

HOW to apply for FCPS Preschool

Preschool Open Enrollment for any upcoming school year begins in late April or early May. Applications for enrollment during a current school year can be submitted throughout the year. Visit our webpage for more information at www.fcps.net/preschool.



- Begin the preschool application process at www.fcps.net/registration by entering an **Online Registration (OLR) FOR THE CORRECT SCHOOL YEAR.** If you have technical difficulties while filling out the online registration, you may contact the OLR Technology Help-Line at 859-381-4410. *If you do not have access to online technology, you may request a paper preschool application through US Mail by calling the District Preschool Office at 859-381-4105.*

You may finish the application process by submitting the below required documents using the submission options on the reverse side of this flyer:

- Legal birth certificate, passport or immigration documents
- Court custody documents (if guardianship is other than parent listed on birth certificate)
Parent/Guardian Photo ID is required.
- Current Kentucky immunization certificate (expired or out-of-state immunizations cannot be approved.)
- Current physical exam or doctor's well-check with a service date within the last calendar year (may be turned in at the start of school attendance)
- Current vision exam (due by the end of December - vision screenings not accepted)
- Parent/Guardian's address verification (must be a deed, current lease, or current utility bill with parent/guardian's name and address)
- Income verification of household used to determine income eligibility - (Including income of all adults) Some examples of acceptable income proofs and documentation include:
 - ⇒ W-2 tax form(s)
 - ⇒ Current paycheck stub listing gross earnings and frequency of pay
 - ⇒ Current statement from employer on company letterhead or with employer's notarized signature and phone number listing gross earnings and frequency of pay
 - ⇒ Current unemployment documentation
 - ⇒ Current child support documentation
 - ⇒ Current assistance benefits documentation

Submit now! A large, bold, black text graphic that says "Submit now!" in a slightly slanted font. Below the text is a thick, black curved arrow that starts under the word "now" and points towards the right side of the page.

Families may choose to use any option from these

7 submission options

to submit preschool enrollment documents

Families may submit required documents using any of the below options.

1. Upload documents as you are entering the online registration form. (Income proof should be submitted using one of the other methods. If you have already submitted an online registration without any documents, you may submit them by using any of the other methods.)
2. Upload scanned or clear text pictures of documents to the District Preschool Program's digitally secure online drop-box at <https://dna.fcps.net/DocUpload>. (Do not use for grades above preschool.)
3. Fax documents directly to District Preschool Office staff at 859-381-4915. Be sure to include a cover page with your child's full name and date of birth along with your name and contact phone number in case of questions.
4. School office staff at any elementary school can copy your documents and courier them to the District Preschool Office. *(Note: School staff will not be checking documents for accuracy or processing any paperwork for approval.)*
5. Email documents as attachments to the District Preschool Office email box at FCPSPreK@fayette.kyschools.us. *(Note: This is not the digitally secure method.)*
6. Mail COPIES of your documents to: FCPS John D. Price Administration Bldg. ATTN: District Preschool Office 450 Park Pl. Lexington, KY 40511. Include a copy of the printed online registration summary or a note listing the OLR application number when mailing documents.
7. Drop COPIES of your documents in the contactless Preschool Program Office drop-box located at the John D. Price Administration Bldg. 450 Park Pl. Lexington, KY 40511. A blank cover page and enclosure envelope for your use is provided on top of the drop box.

Preschool enrollment for the current school year is ongoing year-round. Preschool enrollment for an upcoming year will begin in late April or early May. The District Preschool Office is open during the summer months.

Families whose applications are determined eligible will receive an APPROVAL letter from the District Preschool Office by US Mail.

Placements for an upcoming school year will begin in late July. Placements will be made by approval date order, not submission date order and are subject to available space. Any applications APPROVED during the month of August will have a delayed September start date.

Submit What?
