



Welcome to Petersburg City Public Schools

The mission of Petersburg City Public Schools is to develop 21st-century citizens able to effectively collaborate, communicate and innovate. This packet will guide families through enrollment.

Enrollment begins online, so go to www.petersburg.k12.va.us and click “register for school.” (The direct link to that page is www.petersburg.k12.va.us/Page/1206.) If you do not have access to the internet or if you prefer to enroll in person, then you can go to the school your child will attend and fill out the online form there. To register online, you must have an email address so that you can create a PowerSchool account. Be sure to record the PowerSchool username and password you establish online.

After you complete the online registration, **you will be contacted within 24 hours** (not counting weekends) to confirm that the school has received your enrollment information.

The next step toward enrollment takes place at the school your child will attend. It is best to call ahead to make an appointment to complete enrollment:

Cool Spring Elementary: 804-861-3765 Walnut Hill Elementary: 804-861-0299 Blandford Academy: 804-862-7196
Lakemont Elementary: 804-861-0155 Vernon Johns Middle: 804-861-1249 Westview Early Childhood: 804-861-1274
Pleasants Lane Elementary: 804-862-7012 Petersburg High: 804-861-4884

The parent/guardian must bring these documents to the school:

- **parent’s photo ID** (or other)
- **child’s certified original birth certificate** Even if you have uploaded the birth certificate using the online registration form, you **still must present to the school** the child’s certified original birth certificate.
- **proof of residency** in Petersburg by providing one of these documents:
 - ✓ current lease
 - ✓ current deed
 - ✓ current rent receipt
 - ✓ current mortgage statement
 - ✓ current utility bill
 - ✓ If the parent/guardian does not have one of those current documents in their name, then they must fill out and have notarized the lives-with form (available online and in schools).
- Before the student starts school, the parent/guardian must provide a completed **Virginia school entrance health form**, which includes record of physical exam within 12 months before the first day of school and dates of each state-required immunization.

In addition to the online enrollment form, the parent/guardian must complete these paper forms:

- **proof of disciplinary status**
- **student health history for PCPS school nurse**
- **permission for release of records** if the student is transferring from another school system
- **McKinney-Vento** if the family is homeless

Additional information

- If the parent/guardian’s **primary language** is not English, then the welcome center (804-862-7056 or 804-490-2331) will help with enrollment.
- If there is a **court order** involving the student, then provide a copy to the school.
- If the student has an **IEP or 504**, then provide a copy to the school.
- It is vital that schools have **up-to-date contact information** for parents/guardians so make sure that you provide your cellphone, email and home phone information. If your contact information changes at any point, be sure to update the information with the school. One way to do that is to use the PowerSchool account you created in the online registration process; another way is to call your school and provide the updates.