

While school is in session, you may call Springcreek Primary at 937-773-6540 or Washington Primary at 937-773-8472 to set up a time to turn in your child’s required paperwork to complete the registration process. During the summer, you may call the Board of Education at 937-773-4321.

Step 4: Attend Registration Appointment

Please bring ALL of the required documentation to this appointment. When all registration documents have been received and your online application has been reviewed, your child will be officially registered for kindergarten. The Board of Education is located at 215 Looney Road in Piqua.

Step 5: Parent and Child Attend Screening Day in August

You may call your child’s school to set up an appointment for kindergarten screening in August.

If you have any questions, please contact either Springcreek Primary (937-773-6540), Washington Primary (937-773-8472) or the Piqua Board of Education office (937-773-4321).