

## Enroll RPS 2021-2022 Enrollment Form User Guide

---

### Pre-Enrollment Form

The Pre-Enrollment Form section collects information about the student to place them at the right school and assist with grade selection.

### Pre-Enrollment Form

1.1 \*First Name:

1.2 \*Last Name:

1.3 \*Birthdate

\*Age on 9/30/2021

1.4 \*Grade Registering for 2021-2022 school year

Per Virginia state law, students who are not 5 years old on or before 9/30/2021 cannot enroll in Kindergarten. Students who are not yet 5 should register for preschool (if the student's age is 3, please select PreK3; if the student's age is 4 please select PreK as the Grade Applying in Section 1.8 of this page). Please contact enrollrps@rvaschools.net with questions.

1.5 \*Home Address:

1.6 Apt/Bldg:

1.7 \*City:

1.8 \*State:

1.9 \*Zip Code:

## Begin Registration

The Begin Registration section requires that families acknowledge RPS enrollment requirements and policies and shares information about how to navigate the enrollment form.

### Begin Registration

On this page you will find a few instructions to get you started with the enrollment process for Mary Scott Regional Preschool Learning Center.

Before beginning the enrollment process, we ask that you read our [Requirements & Policies](#).

School Year

**i.1** \*School Year Applying For: 2021-2022 ▾

Student

**i.2** \*You will be enrolling the student below in Mary Scott Regional Preschool Learning Center for the 2021-2022 school year:

Example Student

Requirements & Policies

**i.** \*I have read and agree to the [Requirements & Policies](#)

I Agree

The Richmond Public Schools Office of the Chief of Schools would like to assure all applicants that the information gathered on this form is kept confidential, and will not be shared with anyone outside our office.

TIPS:

- You can save what you have already entered and return at a later time to complete the registration form by clicking the "Save and Exit" button.
- If you need to go back to any step, use the navigation bar to the left, or the "« Back" button at the bottom of the screen.

## Student Information

The Student Information section collects basic demographic information about the student.

### Student Information

**1.1 \*First Name**

**Middle Name**

**\*Last Name**

**Preferred / Chosen Name**  
(Optional) Please complete if your student commonly goes by a name different than the name that appears on their birth certificate.

**\*Sex**

Male  Female

**Birthdate**

**\*Grade Applying**

**1.2 \*Address Line 1**

Do not include apartment, unit, building, or other such information in this line.

  
**Address 2**  
(If Applicable) Apartment, suite, unit, or other secondary address information.  
**\*City****\*State****\*Zip Code****1.3 \*Are you currently experiencing housing instability?** Yes  No**1.4 Birth Place (County)****\*Place of Birth (State)**

If your student was born in a state in a country besides the USA, select "Other". If your student was born in a country without states, select "None".

**\*Country of Birth****1.5 \*Is this student placed in the grade based on their age? (They were not either held back, advanced, or started late).** Yes  No

**1.6 \*Previous School**

Please select the name of the school that your child most recently attended. If your child attended a non-RPS / private school, please select Other. If your child attended homeschool, please select Homeschool. If your child has not previously attended a school, please select None.

Choose One

**1.8 \*Races (Check all that apply)**

African American  Asian  Pacific Islander  Native American  Caucasian  Prefer not to disclose  Other - Please Specify:

**\*Is the student Hispanic or Latino?**

The US Department of Education requires that both of these questions be answered and provides only the following categories for ethnic group and race. If both questions are not answered, school personnel are required to make selections for both.

Yes  No

**1.9 \*Is an immediate family member of your child connected to the US Military, including Active Duty, National Guard and Reserves, Retired Military, Disable Veteran, Veteran, or a Federal Civil Service Employee?**

"Immediate family" member is defined as a parent, step-parent, sibling, guardian, or any other person that would normally live in the same household as the child.

Student is not military connected

Continue »

Cancel

Save and Exit

### Guardian Information

The Guardian Information section collects information about the student’s guardian(s).

## Guardian Information

**2.1 \*With whom does the applicant live?**

Choose One

**Guardian #1**

**2.2 \*First Name:**

**2.3 \*Last Name:**

**2.4 \*Relation to student:** Choose One

**2.5 \*Race:**  African American  Asian  Pacific Islander  Native American  Caucasian  Prefer not to disclose

**2.6 \*Preferred Contact Number**

Home  Mobile  Daytime

**2.7 \*Home Phone:**

**2.8 Mobile Phone:**

**2.9 Day Time Phone:**

**2.10 \*Email:**

## PreK Information

The PreK Information section will only appear for students enrolling in preschool (grade PK3 and PK; 3 and 4-year-old students), and collects important information for the preschool eligibility and placement process.

### PreK Family Information

**3.1 General Info**

**\*Is the applicant the child of a Richmond Public Schools employee?**

Yes  No

**3.2 \*Birth Certificate #**

If you don't know your child's birth certificate number, enter "00000"

**3.3 \*Was the child referred by an Agency/Professional?**

Yes  No

**3.4 ADULTS Living in Household**

Providing information on the adults in this students household is critical for determining eligibility and placement in RPS preschools.

**\*How many adults live in the household?**

Choose One ▾

**3.53 CHILDREN Living in Household**

Please LIST APPLICANT FIRST, then other children.

**\*How many children live in the household?**

(Include school age children only, up and including to age 18)

Choose One ▾

**3.92** Proof of Income

At a later step you will be asked to upload a proof of income. The acceptable proof of income include:

- 2020 Tax return
- 2020 W-2
- Letter from employer on company letterhead indicating parent/guardian name and weekly income
- A recent pay stub
- Notice of Action from Department of Social Services
- TANF verification
- SSI verification
- Child Support court documents

**\*Please provide total household income (rounded to the nearest whole number).**

**\*Frequency of household income**

## Additional Information

**3.93 \*Additional Eligibility Information**

Please check all that apply to help us determine eligibility and placement for your child.

- None
  Parent/guardian has history of mental illness
  Parent/guardian is medically fragile
  Applicant child has a suspected disability
- Applicant child has been subject to physical abuse/neglect
  Applicant child has a diagnosed disability / IEP
- Applicant child has health and/or dental concerns
  Applicant child is a foster child
  Applicant child is currently homeless
- Parent/guardian or child's primary language is not English
  There are two or more children under 5 in the family

**\*Will you need daily transportation to school?**

- Yes
  No
  Don't know at this time

**\*How did you hear about RPS preschool?**

(Check all that apply)

- Radio
  TV
  Newspaper
  Social Media
  RPS Website
  Text Message Advertisement
- RPS Direct (Superintendent's Newsletter)
  Word of Mouth
  Government Agency
  Non-Profit Agency
  Other - Please Specify:



## Student Supports

The Student Supports section collects important information to ensure your child is supported per their individual needs.

### Student Supports

**4.1 \*Does this child have a current IEP (individual education plan) or 504 Plan ? If yes, provide a copy of the IEP and / or 504 Plan.**

Yes  No

**4.2 Please list any special services this student is currently receiving. The school team may follow-up with additional questions as they process the enrollment.**

Counseling Services  Gifted  Occupational Therapy  Self-contained Instruction  Title I Tutoring  504 Plan  ESL or ELD

Other - Please Specify:

**4.3 \*Has your child ever been suspended from public/private school?**

Yes  No

**4.4 \*Has your child ever been expelled from public/private school?**

Yes  No

**4.5 \*Is there any disciplinary action pending concerning your child from his/her previous school of enrollment?**

Yes  No

[Continue »](#)

[« Back](#) [Save and Exit](#)

## Language Survey

The Language Survey section collects information about your child's home, first, and preferred language. This information will be used to ensure appropriate supports for English Learners, as necessary.

### Language Survey

**5.1 \*What was the first language this student learned to speak?**

Choose One ▾

**5.2 \*Which language is used most by the student?**

Choose One ▾

**5.3 \*What is the language used most often at home?**

Choose One ▾

**5.4 If this student was born outside of the United States, indicate the date this child was first enrolled in a US school**

▾ ▾ ▾

**5.5 \*What is the parent's preferred language of communication?**

Choose One ▾

Continue »

« Back Save and Exit

## Health Information

The Health Information section collects information about your child's most recent physical, health, and dental care, as available.

### Health Information

**6.1 \*Does student have health insurance?**

Yes  No

**6.2 \*Date of Last Physical**

If the student has not had a physical, enter today's date (you will need an up-to-date physical prior to enrolling for the new school year).

**6.3 \*Does your child have a physician?**

Yes  No

**6.4 \*Does your child have a dentist?**

Yes  No

### Emergency Contacts / Pick Up List

The Emergency Contacts / Pick Up List section collects information about adults other than those listed on the Guardian Information section who can be contacted in case of an emergency.

## Emergency Contacts / Pick Up List

Please provide contact information for at least one person who was not listed in the *Guardian Information* section of this form.

Contact #1

7.1 \*First Name:

7.2 \*Last Name:

7.3 \*Phone:

7.4 Alternative Phone:

7.5 Email:

7.6 \*Relation to child:

7.7 \*Alternate Pickup Approval

Please check the box below to indicate whether the emergency contact listed has permission to pickup your child in the case of an emergency and you cannot be reached.

Yes  No

Contact #2

7.8 First Name:

7.9 Last Name:

7.10 Phone:

7.11 Alternative Phone:

7.12 Email:

7.13 Relation to child:

**7.14 Alternate Pickup Approval**  
Please check the box below to indicate whether the emergency contact listed has permission to pickup your child in the case of an emergency and you cannot be reached.

Yes  No

Contact #3

7.15 First Name:

7.16 Last Name:

7.17 Phone:

7.18 Alternative Phone:

7.19 Email:

7.20 Relation to child:

**7.21 Alternate Pickup Approval**  
Please check the box below to indicate whether the emergency contact listed has permission to pickup your child in the case of an emergency and you cannot be reached.

Yes  No

Continue »

## Document Upload Step

The Document Upload Step section allows families to upload required and additional documents. For more information on required documents, click [here](#).

### Document Upload Step

Please upload documents required for registration in Richmond Public Schools by clicking the upload file button to upload electronic versions of required documents (common file types like PDF, .doc, .docx, etc., are supported). You may upload scanned or photo copy of documents if you do not have an original in a digital format. If you cannot currently access document(s), leave those upload fields blank. A representative from your child's school may reach out for additional information before the start of the school year.

**Mobile & Tablet Users:** In order to upload a photo of a document from your mobile / tablet device, you must first take a photo and save it on your device.

Details on each type of document are listed below:

- **Proof of Residency** - Documents to upload may include a lease or deed, income tax return, IRS W2 form from the current year, voter registration card, personal property tax receipt, a payroll check or check stub issued within the last three months, or a 'lives with form'. Per Richmond School Board Policy 8-2.2, [two](#) proof of residency documents are required for enrollment. Please consult [RPS Board Docs, Policy 8-2.2](#), or call your school, for more information and support.
- **Birth Certificate** - Uploading a copy of your Birth Certificate at this step will help your school team review and process your enrollment. However, families must present this document (or a certified copy) in person to complete enrollment. Please read below for additional information about these requirements.
- **Proof of Income (PreK Only)** - 2020 Tax Return, 2020 W-2, letter from employer on company letterhead indicating parent name and income, a recent pay stub, Notice of Action from Department of Social Services, TANF verification, SSI verification or Child Support court documents.
- **Physical** - Dated within the last 12 months for entry into school in September. Click [here](#) to access the VDOE School Health Entrance Form.
- **Immunization Record** - Up to date based on age for entry into school in September. For more on Virginia immunization requirements, click [here](#).
- **Dental (PreK Only)** - Dated within the last 6 months for entry into school in September.
- **Shared Housing/Families in Transition (If Applicable)** - Please use [this link](#) (English) or [this link](#) (Spanish) for documents needed if you are sharing housing and your name is not on the lease or you are a family in transition (living in hotel, with friends, temporary). Click [here](#) to view other forms from the Center for Families in Transition (C-FIT).
- **Health Care Plan (If Applicable)** - Ex. Asthma Plan, Plan for Allergic Reactions, Seizures, etc.
- **Medication Orders (If Applicable)** - Doctor's orders for medication administered at school.

Please note that a Birth Certificate is required prior to enrolling your child. Except as provided in § 22.1-3.1 of the Code, no student shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the student shall present, upon admission, a certified copy of the student's birth record. A photocopy of the child's birth certificate will not meet this requirement. If a certified copy of the child's birth certificate cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy. A certified copy of a birth record for a person born in Virginia may be obtained from the Division of Vital Records and Health Statistics at the Virginia Department of Health. The Birth Certificate, or certified copy must be presented in person before your child begins school in RPS for the first time. After completing your enrollment form, a member of your school team will reach out with next steps for completing this component.

8.1	Proof of Residency (1):	<input type="text" value="Choose file to upload"/>	<input type="button" value="Browse file"/>
8.2	Proof of Residency (2):	<input type="text" value="Choose file to upload"/>	<input type="button" value="Browse file"/>
8.3	Proof of Income:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.4	Birth Certificate:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.5	Physical:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.6	Immunization Record:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.7	Dental:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.8	Shared Housing/Families in Transition:	<input type="text" value="Choose file to upload"/>	<input type="button" value="Browse file"/>
8.9	Health Care Plan:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>

8.10	Medication Orders:	<input type="text" value="Choose files to upload"/>	<input type="button" value="Browse files"/>
8.11	<b>*Document Upload Completion:</b>	<input type="checkbox"/> Yes	I understand that based on my child's grade, certain documents may be required for enrolling in RPS. If I am unable to upload them at this step, I will need to bring them in-person to my child's school for verification.
<input type="button" value="Continue »"/>			
<input type="button" value="« Back"/>		<input type="button" value="Save and Exit"/>	



## Signature

The Signature section asks families to confirm the information they provided is complete and accurate.

### Signature

Parent(s)/Guardian(s): I, the undersigned, hereby certify that, to the best of my knowledge and belief, the answers to the foregoing questions and statements made by me in this registration form are complete and accurate. I understand that submitting false residency information is a Class A misdemeanor. I understand providing false disciplinary information on this application is a Class B misdemeanor. I understand that Richmond Public Schools is not responsible for errors made by me on this registration (such as grade, birth date, schools selected and/or incorrect school year application). I understand that any false information, omissions, or misrepresentations of facts may result in rejection of this registration or future dismissal of the student. I give permission to the current school my child is attending to release any information needed to complete the processing of this application. I understand that once enrolled, student records will be sent to the receiving school.

**11.1 \*Has your child been expelled from attending a private school or another public school division in another state for an offense violating school board policies involving weapons, alcohol or drugs, or for willful infliction of injury to another person?**

Yes  No

**11.2 \*Has your child been found guilty of or adjudicated delinquent for any offense listed in subsection G of 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories?**

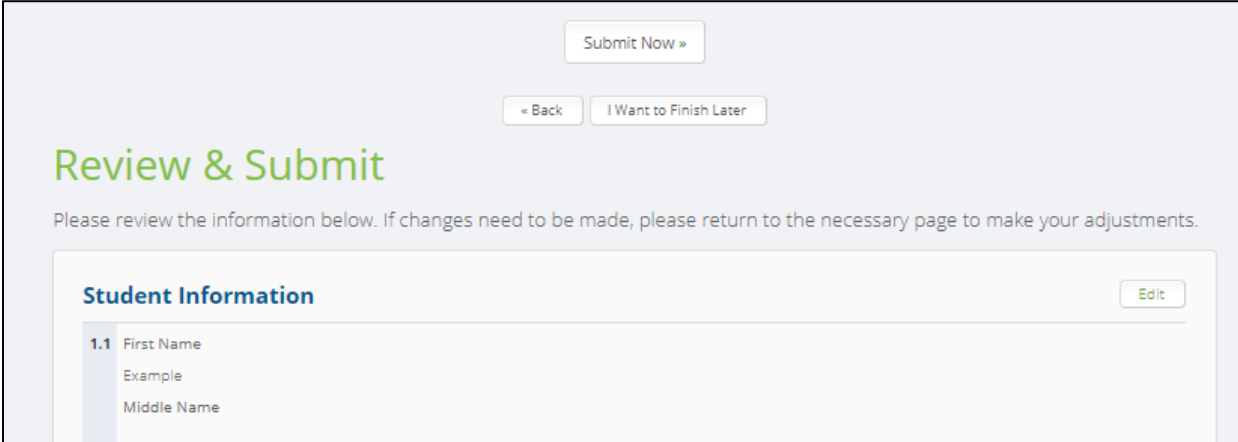
Yes  No

Click [here](#) for more on subsection G of 16.1-260 of the Code of Virginia.

**11.3 \*Signature:**  Date: 04/15/2021

## Review and Submit

The Review and Submit section allows families the opportunity to review their enrollment form and make any edits before submitting.



The screenshot shows a web interface for reviewing and submitting an enrollment form. At the top, there are three buttons: "Submit Now »", "< Back", and "I Want to Finish Later". Below these buttons is the heading "Review & Submit" in green. Underneath the heading is a message: "Please review the information below. If changes need to be made, please return to the necessary page to make your adjustments." Below this message is a section titled "Student Information" with an "Edit" button. The "Student Information" section contains a list of fields: "1.1 First Name", "Example", and "Middle Name".

After families submit by clicking “Submit Now”, they may print a copy of the confirmation page. They may also return to their form and review by returning to Enroll RPS and logging in.

Once submitted, a member of the family’s school team will be in touch with information about the next steps of the enrollment process.