



**Kiowa County Elementary / Jr. High School**  
**730 S. Main Street**  
**Greensburg, KS 67054**  
**Phone 620.723.2332 Fax 620.723.2705**

July 28, 2020

Dear Parents,

Enrollment for PreK-8 students will be in the K-8 office August 4-7th from 8:00am to 3:00pm. To ensure a smooth enrollment and in order to help with the flow of traffic in and out of our building we are changing our enrollment process. We will be using Signup Genius to schedule enrollment appointments. There will be two tabs; one for KCJH/Elementary and one for KCHS. Links to the schedule can be accessed on the USD 422 Website as well as USD 422 Facebook and Twitter pages. (The link can also be accessed by clicking here: [USD 422 Enrollment](#).) If you are unable to do this please email [kwondra@usd422.org](mailto:kwondra@usd422.org). We will be following social distancing practices and encourage masks. Your elementary child is not required to attend enrollment. Keeping the school open and functioning as normally as possible is priority, please help us in following these guidelines.

Enrollment fees for K-8 students are \$50, the 6-12 towel fee is \$15, and the 5-8 band and the 7-8 vocal fee is \$20. However, anyone who pays enrollment fees on the day they enroll their student(s) will be eligible for a 50% discount. We will also waive the enrollment fee for any student that receives free lunches. Please be sure to check in the office to see if you might qualify to have your enrollment fees waived.

Please take time to look over your child's enrollment form and make any necessary changes. **To help speed the process please have all documentation filled out fully.** If you have questions about enrollment forms please email [kwondra@usd422.org](mailto:kwondra@usd422.org). You will also find the "Student/Parent/Teacher Compact". Please take time to read this with your student and sign it along with your student as part of the Title I program facilitated by our school for the upcoming school year. Please sign the back of the technology agreement after reading it with your student.

Please be sure that we have your most current address and phone number on file. Our goal is to continue to develop channels to communicate information to parents effectively. If your child is entering our school for the first time, we will need a copy of your child's birth certificate, social security card, and immunization record so that copies can be made for permanent file. State law requires that students' immunizations must be current to attend school.

K-7 students will need a pair of tennis shoes for physical education class that they can leave at school. They do not need to be new, just clean.

Students in grades 6-8 that plan to participate in athletics will need to have a physical on file and the concussion form signed by a parent before they can practice or participate in an athletic contest. Greensburg Family Practice will be doing physicals for students on **August 4, 5, and 10th**. Please call their office to make an appointment for a physical, (620) 723-2127. If you attend on these days the cost is \$15.

Our first day of school for all students will be **August 27th, 2020**.

We look forward to having you back in school!

Sincerely,

Stephanie White-Neuhold  
PreK-8 Principal



***Treat Others Right — Make Smart Decisions — Maximize Your Potential***

*Unified School District #422 does not discriminate on the basis of sex, color, race, religion, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities.*