Chester-Upland School District

1350 Edgmont Avenue • Chester, PA 19013 • www.chesteruplandsd.org

Pre-K Counts Enrollment Checklist

Thank you for your interest in the Chester Upland School District's Pre-Kindergarten Counts program! Completing and submitting a Pre-Kindergarten Application does not guarantee that your child will be accepted into our Pre-Kindergarten Program. For your best chance at acceptance, please submit your child's complete application as soon as possible.

Complete ALL necessary steps below. As you collect each item, check off the box. ***Applications will not be accepted without all supporting documentation.***

- ☐ **I have filled out the entire application**
- ☐ **I have proof of my child's date of birth (**Birth Certificate with raised seal**)**
- ☐ **I have documentation of family income** (Tax forms, 3 consecutive paystubs, SSI, Child Support)
- ☐ **I have proof of Chester, Chester Township or Upland residency** (Mortgage documents, Lease, Chester Upland Multiple Occupancy Documentation, **and** a Utility Bill (electric/gas, phone bill, etc., dated within 30 days of submission of application)
- ☐ **I have my child's current physical and immunizations**
- ☐ **I have proof of my child's current dental visit**
- ☐ **I have parent/guardian picture identification** (current valid Driver's License, State photo ID card, passport, other Government issued ID)
- ☐ I have proof of TANF (DPW) cash, SNAP/food stamps, and medical assistance *(if applies to you)*
- ☐ I have a custody order *(if applies to you)*
- ☐ I have a foster care letter *(if applies to you)*
- ☐ I have a homeless verification letter/shelter letter *(if applies to you)*

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Pre-K Counts Enrollment Protocol for New and Returning Students

Parents, please review the following steps before submitting a Pre-K packet!

Step 1

Complete the Enrollment Application Packet

- Completed Application

The following documentation **must** be provided:

- Proof of Residency (Approved Documents for Proof of Residency, Lease, Deed, Mortgage documents, or Certification of Multiple Occupancy form (*if you and your child(ren) live with someone. Form can be provided by School Office)*
    - Residency documentation **MUST** be in parent or guardian's name. If you live with a resident of Chester Upland School District, a lease/deed to the property must be provided with the completed/notarized Multiple Occupancy form by that resident and your application will be processed under the Chester Upland School District Multiple Occupancy procedure. If your child lives with a resident of the Chester Upland School District, a Parental Delegation Form must be on file and the resident must complete the application process.
- One of the Following:
    - Utility Bill (Water, Gas, Electric, Phone, Internet) showing your name and current address. Bill must be dated within 30 days of application
- Valid Driver's License, State ID, or other Government Issued ID
- Current/Valid PA State Assistance Verification Form
- Verification of Income. (*Approved Documents for verification of income*)
    - Three (3) consecutive current paystubs
    - SSI award letter
    - W-2
    - Tax Return
    - Child Support
    - TANF Printout
    - Zero Income Declaration Letter (included in registration packet)
    - Foster Care Letter
    - Employer Letter
    - County Case Message

- **Official Birth Certificate with Raised Seal**
- Immunization Record (Must be current)
- Physical and Dental Forms
    - (Medical Forms **must** be current. If not, an appointment card with the appointment date must be provided. Once appointment has been completed, the report **must** be submitted to the School Secretary)
- Guardianship/Foster/Adoption Documents if Parent is not the Legal Guardian

Step 2

- If all paperwork is complete, please submit the application and supporting documentation to your local school office. The local School Office will submit completed applications to the District Office for centralized student registration in the Child Accounting Office.

Step 3

- Parents with completed packets will be notified of their approval by the School Main Office and/or District Office.
- Packets with missing information ***will not*** be accepted and will be returned to parent(s)/guardian for completion.
- If you have questions regarding required documentation, please submit your question(s) and contact information to the School Secretary/Office Admin. If necessary, the Child Accounting Office will also contact you with a response.

Reviewer Name (Print): _____

Reviewer's Signature: _____

Date and Time of Review: _____