



Fayette County Public Schools Preschool Program

# DOCUMENT SUBMISSION OPTIONS FOR PRESCHOOL

**FAMILIES MAY SUBMIT REQUIRED DOCUMENTS USING ANY OF THE BELOW OPTIONS. FAMILIES MUST BE DETERMINED ELIGIBLE TO QUALIFY FOR FCPS PRESCHOOL.**

**OLR**

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.)



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.)



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.



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.)



Email documents as attachments to the District Preschool Office email box at [FCPSPreK@fayette.kyschools.us](mailto:FCPSPreK@fayette.kyschools.us). (Note: This is not the digitally secure method.)



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.



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.