

**Mr. Randy Wilkes**  
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June 15, 2020

Dear Parents,

Phenix City Schools (PCS) hopes this letter finds you doing well and your children are enjoying the summer. PCS continues to monitor the Covid-19 pandemic and is making plans for the reopening of school this fall. Before PCS finalizes and releases our own plan, information is needed from the Alabama State Department of Education. Earlier, systems were told State Superintendent Dr. Eric Mackey would provide that information this week. This morning we were told to expect the information to be released to us next week. To date, Phenix City Schools has as many as four various plans of which we may reopen school. Modifications will be made, pending Dr. Mackey's advice. My hope is you will receive PCS plans some time prior to the fourth of July.

Please know some school systems are already surveying parents regarding a desire for children to be placed in remote learning environments in lieu of in-person instruction. In order for you to make the best possible decision for your child, you will not be asked to complete a survey until after the release of the PCS plan.

Meanwhile, it is imperative that all students be properly enrolled for the 2020-2021 school year. The enrollment and re-identification processes are virtual. PCS will not host an in-person registration or enrollment. The procedure is noted below.

#### Grades K-12 Summer Registration/Re-Identification

- By June 18, principals will:
  - Send parents detailed videos containing information concerning registration/re-identification process, submission of required documents electronically.

- These videos will be posted on YouTube video as well as the school's website.
  - A link to the video will be shared via email and social media.
- All registration/re-identification documents are due by July 15.
  - Students who fail to register prior to July 15 may not have transportation provided until August 31, 2020.
  - School forms will be made available on June 18 (ie. [Meadowlane Elementary](#)). They will be prominently listed on the school websites, as well as the district website.
- New students, including kindergarteners, will electronically submit items below after PowerSchool registration is completed.
  - If a parent is unable to send electronically, the parent may schedule an appointment. The appointment may be virtual or in-person.
  - The following items are needed.
    - Proof of Residency (POR)
      - Out-of-district students must have an approved transfer request.
    - Birth certificate
    - Social Security card
    - Withdrawal form from previous school or last report card indicating grade level for 2020-2021
    - Shot record
    - Guardian's Photo ID
    - Special education / 504 records (if applicable)
- Current PCS students will not be required to submit POR unless there has been a change of address.
- Students with incomplete registration [re-identification not completed or additional items needed (i.e. shot record, new proof of residence, etc.)]:
  - Families will be contacted by registration workers starting July 16.
  - If needed, Google Meet may be held to assist.
  - If necessary, schedule an appointment at the school for assistance the week of July 20.

### **Other Important Information**

- Lunch applications will be made available some time after July 1.
- MySchoolBucks invoicing for the 2020-2021 school year may take place July 13th-17th.
- On July 23, 2020, PK-8 schools will create an announcement to parents with the following:
  - Notifications to view class assignments. Class assignments will be made available beginning July 23 via iNow Parent Portal.

- Student schedules will be made available in the INow Parent Portal on July 23, 2020.
- Central High School and the Central Freshman Academy will announce to parents and students there is a required Schedule Confirmation form that must be completed by July 27 (form turned off July 27 at midnight).
  - Within the announcement, schools will include a link to view school-wide and class fees.
- Parents can still request Parent Portal access (link on website).
- All students who did not have a MySchoolBucks account last year must create an account.
- Students' first day is August 17.

Thank you for your assistance with all of these matters. Please feel free to contact me regarding any questions or concerns.

Sincerely,



William R. Wilkes  
Superintendent