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10035 Courthouse Road  
Charles City, Virginia 23030

David W. Gaston, Ed.D.  
Superintendent

Phone: (804) 652-4612  
Fax: (804) 829-2363  
www.ccps.net

Dear Parent/Guardian:

Welcome to the Charles City Public Schools family. Enrolling your student is the first step in allowing us to partner with you to provide them with a world class education. In order to complete the enrollment process, you will need to have the following required information:

- Birth Certificate, naturalization certificate, visa or notarized affidavit.
- Completed School Entrance Health Exam: state law requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school.
- Immunization records must be presented at the time of registration and must comply with current Virginia Department of Health guidelines. These guidelines may be found at <http://www.vdh.virginia.gov/Epidemiology/Immunization/requirements.htm>. They are also available on the Virginia Department of Education's website and are listed on the Virginia School Health Entrance Form.
- If you have a legal custody arrangement, you must provide proof of custody at the time of registration.
- Residency must be verified at the time of registration. Please see the various forms of evidence that are acceptable locate on page 4 of the registration form.
- Transfer students must be officially withdrawn from their previous school and provide proof of withdrawal and provide the prior school's contact information.
- Students transferring from Virginia schools may be enrolled prior to the receipt of medical records, provided the receiving school can verify that appropriate records exist and will be sent by the previous school within thirty (30) days.
- Students transferring from out-of- state schools must present, at the time of registration, a copy of their immunization records. A current physical is also required and must be submitted within thirty (30) days of enrollment.
- Copy of current IEP, 504, ELL WIDA test results, Gifted Identification (if applicable).  
*(Failure to provide any of the information listed above within the prescribed time periods will result in removal of the student from school rolls)*

If you have any questions or concerns, please feel free to contact Linda Easter, Registrar for Charles City Public Schools at [leaster@ccps.net](mailto:leaster@ccps.net) or by phone at 804-652-4617.

Thank you for choosing Charles City Public Schools

Sincerely,

David W. Gaston, Ed.D.  
Superintendent