



Poquoson City Public Schools
500 City Hall Avenue
Poquoson, Virginia 23662
Telephone: 757-868-3055

REGISTRATION INFORMATION

Poquoson Primary School

19 Odd Road
Poquoson, VA 23662
(757) 868-4403
FAX 757-868-6846

Poquoson Elementary School

1033 Poquoson Avenue
Poquoson, VA 23662
(757) 868-6921
FAX 757-868-8058

Poquoson Middle School

985 Poquoson Avenue
Poquoson, VA 23662
(757) 868-6031
FAX 757-868-4220

Poquoson High School

51 Odd Road
Poquoson, VA 23662
(757) 868-4116
FAX 757-868-3141

Welcome to Poquoson City Public Schools. The following information serves as a guide to aid you in completing the registration process. If you need assistance filling out the forms contained within the enrollment packet or have questions regarding the registration process, please contact your child's school.

A parent or legal guardian **must** present all of the items listed below to the school site in order to complete the registration process.

I. Documents required to complete the Student Registration Form:

- A. Certified original birth certificate for the student (copies not permitted)
- B. Parent/legal guardian driver's license, DMV identification, or passport
- C. Any custody orders/papers
- D. Name, address and phone number/FAX number of last school attended
- E. Copy of last report card, if applicable
- F. Proof of residency, two or more of the following required:
 1. Lease or deed agreement, contract on home already under construction
 2. Telephone bill issued within the last 3 months (excluding cell phones)
 3. Utility bill
 4. US or VA tax return from previous year
 5. US Internal Revenue Service W2 for current year
 6. Voter registration card
 7. Payroll check/stub issued within the last 3 months
 8. Receipt for personal property taxes paid within the last year

II. Physical Examination and Immunization Record - State law (Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school.

- A. A copy of the School Entrance Health Form (MCH 213F) is available at each school or can be printed from the Virginia Department of Education's website, http://www.doe.virginia.gov/support/health_medical/school_entrance_form/school_entrance_form.pdf
- B. Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine for enrollment in grades K-12. Immunizations requirements can be viewed on the Virginia Department of Education's website: <http://www.vdh.virginia.gov/Epidemiology/Immunization/requirements.htm>
- C. Parents are responsible for providing documentation that all required immunizations are up-to-date, completed, or that a medical or religious exemption has been obtained.

III. School and Course Information

- A. Program of Studies - The Poquoson City Public Schools Secondary Program of Studies for grades 6-12 provides the framework for students to plan their middle and high school schedules and anticipate requirements for post-high school options. Please take time to review this booklet with your student prior to course registration. Feel free to contact your student's counselor if you have questions. A copy is available in the middle and high school guidance offices or can be viewed online at www.poquoson.k12.va.us under the Instruction - Programs link on the front page

- B. Edline – Each Poquoson school maintains a website that has information from teachers about their assignments, instruction, and classrooms.
1. To access the school website, browse to the Poquoson City Public Schools website: <http://www.poquoson.k12.va.us>
 2. Choose your school from the “PCPS Schools” dropdown menu
 3. Parents will be issued an activation code and directions for creating a Parent/Guardian Edline account. Each student in grades 3-12 will additionally be given a student account.
 4. In the top right of the any PCPS webpage, click on “Sign In” to create your account or to sign in once you have initially created your account
 5. You may add additional students to your account by going through the account creation process utilizing the parent access codes for the additional students and selecting “Combined Account”
 6. Once logged in, information relevant to your specific child and his/her classes can be accessed by hovering over the “My Edline” dropdown at the top of the page.
 7. For additional assistance, an email link for the site administrator for each school is located on the login page or you can contact the school directly.
- C. School Fees – Fees are required of all secondary students (grades 6-12) and cover some materials and supplies. Additional fees are required for certain courses such as (but are not limited to) music (band and chorus), fine arts, and physical education and may be required for certain other options such as a student parking fee if the student plans to drive to school and parking spaces are available. The amount of fees is subject to change, and may vary by school. The amount of each fee may be found in the current issue of the Student Handbook and Code of Student Conduct, available from your student’s guidance counselor, or may be found at www.poquoson.k12.va.us under the School Board link.