



Contact Mary Ladd
Public Information Coordinator
Cell 580-352-4188
Email laddm@pcps.us
Website www.pcps.us

FOR IMMEDIATE RELEASE
July 24, 2017

PONCA CITY PUBLIC SCHOOLS OFFERING MAKEUP REGISTRATION DAYS FOR 2017-2018 SCHOOL YEAR

The Ponca City Public School District is offering two makeup registration days for the 2017-2018 school year. The dates are Monday, July 31 and Tuesday, August 1, 2017 from 9:00 a.m. until 3:00 p.m. at the Registration Center located at 111 West Grand Avenue. Attendees will need to plan on a longer than usual wait because the Center will have less staff working these two days. Online registration continues to be available to parents.

Parents/guardians of elementary students must bring a utility bill or lease agreement for proof of residency. The Registration Center will have computers available for parent/guardians who do not have access to a computer.

Students in grades K-5 may be registered online; however, proof of residence, and in some cases, immunization records must be provided to the Registration Center to complete the registration process.

Incoming kindergarten students who have not completed the required immunizations must present an updated immunization record to complete registration, unless documentation has been provided to their child's site prior to the end of the current school year. Students who are missing required documents will not be assigned to a class.

Parents of students new to the district, or students who did not complete the 2016-17 school year, will need to visit the Registration Center to register their student.

Please be aware that registration is a different process than coursework selection for students in grades 6-12. ALL students MUST complete the process before being assigned a teacher or having an active schedule. Secondary students will not be permitted to pick up schedules until the registration process is complete.

General Registration Information

All returning students who will attend Ponca City Public Schools must be registered online annually through the PowerSchool Parent Portal to update district and state required information.

The Parent Portal may be accessed through the PowerSchool link on the district website, www.pcps.us. Parents are reminded to complete the registration forms for each student in the Parent Portal.

Parent/guardians who qualify for SNAP or TANF benefits will need their case number to complete the online free/reduced lunch application.

Parents of returning students who will attend West Middle School, East Middle School and Ponca City High School can register their children completely online. Seventh grade students missing the Tdap booster must provide an updated immunization record to the Registration Center to complete registration, unless documentation has been provided to the site prior to the end of the current school year.

Information about the online registration process is posted on the district website, www.pcps.us. For more information, please contact the Registration Center at (580) 718-3834.

Required Documentation Needed to Register:

- Birth Certificate
- Proof of Residency: current (within the last 30 days) gas, water, electric bill, or lease agreement
- Photo I.D. (Parent/Guardian)
- Updated Shot records
- Custody/Guardianship/Divorce Decrees
- Student's Social Security Cards (requested but not required)



Shots Needed:

Pre-K	K-6th	7th-12th
4 DTaP	5 DTaP/DTP	5 DTaP/DTP & 1 Tdap booster
3 Polio	4 Polio	4 Polio
1 MMR	2 MMR	2 MMR
3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella

Vaccines Recommended for All Children but Not Required by Oklahoma School Law

* A 2nd dose of varicella (chickenpox) vaccine is recommended at 4-6 years of age and at any age after that if it is missed at 4-6 years.

Kay County Health Department

433 S. Fairview
Ponca City, OK 74601
Phone (580) 762-1641
Fax (580) 762-4539