

Charles County Public Schools

Prekindergarten Document Checklist

Applications for Prekindergarten are completed through ParentVue. This checklist is intended as a general guide and will apply to most registration situations; however, additional documentation may be required depending on individual circumstances.

- 1. Two Proofs of Domicile/Residency - *Provide one document from each category*
 - *Category 1- Provide one of the documents listed below*
 - Deed.
 - Verifiable lease or rental agreement (signed and dated)
 - Current mortgage statement (dated within 45 days)
 - Settlement papers (dated within 45 days and signed)
 - Foster care placement letter / McKinney-Vento Homeless documentation
 - Assignment of Ownership Agreement (for co-op communities like Potomac Heights).
 - Property tax bill or Maryland Department of Assessment & Taxation form
 - *Category 2- Provide one of the documents listed below*
 - Most recent utility bill in its entirety (within 45 days) that includes name and service address (examples are electric, water/sewer, trash, oil, gas, cable, security system, and solar bills)
 - Current verification of service statement for above utilities
 - Current wage statement (within 45 days) with name and address of employee and employer
 - Most recent W2, 1098, or 1099 statement
 - One of the following government-issued statements with name and address (within 45 days): Documentation of benefits from the Social Security Administration, Documentation of benefits from the Department of Social Services, Official correspondence on letterhead mailed from local, state, or federal court

2. Proof of Age and Identity of Student-*Provide one of the documents listed below*
- Birth Certificate
 - Passport/Visa
 - Physician's Certificate
 - Baptismal or Church Certification
 - Hospital Certificate
 - Birth Registration
3. Proof of Identity of Person Enrolling Student- *Provide one of the documents listed below*
- Driver's License
 - Passport
 - Other Legal Form of Identification
4. Proof of Income for your entire household
- Copy of current Supplemental Nutrition Assistance Program-SNAP (formerly known as food stamps) or Temporary Assistance for Needy Families (TANF) approval letter listing date range the supplements are valid and household members
- OR**
- Income documents for **ALL** adult members of your household
 - Three recent, consecutive paystubs
 - Completed, signed tax return for 2025
 - Most recent W2
 - Retirement Statement
 - Social Security Benefits Statement
5. Immunization Record
- More information can be found on the CCPS website under Student Services/School Health Services/Immunizations Requirements
6. Proof of Relationship to Student- *Provide one of the documents listed below*
- Birth Certificate of student which identifies the parents
 - Court Order
 - Separation agreement or divorce decree
 - Other legal form of identification