
KINDERGARTEN ENROLLMENT

— Step-by-step instructions —

Kindergarten Shining Stars Video Presentation



SCAN ME!



Kindergarten Registration Options



ONLINE REGISTRATION

- KG students **NEW** to the District
 - Never had an ID number
 - No Pre-K
 - No FES Program
 - No Child Find
 - No Migrant Program
 - No Teen Parent Program
 - No Choice Program
- KG students meeting age requirement
 - Student is **5 years old** on or before September 1, 2023
 - Proof of Birth
 - 2 Proofs of Residence in PBC
 - SIS Gateway Account



PAPER REGISTRATION

- Student **attended** a **District/Charter Pre-K Program**
- Student attended Pre-K through **FES Program**
- Student was tested by **Child Find**
- Student was enrolled in the **Migrant Education Program**
- Student was enrolled in a **Teen Parent Program**
- Student applied for a **Choice Program**
- Parent/Guardian cannot upload **required documentation**
- **Primary Address** does not populate

- Log into your SIS Gateway using either **Firefox** or **Google Chrome**



- In order to register online, **YOU MUST HAVE** an SIS Gateway account
- Here you will find the SIS Gateway. If you **already have an account**, select **Log into my SIS Gateway Account**.
- If you **do not have an account and need to make one**, select **Create an SIS Gateway Account**.
- If you have **forgotten your password**, select **Password Reset**.



The School District of Palm Beach County

Educate. Affirm. Inspire.

Welcome to the School District of Palm Beach County's Student Information System (SIS) Gateway. To register your student for Kindergarten, you must have an account on the SIS Gateway.

If you already have an SIS Gateway Account,

- Click the "Log into my SIS Gateway Account" below.
- Enter your username and password
- Click the "I would like to apply for enrollment of a NEW child."

If you DO NOT already have an SIS Gateway Account,

- Click "Create a SIS Gateway Account"
- Once your account has been created, click "I would like to apply for enrollment of a new child".

[Español / Português / Kreyòl ayisyen](#)

Create an SIS Gateway Account

Log into my SIS Gateway Account

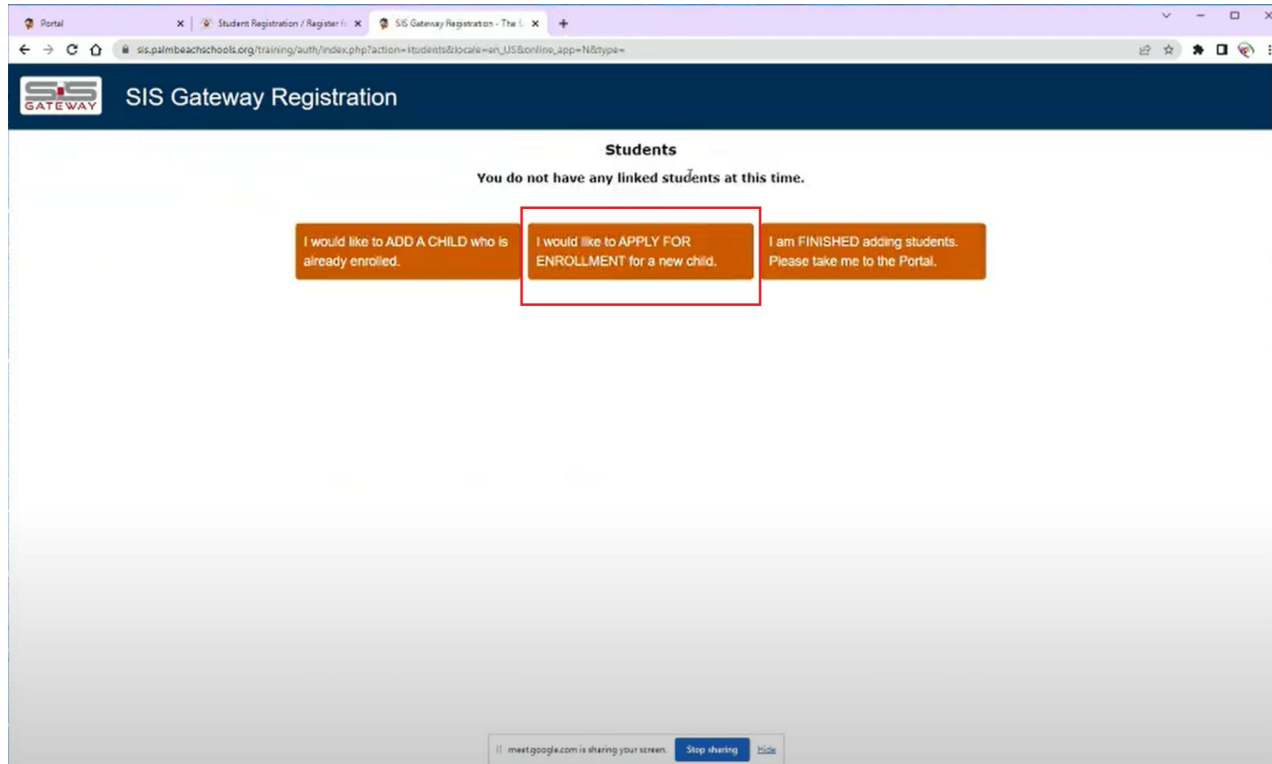
Password Reset

Haga clic aquí para crear/actualizar
su cuenta de portal de padres de
Focus en español

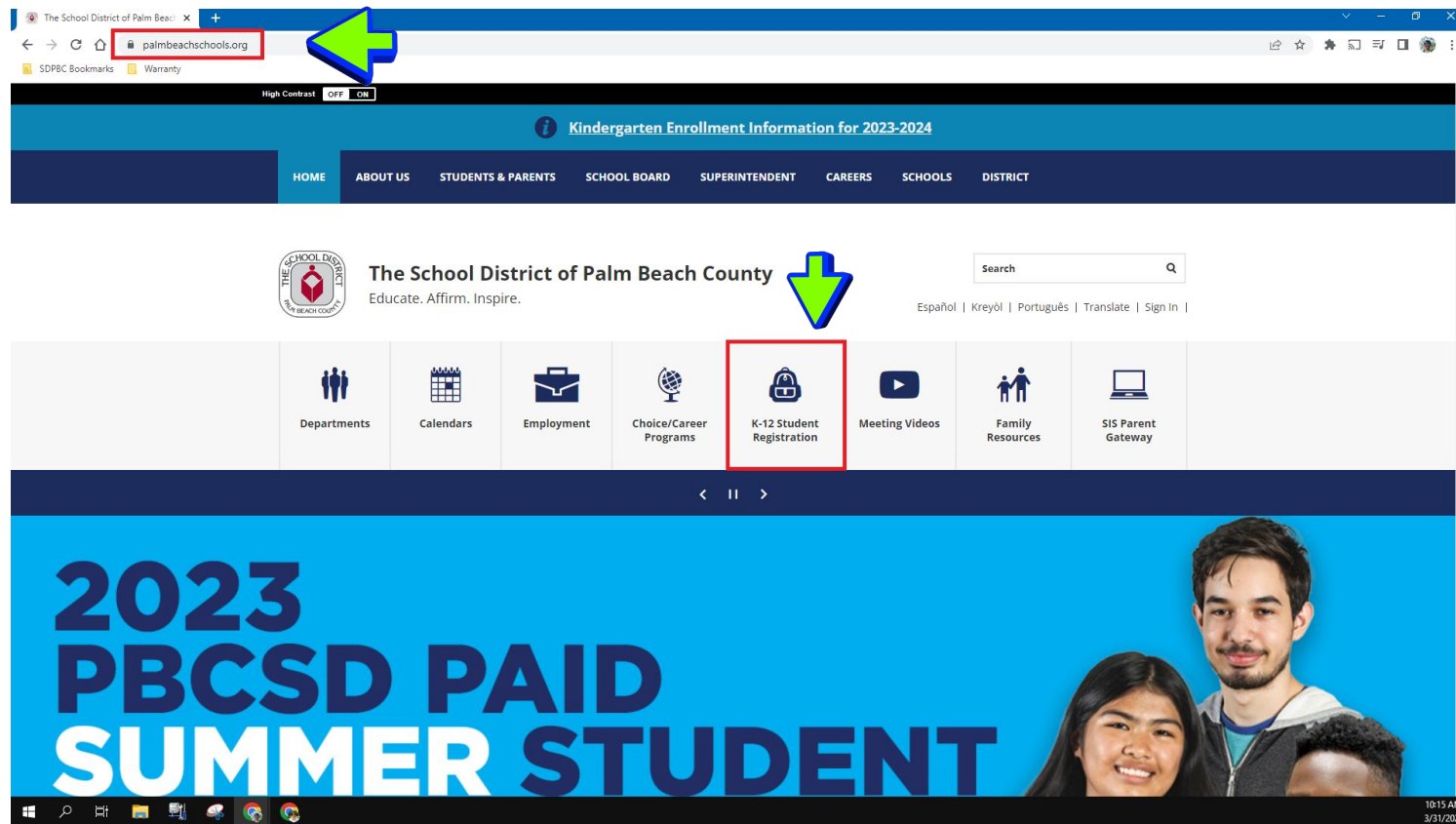
Klike isit la pou kreye/aktyalize kont
Pòtay Focus pou Paran yo nan lang
kreyòl ayisyen

Clique aqui para criar/atualizar sua
conta em português brasileiro no
Focus Parent Portal

- Once you have successfully logged in to your SIS Portal, you will see the following screen. **To enroll your new student, select the middle button.**
- Note: If you start the application and need to finish it at a later time, you will need to select this button again to continue your application.



- Go to **palmbeachschools.org**
- Click on the icon for **K-12 Student Registration**



- On the right hand side, click on **Register for Kindergarten**

The screenshot shows a web browser window displaying the Student Registration / Overview page of the School District of Palm Beach County. The browser's address bar shows the URL palmbeachschools.org/Domain/412. The website's navigation bar includes links for HOME, ABOUT US, STUDENTS & PARENTS, SCHOOL BOARD, SUPERINTENDENT, CAREERS, SCHOOLS, and DISTRICT. The main header features the district's logo, name, and tagline "Educate. Affirm. Inspire.", along with a search bar and language options (Español, Kreyòl, Português, Translate, Sign In). Below the header is a row of icons for various services: Departments, Calendars, Employment, Choice/Career Programs, K-12 Student Registration, Meeting Videos, Family Resources, and SIS Parent Gateway. A breadcrumb trail at the bottom of the header reads "Home » Students/Parents » Student Registration » Overview".

The main content area is divided into two sections. On the left, under the heading "Student Registration", there is a sidebar with a list of links: Overview, Register for Kindergarten (highlighted with a red box and a green arrow), Kindergarten Round Up, Find My Zoned School, and Student Registration Forms. On the right, under the heading "Student Registration", there is a collage of images showing students and staff engaged in various activities, including a student playing a drum, students in a hallway, a student with a backpack, and a student playing a saxophone.

- Scroll down to find options for Kindergarten Round Up, Register Online, and Register In Person. **Click on Register Online.**

The screenshot shows the Palm Beach Schools website's Student Registration page. The browser address bar shows palmbeachschools.org/Page/6884. The navigation bar includes links for HOME, ABOUT US, STUDENTS & PARENTS, SCHOOL BOARD, SUPERINTENDENT, CAREERS, SCHOOLS, and DISTRICT. The breadcrumb trail reads: Home » Students/Parents » Student Registration » Register for Kindergarten.

Student Registration

Overview

Register for Kindergarten >

Kindergarten Round Up

Find My Zoned School

Student Registration Forms

Register Your Ride

Welcome Center

School Health Services Consent Form

Finding Your Child's Student ID Number

Showcase Of Schools

Voluntary Prekindergarten (VPK) Programs

School Entry Health

We are thrilled to welcome your child to our A-rated School District!

Register for Kindergarten

Kindergarten Round Up >

Register online (beginning April 3, 2023) >

Register in person >

[Expand All](#)

Register Now for Kindergarten for the ...

10:20 AM 3/31/2023

- The option will drop down with more information. Click the **BLUE BUTTON** that says **REGISTER FOR KINDERGARTEN** at the bottom of the page.

The screenshot shows the Palm Beach Schools website. The navigation bar includes links for HOME, ABOUT US, STUDENTS & PARENTS, SCHOOL BOARD, SUPERINTENDENT, CAREERS, SCHOOLS, and DISTRICT. The left sidebar lists various services like Student Registration Forms, Register Your Ride, Welcome Center, School Health Services Consent Form, Finding Your Child's Student ID Number, Showcase Of Schools, Voluntary Prekindergarten (VPK) Programs, School Entry Health Requirements, and Student Enrollment and Demographics. The main content area is titled 'Register for Kindergarten' and includes a welcome message: 'We are thrilled to welcome your child to our A-rated School District!'. Below this, there is a section for 'Kindergarten Round Up' with a dropdown arrow. The dropdown menu is open, showing the 'Register online (beginning April 3, 2023)' option. This option is highlighted with a red box. The text within the red box describes the online registration process, including required documents (Proof of birth, Proof of residence in Palm Beach County) and documents due prior to the first day of school (Proof of required immunizations, Proof of a recent physical exam). It also mentions that if applicable, guardianship papers, information from a previous Pre-K school, and additional documents such as an IEP, 504 plan, medication and allergy information, custody order, etc., should be provided. A link to the full Registration Checklist is provided at the bottom of the dropdown. Below the dropdown, there is a 'Register in person' option with a right arrow.

Student Registration / Register for Kindergarten

← → ↻ 🏠 📌 palmbeachschools.org/Page/6884

SDPBC Bookmarks Warranty

HOME ABOUT US STUDENTS & PARENTS SCHOOL BOARD SUPERINTENDENT CAREERS SCHOOLS DISTRICT

Student Registration Forms

Register Your Ride

Welcome Center

School Health Services Consent Form

Finding Your Child's Student ID Number

Showcase Of Schools

Voluntary Prekindergarten (VPK) Programs

+ School Entry Health Requirements

+ Student Enrollment and Demographics

We are thrilled to welcome your child to our A-rated School District!

Register for Kindergarten

[Expand All](#)

Kindergarten Round Up >

Register online (beginning April 3, 2023) ▾

Students enrolled in pre-kindergarten in the School District of Palm Beach County (including charter schools), Childfind Participants, and students enrolled in pre-kindergarten through Florida Empowerment Scholarship will need to register for kindergarten in person. In addition, incoming kindergarten students whose families completed a 'Request for Student ID Number' for the purpose of submitting a Choice application for the 2023-2024 school year will need to register in person at their Choice or zoned school during school hours following the release of Choice lottery results on March 31, 2023, at 4 p.m.

Required documents for your online application:

- Proof of birth (birth certificate, passport, religious records)
- Proof of residence in Palm Beach County (two current documents reflecting the correct residential street address, such as a driver's license, electric bill, mortgage, lease agreement, rent receipt, United States Postal Service confirmation of address change, credit card statement, etc.).

Documents due prior to the first day of school. You can upload to your online application now if you have them:

- Proof of required immunizations from the child's doctor
- Proof of a recent physical exam

If applicable:

- Guardianship papers
- Information from a previous Pre-K school
- Additional documents such as an IEP, 504 plan, medication and allergy information, custody order, etc.

Find the full [Registration Checklist here](#).

Register in person >

Register Now for Kindergarten for the ...

10:21 AM 3/31/2023

- This will now take you to the **Application page**.
- **Highlighted in red, you must enter the required information to start a new application.** After doing so, press the green Begin Application button.
- Press Continue Application (highlighted in blue) if you are returning to finish an application.

Portal x Student Registration / Register x Apply for Enrollment - The Schoo x

sis.palmbeachschools.org/rt/rereg/app/index.php

Apply for Enrollment

The School District of Palm Beach County

The School District of Palm Beach County
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Return to the Parent Portal Registration

Application for New Students Continue Application

All fields marked with an asterisk (*) are required.

Student's First Name*
Student's Last Name*
Student's Birthdate*
Language* English [EN]
Form Type* New Student Registration

Begin Application

Select Language: meet.google.com is sharing your screen Stop sharing

- **Fill in ALL areas with your student's information.**

- For Application School Year, select Next School Year: 2023-2024.
- For grade level, select KG (Kindergarten).
- At the bottom of the page, click the Blue Next Page button.
- If you wish to close the application and return at a later time, click the red Save and Continue Later button.

Portal x Student Registration / Register x Apply for Enrollment - The School x

sis.palmbeachschools.org/training/apply/apply.php

Apply for Enrollment Page 1 / 10
New Student Registration Form
Doe, Jane

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
New Student Registration

Complete ALL areas on this form.

* Indicates that a response is required.

Application School Year* Next School Year: 2023-2024

Student's Full Legal First Name* Jane

Student's Full Legal Middle Name:

Student's Full Legal Last Name* Doe

Suffix (ex: Jr., Sr., III, IV, etc.): Max 3 characters

Student Preferred Name:

What grade level is the student entering? KG

[Next Page](#)
[Save and Continue Later](#)

Select Language | meet.google.com is sharing your screen | [Stop sharing](#) [Hide](#)

- Next is the address page. Begin typing in your address and, as indicated by the red box, there will be a suggested address. **Click this to autofill the rest of your address.**

Portal x Student Registration / Register x Apply for Enrollment - The Scho... x

sis.palmbeachschools.org/training/apply/apply.php

Type your street address in Address Line 1; a suggested address should appear above Address Line 1. Select the address from the list.

If an address is not suggested, verify that the address has been entered correctly.

If the address has been entered correctly and no suggestion appears you will be unable to complete the online registration process. You must contact the school your student is zoned to attend (Find My School) for information on how to register in person.

Address Information

Address Suggestions:

3300 FOREST HILL BLVD PALM SPRINGS, FL 33406

Address Line 1:* 3300 FOREST HILL BLVD

Address Line 2:

City:* PALM SPRINGS

State:* FL

Zip Code:* 33406

Phone Number:*

Do you approve to receive non-emergency school, District and community related text messages on this number? ☐

Select Language ▼

- Select **TWO** forms of **proof of residency** that you can provide.
- **Upload** the files for each document and proceed to the next page.

Portal x Student Registration / Register f x Apply for Enrollment - The Scho x +

sis.palmbeachschools.org/training/apply/apply.php

If an address is not suggested, verify that the address has been entered correctly.

If the address has been entered correctly and no suggestion appears you will be unable to complete the online registration process. You must contact the school your student is zoned to attend (Find My School) for information on how to register in person.

Saved Addresses

"Primary Residence"

Residence: 3300 FOREST HILL BLVD PALM SPRINGS, FL 33406
Mailing: 3300 FOREST HILL BLVD PALM SPRINGS, FL 33406

Zoned School: Berkshire Elementary - 0601 - E

Edit

Delete

Save address?

3300 FOREST HILL BLVD
PALM SPRINGS, FL 33406
United States

5612345678

zeta4774@gmail.com

Save No thanks

Upon initial enrollment in a school, a student or parent must produce two current documents reflecting the correct residential street address. Post office boxes, private mail box addresses or commercial establishment addresses are insufficient.

Student Resident Status* PK12 - In-County Resident

Select two items you will be uploading as proof of residence:

Home telephone or cellular telephone bill, Lease agreement with name of tenant and landlord ...

Upload Proof of Residence 1: No Files

Upload Proof of Residence 2: No Files

Previous Page Next Page

Save and Continue Later

Waiting for sis.palmbeachschools.org...

- You will now see the school and grade level of your student at the top of the page for the remainder of the application.
- **Fill in ALL AREAS with your student's information.** Proceed to the next page.

Portal x Student Registration / Register x Apply for Enrollment - The Schoo... x

sis.palmbeachschools.org/training/apply/apply.php

Apply for Enrollment
New Student Registration Form
Doe, Jane

Page 3 / 10

Application School: Berkshire Elementary **Grade Level:** KG

For assistance with completing this application call: (561) 123-4567

Gender: N/A

Student's Date of Birth: December 7, 2017

Country of Birth: United States

Place of Birth (City, State/Territory or Foreign Country):

Select the document that will be provided for Proof of Birth: N/A

Upload the student's Proof of Birth: No Files

Is the student Hispanic or Latino? No

Student Race (Select Yes for all that apply)

White: No

Black or African American: No

Asian: No

American Indian or Alaskan Native: No

Native Hawaiian or Other: No

Select Language

- You can enter up to 3 contacts. Click the **green Add New Contact** button.
- Enter the necessary information and **click the green Save Contact Detail** button. Proceed to the next page.

Portal

Student Registration / Register for... Apply for Enrollment - The School...

sis.palmbeachschools.org/training/apply/apply.php

Apply for Enrollment Page 4 / 10
New Student Registration Form
Doe, Jane

Application School: Berkshire Elementary Grade Level: KG

For assistance with completing this application call: (561) 123-4567

Contact Pickup Information

Enter up to 3 contacts.

+ Add New Contact

Previous Page Next Page

Save and Continue Later

Select Language

Apply for Enrollment Page 4 / 10
New Student Registration Form
Doe, Jane

Application School: Berkshire Elementary Grade Level: KG

For assistance with completing this application call: (561) 123-4567

Contact Pickup Information

Enter up to 3 contacts.

Contact Information

Contact's relationship to the student: [dropdown]

Contact's First Name: Kimberly

Contact's Last Name: Gould

Contact's Email Address: [text box]

Select the student's address only if the contact lives in the same home. [dropdown]

There are currently no saved contact details.

Contact's Phone Number: [text box]

Phone Number Type: N/A [dropdown]

Save Contact Detail Close

- Select from the boxes the correct information for you student. Proceed to the next page.

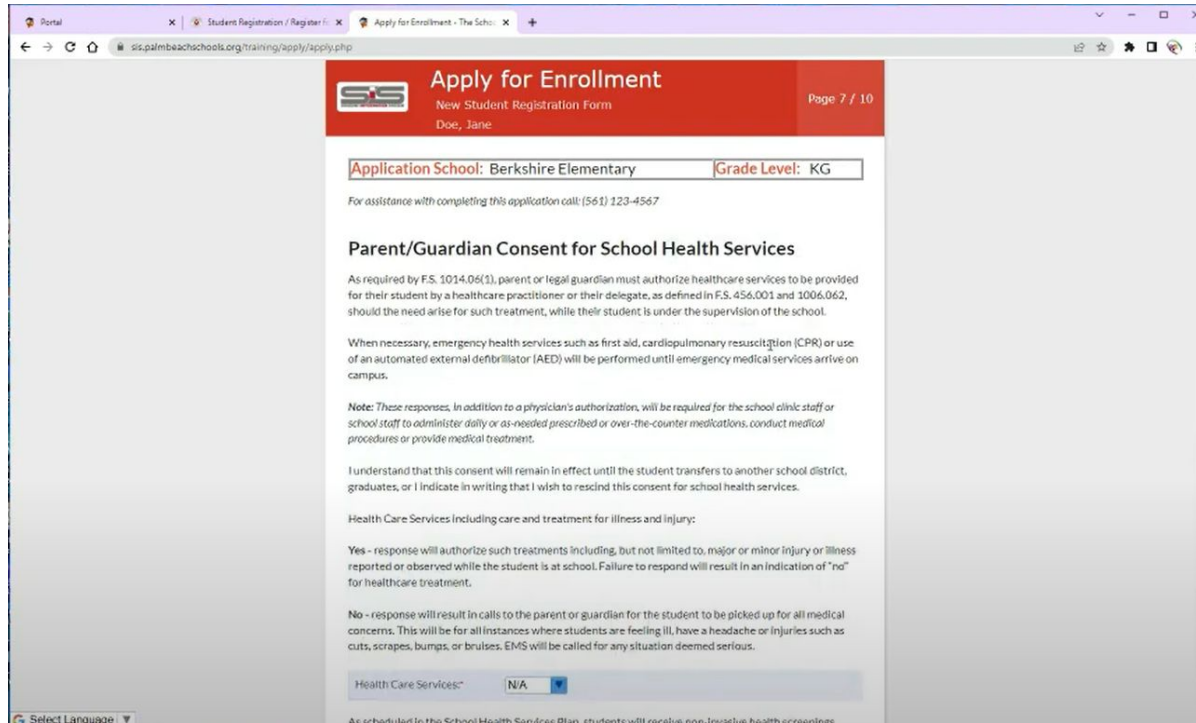
The screenshot shows a web browser window with the URL sis.palmbeachschools.org/training/apply/apply.php. The page title is "Apply for Enrollment" and it is labeled "New Student Registration Form" for "Doe, Jane". The page number is "Page 5 / 10".

The form contains the following fields and questions:

- Application School:** Berkshire Elementary
- Grade Level:** KG
- For assistance with completing this application call: (561) 223-4567
- Is the student not in the physical custody of a parent or guardian?
Not homeless
- Indicate where the student lives.*
Student is Not Homeless
- Is the parent/guardian an active member of the military?
No
- Does the student reside with a parent/guardian that meets one of the following conditions?*
- Not Applicable**
- Check the box if in the past three years, the parent/guardian has worked in any agriculture or fishing with the United States? ☐

At the bottom of the form, there are three buttons: "Previous Page", "Next Page", and "Save and Continue Later". A red box highlights the main form area.

- Next is a page for **School Health Services.**
- Enter your preferences and proceed to the next page.



The screenshot shows a web browser window with the URL sis.palmbachschools.org/training/apply/apply.php. The page title is "Apply for Enrollment" and it is labeled "New Student Registration Form" for "Doe, Jane". The page number is "Page 7 / 10".

Fields for "Application School: Berkshire Elementary" and "Grade Level: KG" are visible. Below these, a note states: "For assistance with completing this application call: (561) 123-4567".

Parent/Guardian Consent for School Health Services

As required by F.S. 1014.06(1), parent or legal guardian must authorize healthcare services to be provided for their student by a healthcare practitioner or their delegate, as defined in F.S. 456.001 and 1006.062, should the need arise for such treatment, while their student is under the supervision of the school.

When necessary, emergency health services such as first aid, cardiopulmonary resuscitation (CPR) or use of an automated external defibrillator (AED) will be performed until emergency medical services arrive on campus.

Note: These responses, in addition to a physician's authorization, will be required for the school clinic staff or school staff to administer daily or as-needed prescribed or over-the-counter medications, conduct medical procedures or provide medical treatment.

I understand that this consent will remain in effect until the student transfers to another school district, graduates, or I indicate in writing that I wish to rescind this consent for school health services.

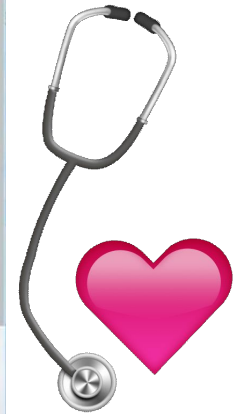
Health Care Services including care and treatment for illness and injury:

Yes - response will authorize such treatments including, but not limited to, major or minor injury or illness reported or observed while the student is at school. Failure to respond will result in an indication of "no" for healthcare treatment.

No - response will result in calls to the parent or guardian for the student to be picked up for all medical concerns. This will be for all instances where students are feeling ill, have a headache or injuries such as cuts, scrapes, bumps, or bruises. EMS will be called for any situation deemed serious.

Health Care Services:

Select Language: ▼



- Enter information for the remaining questions on this page.
- Proceed to the next page.

The screenshot shows a web browser window with the URL sis.palmbeachschools.org/training/apply/apply.php. The page title is "Apply for Enrollment" and it is labeled "New Student Registration Form" and "Page 8 / 10". The user is logged in as "Doe, Jane".

The form contains the following fields and questions:

- Application School:** Berkshire Elementary
- Grade Level:** KG
- For assistance with completing this application call: (561) 123-4567
- Does the student have an active Educational Plan - Provide a copy:
- Check the box if you will be providing the school with a copy of the students' Social Security Card? ☐
- Is the student who is enrolling a single parent? If so, select which option applies:
- Is there a court order barring either parent from removing the student from school?
- Do parents have shared (or joint) parental rights and responsibility?
- Does one parent have final decision making authority regarding educational decisions for the student?
- Is there a Temporary Restraining Order, Permanent Restraining Order, Order of No Contact, or other court order that restricts or impacts access to the student by anyone, including the other parent?

At the bottom left, there is a "Select Language" dropdown menu.

- Read and allow for permissions based on your preferences.
- Proceed to the next page.

The screenshot shows a web browser window with the URL sis.palmbeachschools.org/training/apply/apply.php. The page is titled "Apply for Enrollment" and "New Student Registration Form". The user is identified as "Doe, Jane". The form shows "Application School: Berkshire Elementary" and "Grade Level: KG". A note provides a contact number: "For assistance with completing this application call: (561) 123-4567". A section titled "PERMISSIONS" contains the following text:

Read the following carefully.

Notice of Technology Acceptable Use Policy For Students:

Your child may have access at school for many school-related activities to certain District technology resources, including the Internet and the District's Intranet. Your child's school access to the Internet is filtered to comply with the Children's Internet Protection Act and School Board Policy 8.125. Your child will be required to follow the acceptable use standards and guidelines that are stated in Policy 8.123, the referenced Manual, and the Notice of Conditions for Student Use of District Technology and be bound by their terms. There is only a limited expectation of privacy to the extent required by law related to a student's use of these technology resources. Before your child uses these District resources, he/she will read, be read to, and/or explained these documents and will electronically acknowledge that he/she understands, and agrees to follow, them.

You are invited to read this Policy, Manual and Notice. If you need assistance reading the documents, you may ask the school for assistance. The policy is available at: <https://go.boarddocs.com/FL/palmbeach/Board.nsf/Public.cfm?click=Policies, under chapter 8 -- Policy 8.123>.

Notice of medical records disclosure:

Your child's medical records or medical information that have been provided to the school are student records which are subject to the requirements of FERPA, 20 U.S.C.A. 1232g. Accordingly, that information can be disclosed without the written consent of the parent/guardian as allowed by FERPA, including if used by a teacher or other school official, who has a legitimate educational interest, or if disclosure is to an appropriate party and is necessary to protect the health or safety of the student or other individuals.

Parental consent for release of student photograph and information:

I hereby give permission for the school or District to use my child's photograph, video images, written, voice

At the bottom left, there is a "Select Language" dropdown menu.

- This is the last page of the application. Click **Click to Sign** and a popup will appear where you can electronically sign.
- Enter the date and click the green **Submit and Finish** button.
- You will receive an email welcoming you to the school district.

Portal x Student Registration / Register x Apply for Enrollment - The School x

sis.palmbeachschools.org/training/apply/apply.php

Apply for Enrollment

New Student Registration Form

Page 10 / 10

Doc, Jane

Application School: Berkshire Elementary Grade Level: KG

For assistance with completing this application call: (561) 123-4567

By signing my name below, I understand and agree it is my responsibility to contact my child's school immediately to inform them of any changes to my contact information including name, address, home or cell phone numbers or e-mail address. If I agreed to accept text messages on my cell phone, I understand standard messaging rates with my cellular phone provider may apply. If I opted out of informational messages, I will continue to receive emergency phone messages from or on behalf of the School District of Palm Beach County at the telephone number(s) provided on page 2, including a wireless number if applicable. If you received non-emergency messages without consenting and/or would like to opt out of future calls, contact (855) 502-7867.

Under penalties of perjury, I declare that I have read the foregoing form and that the facts stated in it are true and accurate. Florida Statutes Sec. 92.525 (3) provides that whoever knowingly makes a false declaration under penalties of perjury is guilty of a felony of the third degree.

Parent/Guardian Signature: [Click to Sign](#)

Today's Date: N/A N/A N/A

Previous Page

Submit and Finish



Sign Below

Cancel Clear Sign