



Parent Enrollment Steps Checklist



Steps	Parent Must Do:	What will the parent need?	Next Step:	Check when completed
1.	Complete the preregistration basic demographic questions and gather all of the necessary documents needed for step two.	https://ps-jt.metasolutions.net/public/formbuilder/form.html?formid=9524&request_locale=en_US	<ul style="list-style-type: none"> • The parent will receive an acknowledgment email from PowerSchool • Wait for initial approval • The parent will receive a second email with an Access ID and Password to set up your parent account 	
2.	<p>Set up a Parent Account in Powerschool and Make sure you have all of the necessary documents to complete the enrollment process.</p> <p>Complete the enrollment forms in PowerSchool. (see more information on the next page)</p>	<ol style="list-style-type: none"> 1. Birth certificate or valid passport for the student 2. Proof of residency #1 <ol style="list-style-type: none"> a. Mortgage statement, mortgage deed, or lease (lease must show property owner, property address, term of lease, name of lessee, and all tenants) 3. Proof of residency #2 <ol style="list-style-type: none"> a. Current major utility bill showing name, date, and service address 4. Parent photo identification 5. Custody paperwork (if the student does not live with both birth parents) <ol style="list-style-type: none"> a. Official filed court document showing custody and residential parent (complete document) 		

Forms must be completed as part of **step two**. **IMPORTANT: YOU MUST CLICK SUBMIT AS YOU FINISH EACH FORM.**

Forms	Information About the Form	What document(s) will need to be uploaded?	Check when completed.
Form A - Student Demographics	<ul style="list-style-type: none"> Specific questions regarding name (as listed on the birth certificate), birth date, race/ethnicity 	Copy of birth certificate	
Form B - Student Address	<ul style="list-style-type: none"> Specific questions regarding the student's physical and mailing address Residency type- specify whether you own or rent the property 	Proof of residency #1 Mortgage statement, mortgage deed, or lease (lease must show property owner, property address, term of the lease, name of the lessee, and all tenants) Proof of residency #2 Current major utility bill showing name, date, and service address	
Form C - Previous School/Special Services	<ul style="list-style-type: none"> Questions about whether your child attended a preschool program Any special services your child received (if applicable) If your child has a current IEP 	None If your child has a current IEP you must upload a copy of the ETR and IEP.	
Form D - Student Contacts	<ul style="list-style-type: none"> You will list ALL parents/legal guardians and at least three (3) emergency contacts other than the guardians Questions about if there are individuals who do not have permission to have contact with the student (This is only applicable if there is a court order.) 	Parent ID Custody paperwork (if the student does not live with both birth parents) Official filed court document showing custody and residential parent (complete document)	
Form E - Free and Reduced Lunch Application	<ul style="list-style-type: none"> Offered to parents/students who fall below household income levels. It is important that all parents who qualify enroll in this program, as the free and reduced 		

	<p>lunch rate is used to calculate federal and state funding for our school district. If your child qualifies for free lunch, classroom and use of technology devices fees will be waived. (Household income chart and online application will be available in late July/early August on the district website.)</p>		
Form F - McKinney Vento Act	<ul style="list-style-type: none"> This question is for compliance with the McKinney-Vento Act offering protection for those students who lack a fixed, regular, and adequate nighttime residence. 		
Form G - Migrant Worker Questionnaire	<ul style="list-style-type: none"> Migrant Education Program - Questions regarding agriculture, fishing-related work, fruit or vegetable harvesting. Your student may be eligible for additional educational help through this program. 		
Form H - Home Language	<ul style="list-style-type: none"> Essential questions about any languages spoken in the home 		
Form I - Medical	<ul style="list-style-type: none"> Questions regarding the student's medical history, medications, medical contacts, and emergency medical authorization. An official immunization form from the physician's office must be uploaded to this form. 	Official Immunization Form from physician's office	
Form J - Transportation	<ul style="list-style-type: none"> How will your student get to and from school? Busing is provided to students who live 1.5 miles or farther from their school of attendance. To confirm you live outside 1.5 miles, please contact Community Bus Services at 614-486-4180. 		
Form K- Agreements	<ul style="list-style-type: none"> You will be asked to review the student handbook.* Parents and students will both need to acknowledge and agree to the agreements listed. 		

Important contact information

Mrs. Debbie Lowe, District Secretary:

dlowe@jmk12.org

Mrs. Tonya Bauman, Student Services Secretary

tbauman@jmk12.org

Mrs. Roben Wagoner, JES Principal

rwagoner@jmk12.org

Mrs. Amanda Douglass, JES Dean of Students

adouglass@jmk12.org

Mrs. Jackie Cannon, JES Secretary

jcannon@jmk12.org



IMPORTANT Dates and Events for 2025 Incoming Kindergarten Families

February 23, 2025

Online Enrollment Registration Opens

<https://ps-it.metasolutions.net/public/>

If you need online technology help with enrollment we will have **open office hours** at Johnstown Elementary School. You **MUST bring** hard copies of the birth certificate or valid passport for the student, Proof of residency #1: Mortgage statement, mortgage deed, or lease (lease must show property owner, property address, term of lease, name of lessee and all tenants), Proof of residency #2: Current major utility bill showing name, date and service address, Parent photo identification, and Custody paperwork (if the student does not live with both birth parents) - Official filed court document showing custody and residential parent (complete document).

March 3, 2025 9:00 AM to noon

March 5, 2025 12:30 PM to 2:30 PM

March 11, 2025 4:00 PM to 6:00 PM

March 13, 2025 4:00 PM to 6:00 PM

If you need language support services, please call 740-967-6846 and speak with Mrs. Lowe to schedule an appointment.

May 7, 2025

Kindergarten Signing and Tour Night

5:30-7:00 PM

This is your opportunity to visit Johnstown Elementary School, tour the building, meet the staff and your children will participate in fun activities. More information will be sent to families once they **complete the enrollment process**.

A Day in the Life of a Kindergarten Student

8:10	Doors Open
8:10-8:30	Breakfast or soft start in classroom
8:30-8:40	Morning Meeting
8:40-10:10	Language Arts Instruction Fundations, Wit and Wisdom, Writing
10:10-10:50	Reading WIN Time
10:55-11:15	Lunch
11:15-11:45	Recess
11:45-12:45	Math Reveal Math
12:45-1:15	Math WIN
1:15-1:30	High Dosage Tutoring
1:30-2:00	Science/Social Studies
2:00-2:45	Specials Art, Music, Physical Education, Computer, Innovation, Music
2:45-3:00	Pack-up for dismissal
3:00	Dismissal