

Instruction for Pre-K, Kindergarten and New Student Enrollment

The health of your child has a great impact on his/her performance in school. Therefore, Columbia Heights Schools recommend that all children entering kindergarten have a physical and dental exam prior to entering school.

**** State law and school district policy require that each child have the following documentation in order to register for school: Birth Certificate and proof of current immunizations.**

Birth Certificate: This must be an original certificate from the county of birth, with the raised seal, not a copy of a hospital document. We will return the certificate to you once we have made a copy for our records. Birth Certificates can be secured for children born in Minnesota at the Minnesota Department of Health.

Immunizations: See the enclosed Immunization forms to know what shots your school aged child(ren) should have received before the first (1st) day of school. Please note there are 3 new shots that students must have starting September 2014. Each child must have on file in the school health office a doctor's report listing the types of shots that the child has received and the date (mo/day/yr) they were given.

On or before the first (1st) day of school, bring the completed **Birth Certificate and Immunization Certificate** to the school office if you have not already presented these documents at the scheduled open house.

Early Childhood Screening: Early Childhood Screening is required for children prior to entering Kindergarten and can be done in the school district in which you reside or in the district the school is located in. Columbia Heights School District offers the screening at no cost to families. If your child attended Headstart, Early Childhood Screening was completed there. If your child has not been through screening and is a resident of Columbia Heights call the screening scheduler at 763-528-4517 to make an appointment.

Exam: Please complete your child's medical information on the enclosed form. Note any health concerns, special needs or accommodations that your child may have, so we can meet his or her needs in the best way possible while at school.

Emergency/Health Information: The information you provide us on the form will be used in the event of illness or injury of your child while he or she is at school. It is very important that you give us information on how to reach you during the day. In addition, we need the names of at least two alternative contacts in the event you cannot be reached. These should be responsible adults who have access to transportation.

If any contact information changes (e.g. phone numbers, addresses, doctor or alternative contact names) please notify the school office as soon as possible.

We look forward to meeting your student(s) and look forward to having a successful academic experience with them. If you have questions about the information above please call the school office at 763-788-9065.

