Fayette County Public Schools Preschool Program

HOW TO APPLY FOR FCPS PRESCHOOL

1 COMPLETE AN ONLINE REGISTRATION (OLR) FOR THE ELIGIBLE SCHOOL YEAR.

If you have technical difficulties with the online registration, you may contact the OLR Technology Help-Line at 859-422-5555.

*A paper preschool application is available, if needed.

APPLY ONLINE

OLR

POINT YOUR PHONE'S CAMERA AT THE QR CODE AND CLICK ON LINK

www.fcps.net/register

Not sure if your child qualifies?
Visit www.fcps.net/preschool for program age and eligibility requirements.

2 SUBMIT ANY DOCUMENTS NOT UPLOADED TO THE OLR.

See required document list below. Document submission options are listed on the back of this page.
Preschool Staff must determine family eligibility based on submitted documentation.

- ☐ Legal birth certificate, passport or immigration documents
- ☐ Court custody documents (if guardianship is other than parent listed on birth certificate) Parent/Guardian Photo ID is required.
- ☐ Current Kentucky immunization certificate (Expired certificates cannot be approved. Out-of-state immunizations pending review.)
- ☐ Current physical exam or doctor's well-check with a service date within the last calendar year (may be turned in at the start of school attendance)
- ☐ Current vision exam (due by the end of December - vision screenings not accepted)
- ☐ Parent/Guardian's address verification (must be a deed, current lease, or current utility bill with parent/guardian's name and address)
- ☐ Income verification of household used to determine income eligibility - (Including income of all adults) Some examples of acceptable income proofs and documentation include:
  - W-2 tax form(s)
  - Current paycheck stub listing gross earnings & frequency of pay
  - Current assistance benefits documentation (SNAP, KTAP, SSI)
  - Current statement from employer on company letterhead or with employer's notarized signature and phone number listing gross earnings & frequency of pay
  - Current unemployment documentation
  - Current child support documentation

fcpsprek@fayette.kyschools.us email 859-422-0304 district office 859-422-9901 fax

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DOCUMENT SUBMISSION OPTIONS FOR PRESCHOOL

FAMILIES MAY SUBMIT REQUIRED DOCUMENTS USING ANY OF THE BELOW OPTIONS. FAMILIES MUST BE DETERMINED ELIGIBILE 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 859-422-9901. 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. (Note: This is not the digitally secure method.)



Mail COPIES of your documents to: FCPS John D. Price Administration Bdlg. 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.

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