



Bobby Cook
Principal

Phenix City Intermediate School

2401 South Railroad Street Phenix City, AL 36867
Office 334-298-8744 Fax 334-291-0824

Veta Lewis
Shawn Taylor
Assistant Principals

Greetings PCIS Families,

I hope this letter finds you safe and well. Due to COVID-19, the Phenix City Schools registration process will be completely online this year. There will not be an onsite registration. The registration process involves two steps, and must be completed by July 15. Bus transportation for your student may not be provided the first two weeks of school if the registration process is not completed by July 15. The two steps for registration are as follows:

Step 1: Register your student through PowerSchool

- The link for PowerSchool registration is <https://www.pcboe.net/enroll>
 - If your student attended a Phenix City school last year, you will register as a Returning Student; if you are new to the school district, you will register as a New Student
- Returning students will need their snapcode in order to register; if you need your student's snapcode, please use this link: www.pcboe.net/snapcode

Step 2: Upload the following documentation Formsite

<https://fs27.formsite.com/mloreman/pcis-registration/index.html>

- Current Proof of Residency (only for new students and those who have moved since last school year)
- Updated Alabama shot record or an appointment card showing the vaccination is scheduled to be administered (6th graders are required to have their Tdap vaccination upon turning 11)
- Medical documentation, if applicable. If your student needs medication administered at school, please print and complete the form at the following link and submit with physician's signature; <https://www.childrensal.org/workfiles/healthcareprofessionals/SchoolMedicationForm.pdf>. If your student will require other medical attention while at school, please submit a letter from your student's physician stating the diagnosis and recommended program of care
- New students will need to upload the following additional documentation: birth certificate, student social security card, guardian photo ID, documentation of withdrawal from the previous school, proof of guardianship if not parent on birth certificate, and any 504/IEP related documentation



Bobby Cook
Principal

Phenix City Intermediate School

2401 South Railroad Street Phenix City, AL 36867
Office 334-298-8744 Fax 334-291-0824

Veta Lewis
Shawn Taylor
Assistant Principals

- Formsite will also ask for other information in addition to the bullets above

Step 3: Apply for meal pay assistance (if applicable)

- If you have a need for meal assistance for your student's lunch, this [Free or Reduced Lunch Application](#) can be completed starting July 1, 2020.

If you have any questions, please view the tutorials at the links below. If you need further assistance after viewing the tutorials, please feel free to contact us at 334-298-8744.

[Step 1: PowerSchool Registration Tutorial](#)

[Step 2: Formsite - Documentation Upload Tutorial](#)

In mid-July, details will be released regarding student schedules, lunch forms, transportation, student handbook, student supply list, fees, and Open House. Additionally, if your student purchased a yearbook last school year, yearbooks will be distributed during the first week of school at PCIS for last year's sixth graders and at SGS for last year's seventh graders.

During these unusual circumstances, online communication is more important than ever. We strongly encourage you to follow PCIS online for important information now and throughout the school year. PCIS can be found on [Facebook](#), [Twitter](#), and [Instagram](#) by searching "pcintermediate." For real-time updates and notifications, download the Phenix City Schools app by searching "Phenix City Schools" in your app store. Information can also be found on the PCIS website at www.pcboe.net/pcis.

As always, thank you for your continued support of your student and PCIS. We look forward to working with you this upcoming school year.

Cordially,

Mr. Bobby W. Cook, Jr.
Principal