

MTSD 2024 - 2025

PRE-K PROGRAM



APPLICATION/ENROLLMENT CHECKLIST

1 Fill out the application

The MTSD Pre-K program application is now through a Google Form! Certain questions are required, so if they are not filled out, you will not be able to submit your application. If you have questions on the application, please email or call our office!

2 Fill out two screening questionnaires

Once the application has been submitted, directions will be emailed to you at the email address provided in your application. You will need to complete these two questionnaires and return both of them to greenaway@mtsd.org

3 If needed, fill out the financial assistance application

Financial assistance is available for eligible families. If you are unsure if your family qualifies for financial assistance, please review the information found on our Pre-K Financial Assistance page of our website!

4 Check your email regularly for an acceptance notification

If your application has been accepted and approved, MTSD Pre-K will reach out to you at the email you supplied on your application. At this time, you will have the opportunity to move forward in the enrollment process. Follow the directions provided in the acceptance email.

5 Complete mandatory registration forms

Upon accepting your child's spot in MTSD Pre-K, you will need to fill out mandatory forms before enrollment can be finalized. This information will be emailed as attachments to you, with directions on how to complete them.

CHECKLIST CONTINUES ON NEXT PAGE 



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6 Complete registration online application through Infinite Campus **with a computer, not a mobile device**

In the same email from MTSD Pre-K noted in step 4, there will be a link to complete online registration. Use this link to complete the registration online application.

If you need help, you can call 814.835.5300 ext. 0 to make an appointment to come in and use our registration kiosks. You will need to bring the required documents listed on our registration page: www.mtsd.org/registration/register-your-child-now

Please Note:

- The registration application will say "K-12" and this is correct, please still fill out this application for Pre-K
- There will be a section asking for proof of residency. Since MTSD Pre-K accepts non-Millcreek families, non-resident families can upload blank documents for this section to bypass the mandatory fill requirement. **This is for Pre-K only** and our team will review each application for accuracy.
- This process is to ensure your student's information and your information is available in our system. We use Infinite Campus for a variety of reasons throughout the school year, including important communication with families!

Materials to have ready to upload:

- Child's Birth Certificate
- Immunization or Shot Record (Fax to 814.835.5308)
- Custody/Court Order if applicable
- IEP if applicable

7 Confirmation and Start Date

Once successfully completed, you will receive a confirmation email for your child's MTSD Pre-K enrollment and his or her start date. At that point, your child will be successfully enrolled in MTSD Pre-K!

~ENROLLMENT COMPLETED~



MTSD Pre-K Program Office



814-836-6091



www.mtsd.org/prek
greenaway@mtsd.org