

Students Registration

Welcome, we are excited for your child to join Provo City School District! The following will provide you with information regarding the registration of your student.

Registration is a 3-step process, mainly done online.

If you do not have access to the Internet at home you may register anyplace you can find access to the internet, you may call the register at the school and provide the information over the phone, or contact our office.

Step 1

Submit basic information.

- [Preregistration Form – Follow this link and fill out the basic information](#)

The school's registrar will create a Powerschool Parent Account and send you an email with further instructions. This process will take place in a matter of 2-3 days while the school year is still in session. Registrations that are submitted during the summer months may have a longer delay, and if the enrollment is for the next school year it will happen during the summer time.

Step 2

Login to Powerschool using the information sent to you in the email from the registrar.

Fill out the second portion; this should take you approximately 20-30 min. If you need assistance, please contact your school, or visit our office.

Step 3

Provide the following documents to the school.

a. Students seeking enrollment for the current school year:

1. **Drop Box at PCSD** – Drop documents into a secure mail box located in the North West Entrance of the Building to the right of the double doors of Provo City School District's building located at 280 W 940 N Provo. The documents will be scanned by Student Services and sent to the schools. Please seal documents into an envelope and write the name of the school on it.

2. **Send Registered Mail** – parents would mail the documents to the schools or DO
 3. **Fax** – speak with the registrar and plan for arrangements.
 4. **Call the school** and make an appointment to receive the paperwork.
- b. For those seeking enrollment for the next school year, submit the paperwork once schools are back in session. PLEASE **DO NOT** SEND ANY DOCUMENTATION THROUGH EMAIL.
- Child's birth certificate
 - Child's immunization records – including dates of all shots, or exception certificates. Children may register but cannot attend school until immunizations are up to date and a copy of the record has been turned into the school. Please see the information about immunization for more details.
 - Proof of address (example: utility bill or rental agreement)
 - Photo ID
 - TB testing (if applicable)**

**Utah County requires proof of tuberculosis testing for ALL foreign-born students* entering schools for the first time, and students who have lived in a foreign country* for six months or more within the past five years. *except Canada

For High School Students we highly recommend to submit a transcript or withdrawn form from the previous school.

For registration to be complete both the online information and the above-named items must be received by the school.

Kindergarten

Children who will be 5 years old **on or before September 1** are eligible for enrollment. Please click [here for information regarding kindergarten registration.](#)

Individuals with Disabilities

Provo City School District is interested in alleviating any unnecessary stress to individuals with disabilities. When students with disabilities are beginning school for the first time in a Provo school, they and their parents are encouraged to visit the school to identify barriers, which may require adaptations to accommodate their needs. To expedite any such accommodations, early contact with the Principal will be helpful.

Immunizations

Utah law requires that school records include a complete immunization record. Utah State law requires the following immunizations for the protection of your child and others from communicable diseases:

For kindergarten to 4th grade attendance school year:

- 5 DTaP
- 4 Polio
- 2 MMR
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)**

The 5th DTP and 4th Polio immunizations need to be given after the child's 4th birthday, the first MMR and Chickenpox vaccines must be given after the first birthday.

For 5th to 6th grade attendance school year:

- 5 DTaP
- 4 Polio
- 2 MMR
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chickenpox)**

The 5th DTP and 4th Polio immunizations need to be given after the child's 4th birthday, the first MMR and Chickenpox vaccines must be given after the first birthday.

7th to 11th grade

The following vaccines are required in addition to the elementary grade requirements for students entering seventh grade through 11th grade:

- 1 Tdap
- 2 Varicella (Chickenpox)**
- 1 Meningococcal

12th grade

The following vaccines are required in addition to the elementary grade requirements for students entering twelfth grade:

1 Tdap

1 Varicella (Chickenpox)**

** Documentation of varicella disease or “chicken pox” must be confirmed by your licensed healthcare provider if no varicella immunization has been given.

Immunizations are available from your personal physician or from the Utah County Health Department (UCHD) at the following times and locations. If your child needs immunizations and you will be getting them at UCHD, please take your records of previous immunizations when you go.

- 151 S. University Ave. Suite 1900, Provo Mon, Tues, Fri. 8:00 to 5:00
- 151 S. University Ave. Suite 1900, Provo Wed. 8:00 to 7:00
- 151 S. University Ave. Suite 1900, Provo Thurs. 9:00 to 5:00
- 599 S. 500 E. Suite 2, American Fork Mon. thru Fri. 8:00 to 4:30
- 285 N State Rd. 198 3rd floor, Payson Mon. thru Fri 8:00 to 11:30 & 1:00 to 4:30

Immunization Exemptions

To claim a personal, religious or medical exemption, the legal guardian must complete an on-line educational module (free of charge) and provide a copy of the completed form to the school official. The on-line course can be found at www.immunize-utah.org. Completion of the online educational module can be done at the Health Department if you do not have access to a computer. For a medical exemption, a written note from a licensed health care provider must be provided along with a copy of the completed online educational module. It should state the physical condition of the student, and why that vaccine would endanger the student’s life or health.

Physicals

A physical examination, including vision screening, and a dental examination are recommended for students but not required.

Medications During School Hours

If your student has any medical condition that needs attention during school time, please contact the school nurse.

School closures

We want to provide the best learning opportunities for your children and appreciate your support at home. Currently our school campuses have been dismissed. Please

call ahead of time and make an appointment to work out the details of your student's enrollment and let them know you are looking to enroll a student for the current year.

School	Phone	School link	School Registrar
Amelia Earhart	801.370.4630	amelia.provo.edu	Jaime Oldham
Canyon Crest	801.221.9873	canyoncrest.provo.edu	Tiffany McCloud
Edgemont	801.221.9984	edgemont.provo.edu	Stephanie Flygare
Franklin	801.374.4925	franklin.provo.edu	Shauna Fairbanks
Lakeview	801.374.4990	lakeview.provo.edu	Gabriela Lopez
Provo Peaks	801.374.4940	peaks.provo.edu	Maria Thurston
Provost	801.374.4960	provost.provo.edu	Vicki Guymon
Rock Canyon	801.374.4935	rockcanyon.provo.edu	Kimberly Fountain
Spring Creek	801.370.4650	springcreek.povo.edu	Debbie Harker
Sunset View	801.374.4950	sunset.provo.edu	Yazmin Jones
Timpanogos	801.374.4955	timpanogos.provo.edu	Rachel Krushinsky
Wasatch	801.374.4910	wasatch.provo.edu	Becky Robinson
Westridge	801.374.4870	westridge.provo.edu	Linda Phillips
Centennial Middle	801.370.4621	centennial.provo.edu	Lisa Vizzani
Dixon Middle	801.374.4980	dixon.provo.edu	Terry Hansen
Provo High	801.373.6550	provohigh.provo.edu	Amanda Pino
Timpview High	801.221.9720	timpview.provo.edu	Tia Hayward

Alternative Placements

For eSchool please contact: [Megan Dunnigan](#) or at 801-374-4810 for info visit: provo.edu/eschool

For Independence High School contact: [Sharri Brown](#) or at 801-374-4920 or visit: independence.provo.edu

For Sunrise Preschool contact: [Rosa Frezzia](#) or call 801-374-4915 or visit their website at: sunrise.provo.edu

For Title 1 Preschool visit: provo.edu/preschool/title-i-preschool-registration

If you have questions about the enrollment process you may call your school or call Student Services Office at 801.374.4838

Chromebook Checkout

Once the student is completely enrolled, the school register will prompt you to obtain a Chromebook if needed.

If you need to use a Chromebook and have access to Internet, please email our Technology Department at techsupport@provo.edu to state your need for a device and include the following information:

- Parent's full name
- Parent's most accessible phone number and email address
- Student's name, student's school and school ID number

Chromebooks will only be handed out with a preset appointment.