



LONGBRANCH ELEMENTARY

A Leader In Me School Lighthouse School

2805 Longbranch Road
Union, Kentucky 41091
859.384.4500

Stephanie Stambaugh, Principal
Sommer Kidwell, Assistant Principal
Heather Bushelman, School Counselor
Olivia Ballou, School Counselor
Paradise Forbes, Instructional Coach

March 5th, 2021

Welcome to our new Longhorns and families! Below are a couple of different options on how you can register your student for Kindergarten for school year 20-21.

Options for Getting Registration Packet

Option #1

Stop by Longbranch and pick up a registration packet. Registration packets are directly inside the main office doors, in the vestibule area. We will buzz you in when you arrive. Kindergarten registration packets can be found in the Kindergarten drawer. If you are registering for grades 1 - 5, please look in the second drawer for those packets. Please do not enter through the second set of doors.

Option #2

Visit the Boone County Schools Website and navigate to the "For Parents" drop down and then locate the Kindergarten Registration. From here you can access all of the required documents needed to enroll your child.

Option #3

Attend in person Kindergarten Registration on March 24th. **Below is the link** for families to select a time to come in and register. You can fill our paperwork here or just drop off and get paperwork verified by staff. At this time, we respectfully ask for ONE guardian to accompany the student. The student is not required to come but can come if family prefers they do. We MAY have a classroom open for a quick peek, but that is dependent upon available staff and safety restrictions. We appreciate your flexibility with this.

Registration Link: <https://www.signupgenius.com/go/10c0c49adaa2aa1fc1-kindergarten>

Options for Completing Paperwork

Option 1-You can print the packet and fill it out by hand.

Option 2-You can fill the packet out online and then download it for emailing back to MaryEllen.Vollet@boone.kyschools.us

Option 3-Take the packet home and complete all of the forms and gather all of the necessary documents to turn in.



LONGBRANCH ELEMENTARY

A Leader In Me School Lighthouse School

2805 Longbranch Road
Union, Kentucky 41091
859.384.4500

Stephanie Stambaugh, Principal
Sommer Kidwell, Assistant Principal
Heather Bushelman, School Counselor
Olivia Ballou, School Counselor
Paradise Forbes, Instructional Coach

Options for Turning in Registration Packets

Option 1- You will place all forms and documents back in the envelope and return it to school. Please make sure your students name and date of birth is on the envelope. If you drop off, you will ring the office buzzer and we will give directions from there. The office staff will make copies of your personal documents and return those to you while you wait outside or in the vestibule area.

Option 2- If you chose to fill out the forms online, you will need to download them by going to the top right corner of the form where you see the downward arrow. Download and save on your computer for access to email the packet back to school or print and turn in at school.

Option 3- Attended in person Registration on March 24th and submit paperwork there.

Forms and required documents can be submitted by scanning/downloading them and emailing them to Mrs. Vollet at maryellen.vollet@boone.kyschools.us.

The school registrar, Mrs. Vollet, will review all of the documents and forms and will contact you if any additional information or documentation is needed.

IMPORTANT - students are not placed into a classroom until all necessary documents are received. You may submit the enrollment forms without all of the documentation but your child will not be assigned a teacher until we have received and verified all information.

If you have any questions regarding this process or the required documentation please feel free to call the office at 859-384-4500. If you are new to Longbranch, students will meet their teachers via porch pop-in's in late July and then at Back to School Night the week before school begins (in person events pending any COVID restrictions). We are hopeful that we can have Kindergarten Camp this summer! Please be certain that you follow our school Facebook page for updates.

Thank you,

Mrs. Stambaugh

Longbranch Elementary Principal

Stephanie.stambaugh@boone.kyschools.us