

## **BOURBON COUNTY SCHOOLS ENROLLMENT REQUIREMENTS**

Before a child will be permitted to enroll as a student in Bourbon County Schools, the following information must be on file with the district:

### **Preschool Requirements:**

- ✓ Certified Birth Certificate (Full Size) - Within 30 days of initial enrollment, not a hospital copy or wallet size copy. Applications for Kentucky birth certificates are available in the school offices.
- ✓ Kentucky Immunization Certificate - Must be current in order to be valid, and must be on an official state immunization form. The school, prior to the expiration of their child's certificate, will notify parents.
- ✓ Current Physical Examination - Within 12 months prior to, or within 90 days following, initial enrollment in school.
- ✓ Social Security Number – Requested upon enrollment, but optional.
- ✓ Vision Examination – Certificate on file with the school, or within 90 days following initial enrollment, and completed by an Optometrist or Ophthalmologist.
- ✓ Dental Examination – Within 90 days following initial enrollment. If the student does not have a family dentist, the Preschool staff will assist in providing this exam.
- ✓ Lab Tests – Lead testing and anemia screening.
- ✓ Proof Of Income – Verified by W2, check stub, etc.

### **Kindergarten Requirements:**

- ✓ Certified Birth Certificate (Full Size) - Within 30 days of initial enrollment, not a hospital copy or wallet size copy. Applications for Kentucky birth certificates are available in the school offices.
- ✓ Kentucky Immunization Certificate - Must be current in order to be valid, and must be on an official state immunization form, within 2 weeks of initial enrollment. The school, prior to the expiration of their child's certificate, will notify parents.
- ✓ Current Physical Examination - Within 12 months prior to, or within 30 days following, initial enrollment in school.
- ✓ Social Security Number – Requested upon enrollment, but optional.
- ✓ Vision Examination – Certificate on file with the school, and completed by an Optometrist or Ophthalmologist, no later than January 1.
- ✓ Dental Screening – Kentucky Dental Screening/Examination Form for School Entry. May be performed by a dentist, dental hygienist, physician, registered nurse (RN) at the Health Department, advanced registered nurse practitioner (ARNP), or physician's assistant (PA), no later than January 1.

### **First Time Enrollees in Kentucky Schools:**

- ✓ Certified Birth Certificate (Full Size) - Within 30 days of initial enrollment, not a hospital copy or wallet size copy. Applications for Kentucky birth certificates are available in the school offices.
- ✓ Kentucky Immunization Certificate - Must be current in order to be valid, and must be on an official state immunization form. The school, prior to the expiration of their child's certificate, will notify parents.
- ✓ Current Physical Examination - Within 12 months prior to, or within 30 days following, initial enrollment in school.

- ✓ Social Security Number – Requested upon enrollment, but optional.
- ✓ Vision Examination – Certificate on file with the school, and completed by an Optometrist or Ophthalmologist (only for children under the age of 7).

**Students Entering 6th Grade:**

- ✓ Kentucky Immunization Certificate – Current, and includes Tdap booster, Varicella vaccine (2<sup>nd</sup> dose) (Or a documented diagnosis of Chicken Pox), and the Meningococcal Conjugate Vaccine (MCV).
- ✓ Second Physical Examination - Within 12 months prior to entering 6<sup>th</sup> grade, or within 30 days following enrollment in the 6<sup>th</sup> grade.

**CUSTODY RECORDS:**

Any student who does not live with both the parents listed on the birth certificate must present records of custody or guardianship upon enrollment.

**ALL OF THE ABOVE RECORDS MUST BE ON FILE WITH THE SCHOOL BEFORE A STUDENT WILL BE CONSIDERED OFFICIALLY ENROLLED IN THE BOURBON COUNTY SCHOOL SYSTEM.**