



Dickson County Board of Education

Ernestine Adams, Director of Elementary Education

Emily Murphy, District Student Data Manager

April 2020

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VMcCord@dcstn.org
다른 언어로 된 패키지를 요청하거나 온라인 등록 포털 번역 방법에 대한 지침이 필요한 경우 VMcCord@dcstn.org로 전자 메일을 보내십시오.
જો તમારે કોઈ બીજી ભાષામાં પેકેટની વિનંતી કરવાની જરૂર હોય અથવા ennલાઇન 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 2020-2021 PreK and K Online Enrollment

1. When is the first day of Prek and Kindergarten for the 2020/21 School Year?

The first of Kindergarten is Wednesday, August 12, 2020.

The first day for PreK is Monday, August 17, 2020.

The enrollment process will ask you to select August 3, 2020 as the first day of school. Please make this selection.

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

The enrollment process will start on Wednesday, May 6, 2020 and end on Wednesday, June 15. While school offices are officially closed for in-person business, office staff will be available to answer your questions by phone during the hours of 8:30-2:00 every Wednesday. On days other than Wednesday, the front desk at the Central Office (615-446-7571) will be able to answer general questions. You may also email your child's school principal(s) or data manager.

Centennial Elementary School

198 Upper Lake Drive

Dickson, TN 37055

Phone: (615) 446-0355

Fax: (615) 446-8186

Principal: *Crystal Sheley* CSheley@dcstn.org

Assist P: *Rachel Stormont* RStormont@dcstn.org

Data: *Susie Garrett* SGarrett@dcstn.org

Charlotte Elementary School

200 Humphries Street

Charlotte, TN 37036

Phone: (615) 740-5803

Fax: (615) 789-6388

Principal: *Malissa Johnson* MalissaJohnson@dcstn.org

Assist P: *Cindy Caldwell* CCaldwell@dcstn.org

Assist P: *Sara Cunningham* SCunningham@dcstn.org

Data: *Marla Corlew* MCorlew@dcstn.org

<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: Debra Bogdan Data: Lana Hogin</p>	<p>Stuart-Burns Elementary School 3201 Highway 96 Burns, TN 37029 Phone: (615) 446-2791 Fax: (615) 441-4140 Principal: Amanda Nicks 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 817 North Charlotte Street Dickson, TN 37055 Phone: (615) 446-7571 Fax: (615) 441-1375 Director of Elem Ed: Ernestine Adams Student Data Manager: Emily Murphy</p>

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

You can find this information on our district website, www.dcastn.org under Student Registration. Please upload the following documentation during your online enrollment to prevent a delay in your enrollment. These record pieces must be evaluated for your child's entry into school. You may also deliver the hard copies of this documentation, if needed. (see # 12.)

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

To upload the documentation, please Use the Browse buttons to locate a file to upload that corresponds to the description on the same line. If using a tablet or smartphone, you may take a picture of the document to attach. If on a computer without a scanner, you may log back in with a tablet or smartphone (which is the easiest way to upload documents) as long as you did not hit submit on the application.

4. How do I begin online 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 above. The ability to complete an application is turned on for all guardians in Family Access so please submit only one application per child.

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. 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 submitted your child's application for enrollment, please check your email for contact from your child's school. You will receive email updates on the processing of the application. If any additional information is needed, you will be contacted, but the online enrollment portal should take the place of all paperwork required upon your child's entry into school. 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.

6. On which devices may I access online enrollment?

You may use a computer or Chromebook. (Google Chrome is recommended if translation is needed.) You may also use a mobile device such as a smartphone or tablet. As of the date of this printing, the reopening of the Dickson County library is not yet set. Please contact them at (615) 446-8293 to inquire about their computer usage.

7. Which is the preferred method of enrollment?

We prefer that parents register their child using the online method, if possible. This process will create an instant Skyward account that parents can access and update throughout their child's school career. The enrollment process can be completed on any device including mobile devices such as tablets and smartphones. A Skyward account will also be set up for students who are registered by paper, and the login information will be provided. This will occur after the school data manager enters the student information into the portal.

8. Do I need to do an online PreK enrollment if I registered at school in March?

No, it is not necessary for you to register again if you were able to submit the application on March 9th or 10th at school. The school data manager will enter your child's information in the portal from the paper enrollment.

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

During the second week of July, you will be contacted with your Skyward login information and a screening date/time. 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. How do I get the required paperwork to schools if I am unable to upload them during the online enrollment process?

You may bring copies of the required documents to school on May 14, 15 or 20, whichever is your scheduled time. (see # 12)

Another option is to bring the copies by the District Office on 817 North Charlotte Street.

11. How do I get a paper enrollment packet?

Paper enrollment packets can be picked up at the Board of Education District Office, at Walmart in the Stationary Department, all local Dollar General Stores, Murphy's Cee Bee in Charlotte, Morgan's Market and Jarman's Market in Vanleer.

12. What is the process of dropping off my paper enrollment packet at school?

If you have an elementary aged child in our school system, you already have a 45 minute time frame in which to bring your child to school for retrieval of items on May 14 or May 15, 2020. You may drop off the paper enrollment packet at that time. Principals will have a designated area in which to leave those packets.

All other parents may drop off their packets at their zoned school on May 20. After that time, you may drop the paper enrollment packets off at the District Office at 817 North Charlotte Street or mail them to your child's zoned school at the address provided above.

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

We ask that all parents register their children at their zoned school so that we can start to make staffing decisions. In late May or early June 2020, out of zone applications will be made available on our website under Frequently Used Forms. Completed forms can be taken to the requested school on Wednesdays. Please call to ask the office hours. The principal will review your request and notify you in writing as to the decision.

14. 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 and make appointments as soon as possible.

We look forward to meeting your child.