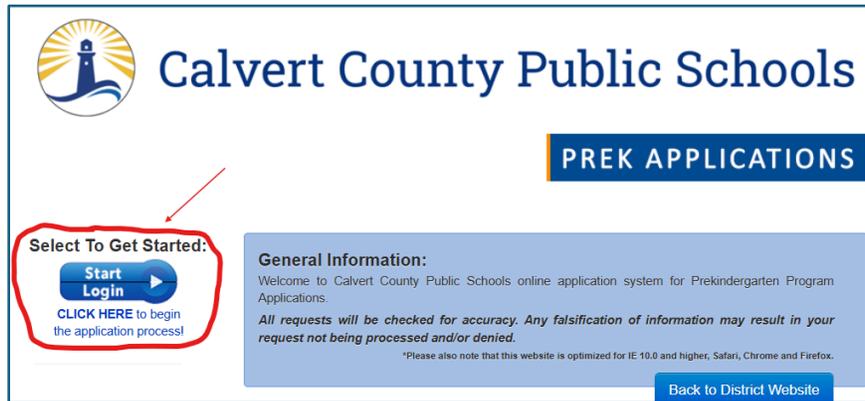




Prekindergarten Online Application Instructions

This document provides step by step instructions on how to complete the online prekindergarten application for Calvert County Public Schools.

1. Go to the application at: calvertmdcpk.scriborder.com, read the information in the **green** box, and create an account.



2. Complete the **Student Profile** to add the applicant to the family dashboard. Ensure the correct grade is selected for the **2025-2026** school year. If you are applying for the 3-year-old program, select "PK3 - PreK 3 Year Olds". If you are applying for the 4-year-old program, select "PK4 - PreK 4 Year Olds". The application will not appear if the incorrect grade is entered.

Important! Please enter the Zoned School for student's current address in Calvert County in order to apply.
* To find your Zoned School of Attendance, please use the Calvert C

Grade for 2025-2026 School Year:
★ Grade:

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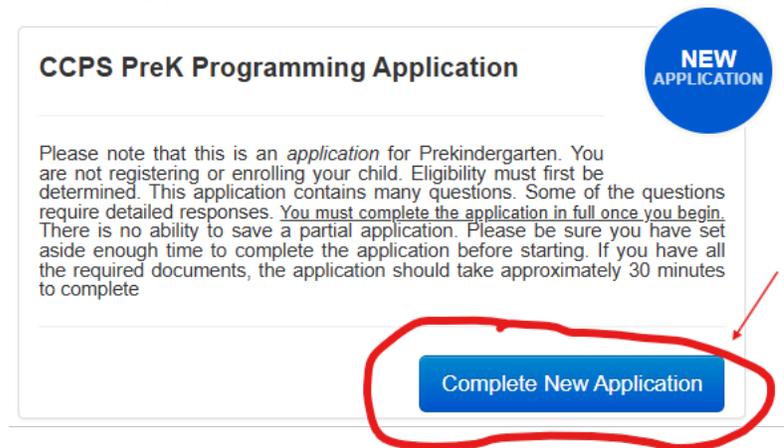
3. Go to your Family Dashboard and select “Begin Application”.



4. Select the applicants name and the application for the **2025-2026** School Year. Then select “New Enrollment, No School Yet Assigned”.



5. Select “Complete New Application”.



6. Read the information in the **green** and **pink** boxes before completing the application. You will need a copy of the applicant's *birth certificate*, *proof of income*, and a copy of the *income eligibility form* to upload to the application once it is completed. A reminder will be at the end of the application. The application cannot be processed without the required documents. Once the application is complete, indicate that you will provide the required documents, enter your initials, and submit the application.

REMINDER:

The following items are required to be uploaded/attached to this application for it to be processed:

- Birth Certificate
- [Prekindergarten Income Eligibility Form](#)
- Income Verification Documents (Proof of Income)

Directions will be provided by email sent upon order receipt and on the receipt page for this application. All documents **MUST** be received before the application deadline.

* I understand and agree that I will provide all the above documents, as a requirement of the application, in the time frame(s) given.

* Guardian Initials:

[^ Back To Dashboard](#) [Clear Form](#) [Submit Application](#)

7. Once the application is complete and has been submitted, go to your family dashboard to upload your documents. The family dashboard is on the main page of the account you created. You will see the documents that are missing. Select “View/Add Docs” to upload the missing required documents.

1/15/2025 [Redacted] PK4 New Enrollment, No School Yet Assigned / CCPS PreK Programing Application 2025-2026 School Year

Missing 3 Pre-processing Requirement(s)

- + Birth Certificate
- + [Prekindergarten Income Eligibility Form](#)
- + Income Verification Documents (Proof of Income)

Free Application Received

[View / Add Docs](#)

8. Once on the page to upload the documents, select “Add files” and upload copies of the required documents. Your application can not be processed without them. Once they have been added, your family dashboard message will say “Complete”. **You will be contacted if more information or additional documentation is needed.**

Uploaded Documents

Upload any requested information as a **PDF or Image File**.

Step #1 To upload a document select the 'Add Files' button, navigate to the document, select the file

Step #2 Click the 'Upload' button.

The following documentation is required. Please ensure that you have uploaded all documents and selected the correct document type for each document:

- Birth Certificate
- [Prekindergarten Income Eligibility Form](#)
- Income Verification Documents (Proof of Income)

0 Attached Documents

[+ Add files...](#)

File Name	Description	Attached
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