



# PINE GROVE ELEMENTARY

## 2020-2021 Kindergarten Registration Procedures

*Your student must be 5 years of age on or before September 1, 2020 to attend Kindergarten*

**STEP 1:** Complete the online application at [www.richlandone.org](http://www.richlandone.org)  
Click the "2020-2021 New Student Registration" listed on the left -hand column of the RCSD1 webpage.

*Based on your address, you will be guided as to what RCSD1 Elementary School your student will attend.*

**STEP 2:** Gather copies of required documentation:

- Long Form Birth Certificate
- Current Immunization Record
- Two Proof of Residence ( Mortgage or Lease statement AND Utility Bill)
- Shared Housing ( if applicable)
- Picture ID

**STEP 3:** Submit required documentation to Pine Grove. There are three options for submitting required documentation:

**Option 1: Upload documents on the Info Snap Registration Page (Preferred Option)**

- When prompted, upload the documents to the registration online form.

**Option 2: Scan Documents**

- Open one Word Document and save using this naming convention:
- *child's last name first name school name DOCS*
- Use only one document to scan all items. Each document will be placed on a separate page.
- Attach the one document to an email and send to [mitzi.bessent@richlandone.org](mailto:mitzi.bessent@richlandone.org)  
In the subject line type: *child's last name first name school K DOCS*
- You will receive a confirmation e-mail when documents are received.

**Option 3: Drop-Off Documents at Pine Grove by appointments ONLY!**

Pine Grove Elementary School  
111 Huffstetler Drive  
Columbia, SC 29210

- Contact Mitzi Bessent at E-mail [mitzi.bessent@richlandone.org](mailto:mitzi.bessent@richlandone.org) or call 803-214-2380 for an appointment time
- Drop-Off Start Date: Tuesday, May 26, 2020 9am-3:30pm

**STEP 4:** You will be notified of assignment of class by mail at a later date.