



“Bee Ready” for Kindergarten Registration Week
February 25th through March 1st, 2019
at Penn Hills Elementary School

Dear Parents/ Guardians:

If you have a child who will be **five years old on or before September 1, 2019**, it's time to register him/her for kindergarten. Registration will be held at **Penn Hills Elementary School** the week of February 25 – March 1, 2019. For your convenience, we will host both daytime and evening registration hours according to the schedule listed below. We strongly encourage you to take advantage of early registration. Each student enrolling for our Penn Hills Elementary kindergarten program during this week will receive a free PHES Kindergarten Registration t-shirt (while supplies last)!

Registration Hours
Monday, February 25, 2019 9:30 AM – 2:30 PM
Tuesday, February 26, 2019 9:30 AM – 2:30 PM
Wednesday, February 27, 2019 9:30 AM – 8:00 PM* *Final appointments for the day taken at 7:30 PM.
Thursday, February 28, 2019 9:30 AM – 2:30 PM
Friday, March 1, 2019 9:30 AM – 2:30 PM

You can get a registration packet at Penn Hills Elementary or the Penn Hills School District Pupil Services Office located at 260 Aster Street. You can also download a packet from our website at www.phsd.k12.pa.us. The following items will be needed to complete the registration process:

- A **completed** registration packet
- 2 utility bills less than 30 days old (gas, electric, sewage, telephone, cable)
Please note that the utility bill needs to be in the parent/guardian's name.
- Current Pennsylvania photo driver's license or photo ID with current Penn Hills address
- Your child's birth certificate
- Your child's current immunization records

To schedule an appointment for registration week, please contact our PHSD Pupil Services Office at 412.793.7000 (x1217 or x1219). Walk-in registrations will also be accommodated this week. Registration for each child takes approximately 30 minutes; therefore, your patience is greatly appreciated during this process. In order to expedite the registration process, please have all required documentation and forms completed. If you have questions about the required documents, please contact the Pupil Service Office as well.

We look forward to seeing you at registration!

Sincerely,
Kristin L. Brown
Kristin L. Brown
Principal

