

Dear Parent(s),

This packet contains a kindergarten application and related materials for the Carlton Innovation School Continuous Progress Program. We ask that you complete this information and return it to the Parent Information Center. All assignments to Carlton Elementary School will follow the Salem School Committee’s Assignment Policy. School assignments are based on the information you provide to us via these materials. We hope that the following information helps to answer some of your questions about the registration process.

With regard,

Sayonara Reyes

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Manager/Assignment Officer

<p>How do I enroll my child in the Salem Public Schools?</p>	<p>What documents do I need to submit with my application?</p>	<p>What is the age requirement for this program?</p>								
<p>Submit a kindergarten assignment application to the Parent Information Center. An assignment application is enclosed along with an addressed return envelope. Enrollment is a three-step process: Step 1. Your Child must turn 5 by the required date. Step 2. Complete all forms in the kindergarten packet and submit all required documents to PIC. Step 3. PIC will follow district policy to assign your child and inform parents of assignment by mail. Step 4. Upon receipt of your child’s assignment, please confirm assignment by sending the confirmation form back to PIC. <i>Assignment applications will NOT be processed without the required documents.</i></p>	<ul style="list-style-type: none"> ▪ Proof of address (two of the following documents): Lease or mortgage statement in parent’s/guardian’s name: current electric, gas, cable, water, or telephone bills in parent’s/guardian’s name. ▪ If you do not have any utilities under your name and you reside with a family member or friend: We need a notarized letter from the person you live with and 2 utility bills under that person’s name. ▪ Parent’s photo ID ▪ Proof of Child’s Age ▪ (One of the following documents): Child’s birth certificate (original or certified copy) Passport, I-94 Card or Resident Alien Card ▪ Immunization Records Please provide your child’s most recent physical examination and immunizations. ▪ Special Education Individualized Educational Plan (IEP) or 504 Plan, if applicable 	<p>The Carlton Innovation School will admit Kindergarten students three times during the school year. Please see the chart below for age requirement:</p> <table border="1" data-bbox="1065 837 1528 1226"> <thead> <tr> <th data-bbox="1065 837 1219 898">Fall Trimester</th> <th data-bbox="1219 837 1373 898">Winter Trimester</th> <th data-bbox="1373 837 1528 898">Spring Trimester</th> </tr> </thead> <tbody> <tr> <td data-bbox="1065 898 1219 1226">All Kindergarten students who are 5 years by August 31st</td> <td data-bbox="1219 898 1373 1226">All Kindergarten students who are 5 years old between September 1st and November 30th</td> <td data-bbox="1373 898 1528 1226">All Kindergarten students who are 5 years between December 1 and February 28th</td> </tr> </tbody> </table>			Fall Trimester	Winter Trimester	Spring Trimester	All Kindergarten students who are 5 years by August 31st	All Kindergarten students who are 5 years old between September 1st and November 30th	All Kindergarten students who are 5 years between December 1 and February 28th
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<p>What is the deadline to submit application?</p>	<p>How will students be selected?</p>	<p>If assigned, will my child be able to ride the school bus?</p>								
<p>In order for siblings to have priority you must submit your application by February 20th to receive this preferred status. All other applications must be received by March 1st</p>	<p>Students entering Salem Public Schools are assigned according to our Controlled Choice Student Assignment Policy: 1) Programmatic placements 2) Sibling preference (if submitted by February 20th) 3) Choice and Low Income Status 4) Proximity</p>	<p>Transportation will be provided if you meet the distance criteria determined by the School Committee’s transportation policy. For questions regarding transportation please contact the Transportation Department at (978) 740-1138.</p>								
<p>How will parents be notified?</p>	<p>When is kindergarten screening?</p>	<p>What if my child has a medical condition?</p>								
<p>Parents will be notified by mail of whether or not their child was assigned or placed on a waiting list by May 1st. <i>Please do not call Parent Information Center or Carlton School regarding kindergarten assignments before the notification dates.</i></p>	<p>Kindergarten screening will take place at the Carlton Elementary School before each trimester entry. Parents will be contacted by staff members of the Carlton School to set up appointments.</p>	<p>If your child has a health condition such as asthma, diabetes, allergy to food or bees, seizure disorder, cystic fibrosis, bleeding disorder or other health concern, please contact the nurse at Carlton school as soon as possible to plan for his/her care that may be necessary during the school day. Questions or concerns during the summer can be directed to Jennifer Spina, RN, at (978) 825-5500.</p>								