



LONGBRANCH ELEMENTARY
A Leader In Me School Lighthouse School

2805 Longbranch Road
Union, Kentucky 41091
859.384.4500
Stephanie Stambaugh, Principal
Sommer Kidwell, Assistant Principal
Heather Bushelman, School Counselor
Olivia Ballou, School Counselor
Paradise Forbes, Instructional Coach

Welcome to our new Longhorns and families! Thank you all for being very patient as we maneuver through this new way of registering for Kindergarten! Below are a couple of different options on how you can register your student for Kindergarten for school year 20-21.

Options for Getting Registration Packet

Option #1

Stop by Longbranch and pick up a registration packet. A file cabinet is located right inside the main office doors, in the vestibule area. We will buzz you in when you arrive. Kindergarten registration packets can be found in the Kindergarten drawer. If you are registering for grades 1 - 5, please look in the second drawer for those packets.

Option #2

Visit the Boone County Schools 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.

Options for Completing Paperwork

Option 1-You can print the packet and fill it out by hand.

Option 2-You can fill the packet out online and then download it for turning in.

Option 3-Take the packet home and complete all of the forms and gather all of the necessary documents if you picked it up from school.

Options for Turning in Registration Packets

Option 1-

You will place all forms and documents back in the envelope and return it to school. Please make sure your students name and date of birth is on the envelope. If you drop off, you will ring the office buzzer and we will give directions from there. 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, that works as well.

Option 2-If you chose to fill out the forms online, 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 access to email the packet back to school or print and turn in at school.



LONGBRANCH ELEMENTARY
A Leader In Me School Lighthouse School

2805 Longbranch Road
Union, Kentucky 41091
859.384.4500
Stephanie Stambaugh, Principal
Sommer Kidwell, Assistant Principal
Heather Bushelman, School Counselor
Olivia Ballou, School Counselor
Paradise Forbes, Instructional Coach

Forms and required documents can be submitted by scanning/downloading them and emailing them to Mrs. Vollet at maryellen.vollet@boone.kyschools.us.

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

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.

If you have any questions regarding this process or the required documentation please feel free to call the office at 859-384-4500. If you are new to Longbranch, students will meet their teachers via porch pop-in's in late July and then at Back to School Night the week before school begins. We typically have Kindergarten Camp over the summer but we are on hold for that a little as we are in a unique situation currently.

Thank you,

Stephanie Stambaugh
Longbranch Elementary Principal