



Online Registration Instructions for Kindergarten and Preschool at Charlottesville City Schools

Kindergarten Open House is Wednesday, April 18, 2018 from 3:30-6pm at all Charlottesville elementary schools. Register online *before you go*. It will make the afternoon better for you and for us! These instructions work for all kindergartners and for all preschoolers.

- 1) Go to <http://bit.ly/cvilleschoolsreg> (You can also follow links from charlottesvilleschools.org/register.)
- 2) On the "Sign-in" page, click the "Create Account" button.
- 3) Complete the information to set up your account (name, telephone, email, password, and security questions.) Remember your email and password in case you need to log back in.
- 4) Choose 18-19 registration.
- 5) Start new student.
- 6) Read the introduction page and click "next."
- 7) **Important!** On the verification page, pick:
 - A preschooler, kindergartner, or a student who did NOT attend Charlottesville City Schools in 2017-18.
 - Then pick: *During the 2018-2019 school year.*
 - Then click next.
- 8) When you're done, if the form tells you that you missed a question or that the format isn't correct, click on the error message and it will take you back to the page that needs attention.
- 9) When you've submitted the form, you can start a new one for another child (if necessary). Then log out. You'll receive an email confirmation.
- 10) Have questions or problems? Call 245-2962.



For the Kindergarten Open House on Wednesday, April 18, 3:30-6pm, bring the following:

- Original birth certificate (or certified copy)
- Proof of residency
 - Mortgage, lease, real estate tax statement OR
 - Driver's license or government-issued photo ID **plus** current utility bill (electric, gas, water/sewer)
- A completed "school health entrance form" (including immunization record) showing that the child has received a physical examination performed by a physician within a year of enrollment. (Required for all K students, even if they have been enrolled in the preschool program.)
- Custody or guardianship paperwork (if necessary)

Don't have everything? Need help? Come see us at open house!