

# Jac-Cen-Del Community School Corporation

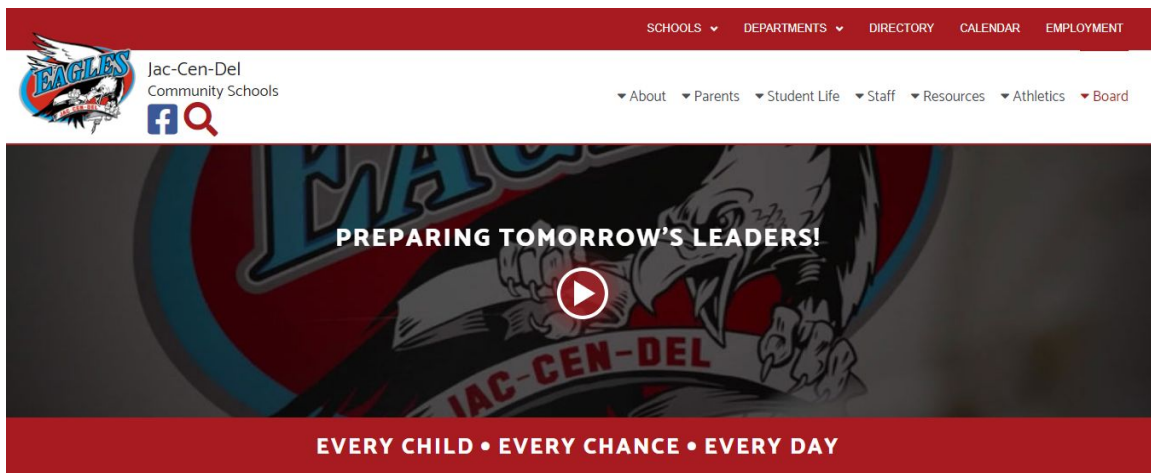
## Enrollment Procedure 2020-2021

This year JCD is encouraging parents to complete the registration forms and email the completed forms to [registrar@jcdapps.com](mailto:registrar@jcdapps.com) instead of coming to the school to complete the forms. This will speed up the process and allow for less people to be in the building at one time. Forms are still available at the school to fill out in person for those unable to complete the forms online.

Parents may complete forms digitally or in-person.

### To complete forms digitally:

1. Go to the school website at [www.jaccendel.k12.in.us](http://www.jaccendel.k12.in.us)



2. Hover over the “**Parents**” menu to reveal a drop down menu
3. From the “Parents” dropdown menu select “**Registration**”
4. Under the appropriate school, please select the appropriate forms to complete:
  - a. **Kindergarten:** Enrollment Card, Kindergarten Registration Physical Dental Form, Kindergarten Registration Teacher Info Sheet, Kindergarten Registration Welcome Letter, Internet Respectable Use Policy
  - b. **Elementary:** Enrollment Card, Elementary Residency Form, Internet Respectable Use Policy
  - c. **Jr-Sr High School:** 2020-21 JCD Fillable Enrollment Card, High School Residency Form, Internet Respectable Use Form
  - d. **New Students:** All the above forms for the correct school, plus New Student Record Request Form
5. After the PDF appears, please download the document and save it. This allows you to be able to fill in the form.

6. Once you have completed the forms for the student, please save the document to your computer / device.
7. Email the enrollment form (and other necessary forms) as an attachment to [registrar@jcdapps.com](mailto:registrar@jcdapps.com) The registrar will make sure the appropriate school receives the enrollment forms.
8. If you have multiple children to register you should be able to simply change the necessary parts of the registration form and save your work as a new document.
9. To finish registration, during bookstore hours, please come to the main (west / US 421) doors to the high school. A staff member will direct you from this point.

### **To Complete Forms In-Person / To Finish Registration and Pay Fees:**

1. Come to the main (west / US 421) doors of the High School during JCD Bookstore Hours. You will be met by a staff member at the front doors. Please provide the staff with the name of the student / students you are registering.
  - a. Parents who have **pre-completed and emailed** all forms will be brought into the building to finalize registration. Please be patient as we are limiting the number of people in the building.
  - b. Parents who have **printed and completed forms** will need to give the forms to the staff members at the front doors. Staff members will review the forms to make sure all forms are complete. Once checked, the parent will be brought into the building to finalize registration.
  - c. Parents who **still need to complete forms** will be brought into the building to finish completing the registration process. Please be patient as we are limiting the number of people in the building.
2. Upon entering the building, parents will be able to pick up student schedules / fee sheets. After this, they will be directed to the gymnasium to finalize registration.
  - a. Parents needing to meet with food service personnel will do so prior to entering the gymnasium.
3. After all registration forms are completed, please follow the marked path to pay book rental fees and / or make payment arrangements.
4. All parents and family members will exit the gym through the northwest doors (exit onto the patio outside the main office entrance).

**If you are new to JCD:**

1. Please complete all the forms necessary for your school of attendance and complete the New Student Record Request Form available at [jaccendel.k12.in.us](http://jaccendel.k12.in.us).
2. Return those forms to [registrar@jcdapps.com](mailto:registrar@jcdapps.com) or to the building during Bookstore hours.
3. Please follow the steps listed in the “To Complete Registration In Person / To Finalize Registration And Pay Fees” section.

**To Enroll in the Hybrid Online Learning Environment or The Academy at JCD (For more information on this option, please see the JCD Re-Opening Plan located on the Jac-Cen-Del Website):**

1. Please complete the Enrollment Forms found on the Jac-Cen-Del website (see above) for the correct school.
2. Please complete the Request for Hybrid Online Learning Environment / Academy at JCD form electronically by following this link: <https://forms.gle/GwEw5SXU1R8d9hHk8>
3. After completing the form, an administrator will contact you within 24 hours.

**To Apply for Free/Reduced Textbooks and Lunch:**

1. To apply for Free/Reduced Textbooks and Meals, simply complete the form located at this link: <https://tinyurl.com/y24d9dmh> This form is also available online at the Jac-Cen-Del website.