



## Ockerman Elementary School

8250 US 42 Florence KY 41042 Phone: 859-282-4620 Fax: 859-282-4625

Mrs. Kimble Best, Principal

Mr. Christopher Ritzl, Assistant Principal

Mr. Jimmy Jackson, Counselor

Ms. Robin Schaefer, Counselor

Mrs. Terri Hall, Counselor

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### 2020 - 2021 Registration

Hello and welcome to Ockerman Elementary School! We are so excited to have you as part of our Rocket Family! This year's registration is going to be somewhat different due to the coronavirus pandemic and is going to require some additional work and patience from all of us. In order to make this as easy as possible please follow the directions below and choose the option that works best for you.

#### Option #1

Stop by the school and pick up a registration packet. A tall file cabinet is located in front of the school near the library door. Kindergarten registration packets can be found in the PK - 1 drawer. If you are registering for grades 1 - 5 please let the office know and they will give you that packet. You will take the packet home and complete all of the forms and gather all of the necessary documents. You will place all forms and documents back in the envelope and return it to school. The office staff will make copies of your personal documents and return those to you while you wait. The office is closed to face to face traffic so you will wait outside while this is completed. If you have the capability to make your own copies, you can do so and then place everything back in the envelope and simply drop it off or mail it to the school.

#### Option #2

Visit the Boone County Schools I Website <https://www.boone.kyschools.us/Administration/18>

Go to the "About Us" tab and then locate the Kindergarten Enrollment tab on the left hand side. From here you can access all of the required documents needed to enroll your child.

You have a couple of different options for completing the forms. You can print them directly from the website and fill in or these forms are writable so you can type directly into them. If you choose to do this, you will need to download them by going to the top right corner of the form where you see the downward arrow. Download and save on your computer for easy access later on.

Once you have completed the forms you will need to gather all of the required documents for registration. **IMPORTANT - students are not placed into a classroom until all necessary documents are received. You may submit the enrollment forms without all of the documentation but your child will not be assigned a teacher until we have received and verified all information.**

Forms and required documents can be submitted by scanning them and then emailing them to Mrs. Best at [kim.best@boone.kyschools.us](mailto:kim.best@boone.kyschools.us) or you can bring all of the items to the office. If you have access to copy your personal documents you can do so and then place all items in an envelope and drop off or mail it to the school. If you are not able to make copies of your documents, you may bring them to the office and we will copy them for you. You will be asked to place them in an envelope and pass it to the office staff while you wait outside. They will make the copies and return your originals to you. Extra envelopes are located in the PK -1 drawer in the tall cabinet by the library door.

The school registrar will review all of the documents and forms and will contact you if any additional information or documentation is needed.

Classroom teacher assignments will be sent out in a welcome letter over the summer with information about back to school nights, school supply lists etc. If you have any questions regarding this process or the required documentation please feel free to call the office at 859-282-4620.