



Kindergarten Parent Information for 2020-2021

Pre-K/Kindergarten Round-Up

**Mustang Educational Resource Center
909 S. Mustang Road * Mustang, OK 73064**

**March 31, 2020 last name beginning in A - L
April 1, 2020 last name beginning in M - Z
April 2, 2020 make up day**

Each year we hold an event to round up all of our Pre-k and Kindergarten students. Round-Up is for the parents/guardians of all NEW (not currently enrolled) students who will be attending Pre-K or Kindergarten in the upcoming school year.

If you have a child who is currently in Pre-K at one of our schools you do not need to attend Round-Up to enroll in Kindergarten. The process for re-enrolling our current students is a little different than enrolling new students. You will receive a re-enrollment packet in February. All you need to do is fill out the re-enrollment packet and return it to your child's teacher. The re-enrollment packet will secure your child's enrollment at his/her home school for kindergarten in the 2020-2021 School Year.

For NEW students (not currently enrolled in Pre-K at MPS)- Here are a few frequently asked questions that will help guide your enrollment process:

Is Pre-K/Kindergarten Round-Up Required ?

Round-Up is not required for incoming kindergarten students, however it is very important that you come if at all possible. We work diligently through the spring and early summer to staff our schools and prepare for the upcoming year. Our staffing decisions are based on the number of students enrolled, so it's very important that we get student enrollment secured as early as possible.

How do I enroll my child in Kindergarten if they are not currently in Pre-K ?

- You can fill out the 2020-21 Kindergarten Enrollment Packet on our district website and print it off or pick a packet up at our district office or at your local elementary school. The packets for the 2020-2021 school year will be available after February 28th.
- Take your completed packet and ALL REQUIRED DOCUMENTS to Pre-K/Kindergarten Round-Up on the dates noted above.
 - **Required documents include:**
 - Photo ID from Parent/Guardian
 - Copy of Official Birth Certificate
 - Copy of Immunization Records
 - Two Current Proofs of Residency (Water, Gas, or Electric Bill, Realtor’s Contract, Lease Agreement)
 - **If you are not listed on the bill**, a residency verification by affidavit may be necessary - please see page 4.
 - Complete Enrollment Packet

***Round-Up is a parent only event, we ask that you make childcare arrangements for your children.**

After Round-Up what do I need to do?

All of our MPS parents/guardians of elementary aged students (Pre-K through 4th Grade) will need to verify their enrollment in August. We will have a Residency Verification Day at each of our elementary schools in August. Please check our district website for exact dates and times. You will need to take your most recent utility bill from July or August to your child’s school on Residency Verification Day to verify your current residency for the school year. After residency is verified your child will be assigned to a teacher. You will receive your child’s teacher assignment the day or two before school starts.

How old does my child need to be for Kindergarten?

Students must be 5 years of age on or before September 1, 2020 to be enrolled in Kindergarten

Your child's packet, along with all required documents must be complete and up-to-date for enrollment in Mustang Public Schools. Required documents include:

- Photo ID from Parent/Guardian
- Copy of Official Birth Certificate
- Copy of Immunization Records
- Two Current Proofs of Residency (Water, Gas, or Electric Bill, Realtor's Contract, Lease Agreement)
- Complete Enrollment Packet

What if I can't attend Round-Up?

If you are unable to attend Round-Up, you can enroll your child at our central enrollment office at the Mustang Education Resource Center during the month of June, July, or August. Watch the district website for information about central enrollment over the summer months.

If you have questions regarding your child's Kindergarten enrollment, you may contact:

Sandi Johnson
Administrative Assistant
mpspre@mustangps.org
(405) 376-2461

RESIDENCY VERIFICATION BY AFFIDAVIT

If a parent/guardian does not have two proofs of residency in their name because they live full time and exclusively with another MPS Resident, a Residency Verification by Affidavit may be necessary and will need to be completed at the time of enrollment.

The Residency Verification by Affidavit is a sworn affidavit and will be treated as such.

Per State Law: Any person who willfully makes a statement in an affidavit which the person knows to be false shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than Five Hundred Dollars (\$500.00) or both such fine and imprisonment. Using a false address for school placement may result in the parent being charged tuition based on a prorated cost of \$5,500 per year per student. Home visits may be made by MPS Administrators or designee.

Both the parent/guardian and the MPS resident must be present at the time of enrollment to complete the Residency Verification by Affidavit. The following documents will need to be provided at the time of enrollment.

Documentation Required by the MPS Resident:

1. Two proofs of residency:
 - Acceptable proofs include current gas, water, electric bills, warranty deed statement, ad-valorem tax statement, mortgage statement, or lease agreement. Lease agreements MUST list all occupants of residence, including children. If utility billings are not available, the district will accept a statement from the utility company that service has been established. The letter must be on letterhead and signed by an appropriate official. Utility cut-off notices, telephone, internet, cable bills and driver's licenses will not be accepted as proof of residency. The name on the Residency Verification by Affidavit must match the name on the proofs of residence.
 - Valid driver's license or state issued ID card

Documentation Required by the Parent/Legal Guardian:

1. Birth Certificate with the name of the parent that is enrolling the student or guardianship/legal custody documentation if not listed on the birth certificate.
2. Two proofs of residency:

- Mail (such as bank statements, medical bills, insurance papers, but not personal letters or junk mail) either addressed to the parent at the address claimed as the residence or forwarded by the United States Postal Service to the address claimed as the residence.
- Updated lease showing parent/guardian and student(s) name(s) as occupant(s)