



Dickson County Schools

Ernestine Adams, Director of Elementary Education

Emily Murphy, District Student Data Manager

Brooke Parham, Early Learning Coordinator (PreK / Preschool)

如果您需要其他语言的数据包或有关如何翻译在线注册门户的说明，请发送电子邮件至McCord@dcstn.org

다른 언어로 된 패키지를 요청하거나 온라인 등록 포털 번역 방법에 대한 지침이 필요한 경우 VMcCord@dcstn.org 로 전자 메일을 보내십시오.

જો તમારે કોઈ બીજી ભાષામાં પેકેટની વિનંતી કરવાની જરૂર હોય અથવા ઇનલાઇન નોંધણી પોર્ટલનું ભાષાંતર કેવી રીતે કરવું તેના નિર્દેશો માટે, કૃપા કરીને VMcCord@dcstn.org ને ઇમેઇલ કરો.

Nếu bạn cần yêu cầu một gói bằng ngôn ngữ khác hoặc để được hướng dẫn cách dịch cổng thông tin đăng ký trực tuyến, vui lòng gửi email cho VMcCord@dcstn.org.

Los paquetes están disponibles en español en las ubicaciones de Dickson y el portal en línea puede traducirse al español.

Playbook for 2021-2022 Pre-K and Kindergarten Online Enrollment

1. When is the first day of PreK and Kindergarten for the 2021/22 School Year?

- The first day of Kindergarten is **Wednesday, August 11, 2021**.
- The first day for PreK is **Monday, August 16, 2021**.
- During the enrollment process, please select **August 2, 2021** as the first day of school.

2. When does the PreK / Kindergarten enrollment process start in Dickson County?

The PreK enrollment process will start on **Tuesday, April 6, 2021** and end on **Friday, April 9, 2021** for families needing to use the school's internet to enroll. Enrollment will remain open online for PreK through April 19, 2021 for PreK enrollment.

The Kindergarten enrollment process will start on **Monday, April 26** and end on **Friday, April 30, 2021** for families needing to use the school's internet access to enroll. Enrollment will remain open online until May 10, 2021 for Kindergarten enrollment.

3. How do I enroll my PreK / Kindergarten child during this enrollment window?

All enrollment is now conducted online. Directions to access the online enrollment application are explained in more detail below in #4.

If you do not have a device with reliable internet service, you may visit your child's zoned school during the first week of enrollment and use a school laptop to complete your child's online application.

If you have questions regarding enrollment, office staff will also be available by phone or email during school hours. For PreK questions, please contact Brooke Parham at BParham@dcstn.org or (615) 446-2085, ext 20300.

4. How do I begin online enrollment?

You cannot enroll a student until the enrollment window opens. The school year will not be correct and you may inadvertently enroll your student into the wrong school year. Please make sure the school year is correct when you begin enrollment.

If you have not had a student enrolled in Dickson County Schools before, you will click here: [Skyward Account Creation](#) as the first step in the enrollment process.

If you have had or currently do have a Dickson County School student, you may access your Family Access portal for a direct link to enroll your child. You will log in by clicking here: [Dickson County Schools Skyward](#) You will need to select Family/Student Access in the login area selection. If you do not have your login information, you may click the *Forgot your Login/Password?* link or you may contact your schools' data manager listed in the directory at the end of this guide. The ability to complete an application is turned on for all guardians in Family Access so please submit only **one application per child**. Once in Skyward Family Access, you may need to select Open Family Access to enter family access. You will select "NEW Student Online Enrollment."

Skyward Account Creation link: <https://sis-dickson.tnk12.gov/scripts/wsisa.dll/WService=wsDICStu/skyenroll.w>

Dickson County Schools Skyward link : <https://sis-dickson.tnk12.gov/scripts/wsisa.dll/WService=wsDICStu/seplog01.w>

5. Where can I find information regarding documents needed for enrollment?

You can find this information on our district website, www.dcstn.org under [Student Enrollment](#). Please upload the following documentation during your online enrollment to prevent a delay in your enrollment. These records must be evaluated for your child's entry into school. You may also deliver the hard copies of this documentation to your school, if you are unable to upload them. *(Tip: You can snap a picture of your documents using a smartphone to create a digital copy to submit online.)*

To upload the documentation, please use the Browse or Choose File buttons during the enrollment process to locate the file on your device. Upload the file that corresponds to the description on the same line.

PLEASE NOTE: If you are using a computer without a scanner, you can fill out as much of the online form as possible. Do not click submit but save and logout. Then you can log back in on a tablet or smartphone and complete the upload process using the tablet or smartphone camera to take photos of the required documents.

The following documents are required for enrollment in Dickson County Schools.

1. PROOF OF CHILD'S AGE (Birth Certificate or Mother's Copy)
2. TENNESSEE DEPARTMENT OF HEALTH CERTIFICATE OF IMMUNIZATION FORM CHECKED FOR YOUR GRADE LEVEL.
3. COMPLETE, CURRENT PHYSICAL EXAMINATION (Only if first time enrolling in Tennessee school)
4. THREE PROOFS OF RESIDENCE (home ownership proof, rental agreement, driver's license, voter registration card, current utility bill, cable bill, etc.)

The following documents are requested for certain situations, if applicable.

5. ANY CUSTODY PAPERWORK (Power of Attorney is not allowed. Paperwork must be a court order with a judge's signature.) The entire document needs to be provided to the school, to keep on file.
6. IEP for students with a disability. The entire IEP, if available, is necessary to ensure correct placement for grades K-12. The IEP documentation is also for PreK selection.
7. PreK Only: TIER DOCUMENTATION as noted on the Voluntary PreK District Application

*This includes the completed *Income Eligibility Form*

6. What else will I need to do after I have completed enrollment?

After you have completed all required steps (including uploading the required documentation) and have submitted your child's application for enrollment, please check your email regularly for contact from your child's school. If any additional information is needed, you will be contacted.

PLEASE NOTE: The online enrollment process will take the place of any enrollment paperwork required for your child's entry into school. However, any documents not uploaded in their entirety (i.e. custody paperwork, IEPs) will need copies provided to the school on or before your child's first day.

7. On which devices may I access online enrollment?

You may use a desktop computer, laptop or Chromebook. You may also use a mobile device such as a smartphone or tablet. Internet access will be necessary to access and submit the enrollment application in Skyward. If you need translation assistance, the Google Chrome browser is recommended.

8. Which is the preferred method of enrollment?

We prefer that parents register their child using the online method. This will ensure accuracy and will create an instant Skyward account that parents can access and update throughout their child's school career.

A Skyward account will also be set up for students who are registered by paper. The login information will be provided after the school data manager enters the student information into the portal. If you require a paper packet, please understand that there will be a delay in receiving your child's Skyward login information. You may contact your school to pick up a paper packet or pick up a packet from the District Office.

9. How will I know if my child is accepted into one of the five PreK classes?

Screening for PreK placement will begin during the second week of July. You will be contacted with your Skyward login information, as well as a screening date/time for your student. After the screenings are completed, you will be contacted and informed of the status of your child's placement. Preference is given to Tier 1 students.

10. I am interested in applying for out-of-zone attendance for my kindergarten child.

We ask that all parents enroll their children at their zoned school initially. In order to determine your zoned school, please access the Zoning Search Tool at <https://www.dcstn.org/ZoningInformation.aspx>.

In late May or early June, the out-of-zone application window will be opened. The out-of-zone form can be found on the district website under [Student Enrollment](#).

Completed forms may be dropped off at the school you are requesting, the District Office, or emailed to the requested school's principal. The principal will review your request and notify you in writing as to the decision.

11. Will my child still be able to start school if I am unable to get his/her immunization and physical before the first day of school?

We will be discussing grace periods for these situations. In the meantime, please move forward with the enrollment process and make appointments as soon as possible.

We look forward to meeting your child.

<p>Centennial Elementary School 198 Upper Lake Drive Dickson, TN 37055 Phone: (615) 446-0355 Fax: (615) 446-8186 Principal: Crystal Sheley Assist P: Erica Logan Data: Susie Garrett</p>	<p>Charlotte Elementary School 200 Humphries Street Charlotte, TN 37036 Phone: (615) 740-5803 Fax: (615) 789-6388 Principal: Malissa Johnson Assist P: Cindy Caldwell Assist P: Sara Cunningham Data: Marla Corlew</p>
<p>Dickson Elementary School 120 West Broad St. Dickson, TN 37055 Phone: (615) 740-5837 Fax: (615) 441-4136 Principal: Andrea Bledsoe Assist P: Nick Brown Data: Joye Street</p>	<p>Oakmont Elementary School 630 Hwy 46 South Dickson, TN 37055 Phone: (615) 446-2435 Fax: (615) 441-4138 Principal: Misty Hodge Assist P: Anna Harris Data: Melba Brake</p>
<p>The Discovery School 101 Henslee Dr. Dickson, TN 37055 Phone: (615) 441-4163 Fax: (615) 740-6679 Principal: Rachel Storment Data: Lana Hogin</p>	<p>Stuart-Burns Elementary School 3201 Highway 96 Burns, TN 37029 Phone: (615) 446-2791 Fax: (615) 441-4140 Principal: Melinda Fortner Assist P: Sheryl Thiel Data: Jami Hutcheson</p>
<p>Sullivan Central Elementary School 507 Henslee Drive Dickson, TN 37055 Phone: (615) 740-5829 Fax: (615) 441-4137 Principal: Amanda Roche Assist P: Mary Wills Data: Barbara Stinson</p>	<p>Vanleer Elementary School 4456 Hwy 49 W Vanleer, TN 37181 Phone: (615) 740-5760 Fax: (615) 763-3100 Principal: Sue Stringfield Assist P: Kristen Lynch Data: Angela Alberd</p>
<p>White Bluff Elementary School 377 School Road White Bluff, TN 37187 Phone: (615) 740-5775 Fax: (615) 797-6400 Principal: Andrea Beaubien Assist P: Glenda Sullivan Data: Neva Joslin</p>	<p>Dickson County Schools - District Office 817 North Charlotte Street Dickson, TN 37055 Phone: (615) 446-7571 Fax: (615) 441-1375 Early Learning: Brooke Parham</p>