

Registration - How to Enroll in Pre-k and What to Bring

The Pre-k registration process begins with a scheduled appointment in the child's in-district school. (If your child attended a Pre-k program as a three year old, you must register for the Pre-k 4 program at the child's in-district school.)

The child's parent or legal guardian must contact the school to set up an appointment for registration during the specified dates. A digital enrollment will be completed at this appointment. If the digital enrollment is completed prior to the start of the enrollment period, it will be discarded and a new digital enrollment must be completed.

Registration is not complete until all forms have been completed and necessary documents are provided.

Please bring the following documents to your registration appointment

Document	Examples
Parent Photo Identification	Valid driver's license, passport, etc.
Child's Birth Certificate	May also accept birth registration
Valid e-mail address for parent	A free address can be made using one of the services below: - o Gmail: https://accounts.google.com/signin - o Yahoo: https://login.yahoo.com/account/create - o Outlook: https://signup.live.com/?lic=1
Current Proof of Residency	Utility bill dated within 30 days, Insurance Statement, Lease Agreement signed, or if living with a relative or friend, the school will provide a form to be notarized
Immunization Records (All shots must be up to date)	Can be faxed by the doctor's office to the school if needed
Physical Exam Form	If not completed, this form can be provided by the school for future appointment
Family Income Documentation -30 successive days of income from all household members -Will be used to find a total annual income	Most recent tax return - 1040, W2, Schedule C/1099 Pay Stubs Military Income Additional Income - TCA letter, child support, alimony, social security income Notarized employment letter Notarized letter of no income