ALX PRESCHOOL REGISTRATION CHECKLIST

PRESCHOOL
a network of early care and education programs

STEP 1: VERIFICATION OF DOCUMENTS

Identification

- ☑ Child's original birth certificate or a certified birth certificate
- ☑ Original Parent/Legal Guardian ID (Proof that the adult registering the child is the Parent/Legal Guardian) The name on the birth certificate should match the parent/guardian's picture ID or court documents of legal custody.

Income Verification

- ☑ Please supply the following recent documents (select all that apply to your family):
  - Income Tax Form 1040
  - W-2
  - Two most recent pay stubs
  - Unemployment or workers' compensation
  - Supplemental Security Income (SSI)
  - Temporary Assistance for Needy Families (TANF)
  - Supplemental Nutrition Assistance Program (SNAP)
  - Income from education assistance
  - Alimony and child support
  - Income from estate or trust
  - Rents and royalties
  - Pension or retirement income
  - Veterans' benefit payment
  - Foster Care Reimbursement
  - Financial assistance from outside the household

Residency Verification

Must Select 1

- ☑ Registering adults must provide all documents that clearly note the parent/legal guardian and Alexandria City address.
  - Lease agreement in parent's name signed by rental management office
  - Deed of parent's house
  - Mortgage prepared by the lender or the initial mortgage contract

Residency Supporting Documents

Must Select 2

- ☑ All documents must be current within the past 60 days & clearly notes the parent/legal guardian name & Alexandria City address.
  - Utility bill: water, gas, electric, cable and or bill/receipt
  - Personal Alexandria property tax
  - Mailed letter from a government agency (SNAP, TANIF, Medicaid, HUD, ARHA, IRS, etc.)
  - Pay stub (noting Virginia tax withholding), latest federal/state income tax return
  - 2 consecutive bank statements
  - Homeowner or renter's insurance policy

STEP 2: HEALTH DOCUMENTS

Medical Requirements

Medical documents must be stamped or signed by the medical physician

- ☑ Commonwealth of Virginia School Entrance Health Form
- ☑ Immunization Records (Documenting month, day and year each was administered)
  - (4 doses) Diphtheria, Tetanus, Pertussis (Dtap, DTP or Tdap)
  - (3 doses) POLIO (OPV or IPV)
  - (1 dose) Measles, Mumps, & Rubella (MMR)
  - (1 dose) Varicella (Chicken Pox)
  - (1 dose) Haemophilus Influenzae (HIB)
  - (1 dose) Pneumococcal Vaccine (PCV)
  - (3 doses) Hepatitis B (HepB)
  - (2 doses) Hepatitis A Vaccine (HepA)
- ☑ Blood Lead and Hemoglobin test
- ☑ Negative Tuberculosis Risk Assessment, PPD Tuberculin Skin Test, IGRA blood test, or negative Chest X-Ray, completed in the United States and Administered within 12 months prior to the child's first day of school.
- ☑ 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.

ALX Preschool and Family Resource Center
4850 Mark Center Drive Floor 1, Alexandria, VA 22311
703-746-5437
ALXPreschool@alexandriava.gov