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**FOR IMMEDIATE RELEASE**  
June 12, 2017

## **PONCA CITY PUBLIC SCHOOLS ONLINE REGISTRATION FOR 2017-2018 SCHOOL YEAR**

The Ponca City Public School District announces online registration for the 2017-2018 school year will open July 1, 2017. 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](http://www.pcps.us). Parents are reminded to complete the registration forms for each student in the Parent Portal. Registrations completed prior to July 1, 2017 will not be valid for the 2017-2018 school year.

If parents experience difficulty with their login name or password, they will need to go to the Registration Center for assistance. Passwords will not be reset over the phone. The Registration Center is currently open Monday through Thursday from 8:00 AM – 3:00 PM for password assistance only.

At this time, registration cannot be completed from an iPad, iPhone or other smart device. The Registration Center will have computers available during the summer registration window for parent/guardians who do not have access to a computer.

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

The Registration Center, located at 111 W. Grand Avenue, will re-open July 10 through July 20 to receive required documents and to assist with the registration process. The hours for Mondays and Wednesdays are 8:00 a.m. – 4:00 p.m. To accommodate working parents, the hours for Tuesdays and Thursdays will be 9:00 a.m. – 6:00 p.m. The Registration Center will be closed Fridays.

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. Secondary students will not be permitted to pick up schedules until the registration process is complete.

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.

Elementary in-district transfer requests will not be considered for students who have not registered by July 20. If families move over the summer, transfers will not be considered.

Parents are strongly encouraged to register their students during the summer registration window to ensure proper placement. If registration is not completed by July 20, school and class availability may be limited.

By taking a few steps now, parents can expedite the summer registration process: log on to the Parent Portal and make certain usernames and passwords work; if additional immunizations are required, have those done now and provide an updated immunization record during the registration window; and provide the Registration Center updated court documents if custody changes have occurred.

Parents of students new to the district, or students who did not complete the 2016-2017 school year, will need to visit the Registration Center to register their student.

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