

PRESS RELEASE

Ponca City Public
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Registration Opens Soon for PCPS

The Ponca City Public School District announces online registration for the 2021-2022 school year will open July 1, 2021.

All returning students who will attend Ponca City Public Schools must be registered online annually through the PowerSchool Parent Portal to update district and state required information. The Parent Portal may be accessed through the PowerSchool link on the district website, www.pcps.us.

Registration must be completed on an iPad or a computer using a browser. Registration cannot be completed through the PowerSchool phone App. Registrations completed prior to July 1, 2021 will not be valid for the 2021-2022 school year. Parents of students new to the district, or students who did not complete the 2020-2021 school year, will need to visit the Registration Center in-person to register their student. Information about the online registration process can be found on the district website, www.pcps.us.

If parents experience difficulty with their login name or password, assistance is available at the Registration Center. Password resets may require proof of identification through email before they will be processed. The Registration Center (580)-718-3834, will open for in-person assistance beginning July 19, 2021.

Computers will be available during the summer registration window for parent/guardians who do not have access to a computer or need assistance.

Parent/guardians who qualify for SNAP or TANF benefits will need their case number to complete the online free/reduced lunch application.

The Registration Center, located at 111 W. Grand Avenue, will open for in-person registration July 19-29, 2021 to receive required documents and to assist with the registration process. The Registration Center is not open on Fridays. Due to CDC guidelines and the need to socially distance the registration center will limit the number of parents/guardians into the facility. Also to ensure the safety of all families only one person (parent/guardian) will be allowed to register students. At this time masks will be recommended but not required.

The regular main entrance on the South side (Grand Ave.) of the building will not be open as in past years. Parents/guardians please park in the back of the building (on the North side) and enter through the back doorway. Patrons will be welcomed and directed by a greeter.

The Registration Center will be open Mondays and Wednesdays from 8:00 a.m. – 4:00 p.m. and Tuesdays and Thursdays from 10:00 a.m. – 6:00 p.m. to accommodate working parents but will be closed Fridays. Parents of returning students can register their children completely online. West, East, and Po-Hi course selection in the spring of 2021 does not register your student for the 2021-2022 school year. Parents/guardians must complete the registration process online. Secondary students will not be permitted to pick-up schedules until the registration process is complete.

The Kay County Health Department will be providing on-site immunizations at the Registration Center on Thursday, July 22 and July 29 from 1:00 to 6:00. The following vaccines will be available (Tdap, HPV, & MCV). Covid19 Pfizer vaccines

will also be available for students age 12 and up. In order to receive vaccines a legal guardian must be present. All required vaccines will be available at the Kay County Health Department located at 433 Fairview, Ponca City Oklahoma 74601 · Phone (580) 762-1641

- Seventh grade students missing the Tdap booster must provide an updated immunization record to the Registration Center to complete registration.
- Students in grades K-5 may be registered online; however, proof of residence, and in some cases, immunization records must be provided to the Registration Center to complete the registration process.
- Kindergarten students who have not completed the required immunizations must present an updated immunization record to complete registration. Students who are missing required documents will not be assigned to a class.
- Elementary in-district transfer requests will not be considered for students who have not registered by July 29. If families move over the summer, transfers will not be considered. If registration is not completed by July 29, class availability may be limited.
- The district will register students for their after school child care program entitled “Cat Care” which will begin on the first day of classes.

Attention: Option for Parent/Guardians of Returning PCPS Students

This summer parents/guardians of returning students to PCPS have the option to complete their registration completely online. Required documents such as updated shot records and address verification can be emailed to the following address: registration@pcps.us.

All attachments must include the first and last name of the student being registered, the school they attend and what required document is being attached:

Example:

Charlie Brown

School: Liberty Elementary

Documents: Shot Record and Proof of Residence

Documents can be sent beginning July 1.