



## Virginia Preschool Initiative (VPI) Pre-Kindergarten Registration Checklist

**Registration is by appointment only**  
**Monday – Friday from 9:00 a.m. to 1:00 p.m.**  
**Parent/guardian must schedule a phone screening appointment by visiting:**  
<https://acpsvpi.setmore.com>  
 Scan this QR code with your camera phone to schedule your phone appointment.



The parent/legal guardian must be provided ALL of the following documents during the registration process.

### Registration Forms:

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| <input type="checkbox"/> Home Language Survey<br><input type="checkbox"/> Student Registration Form<br><input type="checkbox"/> Residency Verification & Enrollment Form<br><input type="checkbox"/> Student Health Information Form | <input type="checkbox"/> Commonwealth of Virginia School Entrance Health Form<br><input type="checkbox"/> Student-Parent Survey<br><input type="checkbox"/> ACPS Signature Form |
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Please complete the online forms using this link: [www.acps.k12.va.us/Page/3073](http://www.acps.k12.va.us/Page/3073)

### Identification:

- Original Birth Certificate or a certified birth certificate (your child must be four-years-old by September 30)
- Original Parent/Legal Guardian ID (Proof that the adult registering the child is the Parent/Legal Guardian)  
 Name on the birth certificate should match the parent/guardian’s picture ID or court documents of legal custody.

### Medical Documents:

- Physical Examination Report** State law (Ref. Code of Virginia § 22.1-270) requires that your child receives a comprehensive physical examination in the United States before entering preschool in a public elementary school. The physical examination must be dated within one year prior to the date of entry into preschool.
- Negative Tuberculosis Risk Assessment, PPD Tuberculin Skin Test or negative Chest X-Ray, completed in the United States** Administered within 12 months prior to child’s first day of school.
- Immunization Records (Documenting month, day and year each was administered)**
  - **(4 doses) Diphtheria, Tetanus, Pertussis (Dtap, DTP or Tdap)** A minimum of four doses, with one dose administered on or after the fourth birthday.
  - **(3 doses) POLIO (OPV or IPV)** A minimum of three doses, with one dose administered on or after the fourth birthday.
  - **(3 doses) HEPATITIS B** A complete series of three doses of the Hepatitis B vaccine is required for all children.
  - **(2 doses) Hepatitis A (HAV) Vaccine** A minimum of two doses of Hepatitis A vaccine. The first dose should be administered at age 12 months or older.
  - **(1 dose) Measles, Mumps, & Rubella (MMR)** A minimum of one dose, with one additional dose administered on or after the fourth birthday.
  - **(1 dose) Varicella (Chicken Pox)** A minimum of one dose, with one additional dose administered on or after the fourth birthday.
  - **(1 dose) Haemophilus Influenzae (Hib)** Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.
  - **(1 dose) Pneumococcal Vaccine (PCV)** This vaccine is required ONLY for children less than 60 months of age. One to four doses, depending on age of the first dose of pneumococcal conjugate vaccine required.

**IMPORTANT IF IMMUNIZATIONS ARE DEFICIENT:** If new vaccines have just been administered, a licensed health care provider must advise in writing the date of the next scheduled visit for additional vaccines. Also, proper spacing of doses should be followed. When additional vaccines are received, written documentation needs to be provided to the school nurse. Students who fail to complete immunizations by date assigned will be excluded from school.



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### Income Verification:

Please supply the following recent documents (select all that apply):

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| <input type="checkbox"/> Income Tax Form 1040                           | <input type="checkbox"/> Notarized Unemployment Verification form        |
| <input type="checkbox"/> W-2  | <input type="checkbox"/> Income from education assistance                |
| <input type="checkbox"/> 2 recent pay stubs (within 30 days)            | <input type="checkbox"/> Alimony and child support                       |
| <input type="checkbox"/> Unemployment and workers' compensations        | <input type="checkbox"/> Income from estate and trust                    |
| <input type="checkbox"/> Supplemental Security Income (SSI)             | <input type="checkbox"/> Rents and royalties                             |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Pension or retirement income                    |
| <input type="checkbox"/> Supplement Nutrition Assistance Program (SNAP) | <input type="checkbox"/> Veterans' benefit payment                       |
| <input type="checkbox"/> Medicaid letter                                | <input type="checkbox"/> Foster Care Reimbursement                       |
| <input type="checkbox"/> Notarized Income Verification form             | <input type="checkbox"/> Financial assistance from outside the household |

### Residency Verification:

Registering adult must provide the following documents: All documents must be the original copy (current-within the past 60 days) & clearly notes the parent/legal guardian name & Alexandria City address.

**Category A – MUST select one (1) document:**

- **Full Lease or Rental Agreement:** The original lease must be current (not expired) indicating the dates, names and property address for the parent/legal guardian who is enrolling the student. If the lease is a private generated agreement with the landlord the lease must be notarized.
  - If your lease agreement is expired and cannot be renewed, then you MUST submit BOTH the full expired lease agreement AND a recent (within 60 days) letter signed by your leasing office *stating your lease is now on a month-to-month basis*. The letter must be signed on company letterhead or notarized including the date, parent/legal guardian's name, and address.
- **Mortgage:** The resident may present a mortgage bill prepared by the lender (including date, Alexandria address and lender name) within 60 days of registration or the initial mortgage contract with the current copy of the owner's property tax.
- **Deed:** The property deed must be accompanied by a copy of the owner's personal property tax.

**Category B - MUST select two (2) supporting documents:**

- Utility bill (water, gas, electric, internet, cable and/or landline phone bill). The bill must be dated within the past 60 days. If all utilities are covered in your leasing contract and you do not have any other bills please provide a letter from your property manager on company letterhead that notes water, gas, sewer, electric are all included in the monthly rent.
- Mailed letter from a government agency (SNAP, TANIF, Medicaid, HUD, ARHA, IRS, etc.)
- Current pay stub (noting Alexandria address & Virginia tax withholding)
- 2 consecutive bank statements mailed to the Alexandria City address
- Latest federal/state income tax return noting the City of Alexandria address
- Current homeowner or renter's insurance policy noting the City of Alexandria address
- Family is new (less than 30 days) to the City of Alexandria. Due 30 days after registration

**Category C:**

- Lack of Housing
- DSS/Foster Care Services

**Shared Housing Residents:**

- If the parent/legal guardian is living with someone else (and the lease, deed, or mortgage is not in the parent/legal guardian's name), you MUST complete a notarized [Shared Housing Form A/B \(PDF\)](#) and attach the original copy of the lease, deed, or mortgage of the person with whom you reside. Additionally, the parent/legal guardian is required to provide two supporting documents (in the parent/legal guardian's name) as listed above.