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Parent Checklist for Qualifying Pre-K Students

Instructions: Use this template to support parents with completing the qualification process for qualifying prekindergarten and obtaining and submitting the required documents for enrollment.

Qualifications:

- ☐ **1.** Students must be **4 years old** by **Sept. 1, (CURRENT SCHOOL YEAR**)
- ☐ **2.** The family **must reside in Fort Bend ISD** and…
- ☐ **3**. Meet **ONE** of the three following qualifying requirements**:**
  - **Language**
  - **Income**
  - **Other** *(Homelessness, Foster Care, Military Status, Star of Texas Award eligible)*

Language

CHECK WHEN COMPLETE:

☐ ***Home Language Survey

☐ ***English Language Proficiency Assessment for Early Learners (*pre*LAS):

Important Notes:

- *If either of your responses indicates the use of a **language other than English**, then the school district **must** conduct an assessment to determine how well your child communicates in English.*
- *The preLAS assessment information will be used to determine if Bilingual and/or English, as a Second Language program services are appropriate and to inform instructional and program placement recommendations.*

Income

PROVIDE **ONE** OF THE FOLLOWING DOCUMENTS:

☐ Current SNAP eligibility letter or printed screenshot from the website

☐ Current paycheck stub ***(dated within 30 days)***

☐ Statement of Earnings from employer

☐ Unemployment Documentation

☐ Worker's compensation payment stub ☐ Disability compensation payment stub

☐ Business/farming documents, such as ledgers books, and/or self-issued paycheck stubs if self-employed ☐ Last year's income tax return if self-employed

Homeless

CHECK WHEN COMPLETE:

☐ Student Residency Questionnaire (provided by the school)

☐ Student Homeless Packet (provided by the school)

☐ Meet with counselor/social worker

Foster Care

PROVIDE **ONE** OF THE FOLLOWING DOCUMENTS FOR **ONE OF THE QUALIFYING CATEGORIES** ABOVE:

☐ DFPS letter as proof of eligibility

☐ CPS form for foster placement is Form 2085FC

☐ CPS form for adoptive placement is Form K-902-2226-

☐ Adoptive Placement Agreement

Military

☐ Verification of U.S. Department of Defense photo I.D. ***(DO NOT COPY ID)***

☐ Statement of Service

☐ Copy of Death Certificate

☐ Copy of Purple Heart Orders

☐ Copy of official letter from the commander

☐ Copy of a letter from the U.S. Department of Veterans Affairs

☐ Documentation that the service member is MIA

Star of Texas

A parent/person eligible for the Star of Texas Award may:

☐ Copy of the resolution (certificate) awarded to the parent of a child

☐ Proof of name on the list of past honorees at ***https://gov.texas.gov/uploads/files/organization/criminal-justice/PastStarOfTexasAwards.pdf***

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Important Notes:

Children of military families qualify for Pre-K when the child is:

- ☐ *the child of an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority*
- ☐ *the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty*

A child of a parent who is eligible for the Star of Texas Award** will **qualify for Pre-K if the parent is:

- ☐ *a peace officer under Texas Government Code §3106.002*
- ☐ *a firefighter under Texas Government Code §3106.003* ***or***
- ☐ *an emergency medical first responder under Texas Government Code §3106.004*

Acceptable Forms of Documentation for Eligible Pre-K Students

Required Enrollment Documents:

Once eligibility for Pre-K has been determined, provide one copy of each of the documents that are required to enroll your child in school to the campus ADA/Attendance Clerk.

☐ **Documentation of Birth**
- ✓ Birth Certificate *(original)* **or**
- ✓ Hospital birth record,
- ✓ Adoption records



☐ **Guardian Proof of Identity**
- ✓ State Issued Parent Photo ID
- ✓ State Issued Driver's License
- ✓ Valid Passport



☐ **Utility Bill**
- ✓ Electric
- ✓ Water
- ✓ Natural gas



***Note:** the document submitted must be current and dated within 30 days of the application date.*

☐ **Social Security Card**
- Original card *(when available)*



☐ **Proof of Residence in Fort Bend County**
- ✓ Deed
- ✓ Mortgage
- ✓ Monthly mortgage statement
- ✓ Mortgage payment booklet
- ✓ Residential lease
- ✓ Property Tax Statement



☐ **Child's Immunization Record**
- Immunization record signed by a pediatrician



Alternate Enrollment Documents for Consideration on a ***Case-by-Case Basis:***

If a document from any of the categories above may not be obtained, provide one acceptable form of documentation required to enroll your child in school to the campus ADA/Attendance Clerk. Alternative documentation is considered on a case-by-case basis and is subject to review.

☐ **Documentation of Birth**
- ✓ Statement of the child's date of birth issued by the division of the Texas Department of State Health Services responsible for vital statistics for school admission purposes
- ✓ Passport



☐ **Guardian Proof of Identity**
- ✓ US passport book
- ✓ Passport card
- ✓ US Citizenship Certificate
- ✓ Certificate of Naturalization with identifiable photo (*N-550, N-560, N-561, N-570, or N-578)*
- ✓ US military photo ID card for active duty, reserve, or retired personnel



☐ **Utility Bill - *No alternate documents***
- ✓ Electric
- ✓ Water
- ✓ Natural gas



***Note:** The document presented must be current and dated within 30 days of the application date.*

☐ **Social Security Card**



☐ **Child's Immunization Record**

- ✓ Medical exemption signed by a US licensed MD or DO, clearly stating a medical reason the child cannot receive specific vaccines.
- ✓ Affidavit of exclusion for reasons of conscience, including religious belief, from required school immunizations. ***https://www.dshs.texas.gov/immunize/sc hool/exemptions.aspx***



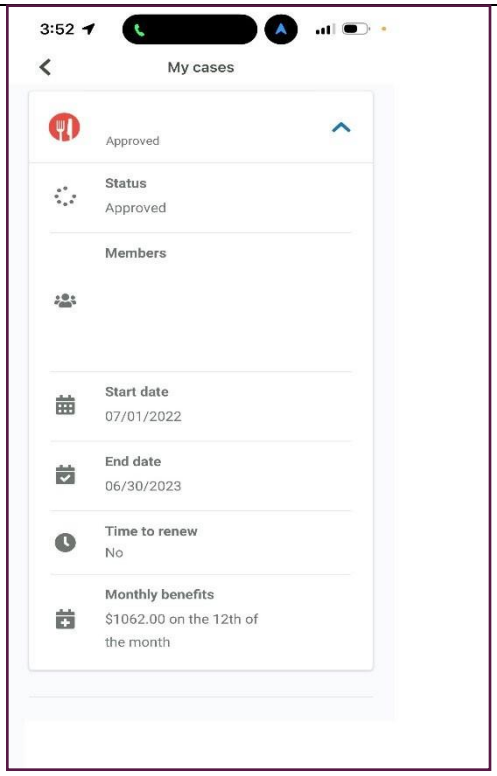
***Note: Unless** the exemption states a lifelong condition, the exemption is only valid for one year.*

Proof of Income Documentation:

- ✓ Current SNAP eligibility letter or printed screenshot from the account online
- ✓ One month of current paycheck stub (dated within 30 days)
- ✓ Statement of earnings from the employer ✓ Unemployment Documentation
- ✓ Worker's compensation payment
- ✓ Disability compensation payment stub
- ✓ Last year's income tax if self-employed







Instructions: Use this checklist to support parents with providing the required documents to enroll in the prekindergarten program at the school.