

KINDERGARTEN REGISTRATION INFORMATION

Children must be five years old on or before August 31 of the year entering kindergarten.

Birth Certificate

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The birth certificate number must be recorded at the registration time. This will require a certified copy of the birth record rather than an informal copy, such as hospital certificate. A parent whose child was born in Wake County may pick up Form 1743 (copy enclosed) from the school and receive one free copy of the birth certificate from the Human Services Department. There is a fee of \$10.00 for a birth certificate from North Carolina Vital Records Department.

Immunization Records

Medical evidence of the following immunizations must be submitted:

- ★ **Diphtheria-Tetanus-Pertussis (DTP or DTaP) Vaccine:** 5 doses. If the 4th dose was given on or after 4th birthday, the series is complete.
- ★ **Polio Vaccine:** 4 doses of polio vaccine. If the 3rd dose is given on or after the 4th birthday, the series is complete.
- ★ **Measles Vaccine:** 2 doses received at least 30 days apart: one dose on or after the 1st birthday.
- ★ **Mumps Vaccine:** 2 doses. One dose on or after the 1st birthday and before 16 months and a second dose before enrolling in school for the first time
- ★ **Rubella Vaccine:** 1 dose on or after the 1st birthday and before 16 months.
- ★ **Haemophilus influenzae type b Vaccine (Hib):** 1 dose at or after 1st birthday **or** the complete series. Hib is not given if the child is 5 years or older.
- ★ **Hepatitis B Vaccine (HBV):** 3 doses (**children born on or after July 1, 1994**).
- ★ **Varicella:** 1 dose on or after 1st birthday (**children born on or after April 1, 2001**).

Note: Some children may have received Tetramune Vaccine, which includes the DTP and Hib vaccines. Detailed Vaccine-specific Requirements may be found at the North Carolina Department of Health and Human Services Immunization website, www.immunizenc.com.

Proof of Residence

Please emphasize that the address on the registration forms must be the address of the parent or court-appointed custodian because the school assignment will be made to the appropriate base school for that address. All parents must submit proof of residence (in the form of a recently dated electric, water or gas bill or a newly signed lease agreement; telephone and cable bills are not accepted). Persons attempting to register a student other than the biological parents should be directed to the Office of Growth Management. If you have a parent and student living with another person, the following process should be followed: 1). If the student's base school is traditional, the school can complete the needed documentation. 2). If the student's base school is an application school, then send parent to Growth Management. Questions about address verification can be directed to the Office of Growth Management. Be certain that you are using a current copy of the street directory when identifying schools to parents. Questions about requests for transfers should also be directed to the Office of Growth Management.

KINDERGARTEN HEALTH ASSESSMENT

1. Give each parent a blue Kindergarten Health Assessment Record (form 0523) at the time of registration. Please note that the form does not include a record of immunizations so that information must be provided separately. Kindergartners who were retained are not required to have another health assessment if one was completed the first year. Continue to record immunizations and their dates on the permanent health record (form 1723) and enter immunizations into SIMS. The school employee who transfers immunization and birth certificate information to the Student's Permanent Health Record should sign the form.
2. A health assessment form from out-of-state may be accepted if it contains all the elements of our form.
3. Parents who object to the exam on religious ground must submit a written statement of their beliefs and of their opposition to the health assessment requirements to the building principal.
4. Parents whose children have no physician, or no insurance may make appointments for an examination with the Wake County Department of Human Services. (phone # 250-4570) There will be a charge for this based on a sliding fee scale.
5. The health assessment must be conducted no more than 12 months prior to the date of school entry. This provision adds four-five months to the previous time period for acquiring the assessment and should allow virtually all children to remain on their annual visit schedules.
6. The health assessment must include a medical history and physical examination with screening for vision and hearing. If appropriate, testing for anemia and tuberculosis should be completed.
7. When more space is needed on the Kindergarten Health Assessment form, an attachment may be stapled onto the form.
8. If a health assessment transmittal form is not presented on or before the first day of school, the principal shall present a notice of deficiency to the parent, guardian, or responsible person. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance to present the required health assessment transmittal form for the child. Upon termination of 30 calendar days, the principal shall not permit the child to attend the school until the required health assessment transmittal form has been presented.
9. A report of students not in compliance with the health assessment regulations will be made by each principal within 60 calendar days from the beginning of the new school year.

WAKE COUNTY PUBLIC SCHOOL SYSTEM
Raleigh, North Carolina

MEMORANDUM

DATE: _____

TO: Parents of _____

FROM: _____, Principal

SUBJECT: CERTIFIED COPY OF BIRTH CERTIFICATE

Your child, who is named above, is seeking his/her initial enrollment in a Wake County Public School. In accordance with North Carolina General Statute 115C-364, the school system requires that you present a certified copy of your child's birth certificate to the local school principal as a part of the initial enrollment procedure. The certificate will be used to verify the birthday of your child.

Generally, the certified copies of birth certificates are available from a registrar in the county of one's birth. In the case of births in Wake County, North Carolina, certified copies of birth certificates for school enrollment purposes must be obtained from the Wake County Register of Deeds, 421 Fayetteville, Street, Bank of America Building, 3rd Floor, Raleigh, NC 27601 (Phone 919-856-5218, 8:30 am – 5:00 pm Monday - Friday). G.S. 115C-364 also provides that a free certified copy be furnished for this purpose. You may obtain a copy without charge by presenting this letter to the Wake County Register of Deeds along with your request.

It is the responsibility of the parent to obtain a certified copy of each child's birth certificate and present same to the school principal in order to complete his/her child's initial enrollment in a Wake County Public School.

Thank you for your cooperation.