

PRE-K ENROLLMENT

Enroll Now!

STEPS TO GET STARTED!

Step 1: Ohio Benefits

Visit <https://ssp.benefits.ohio.gov/apsspssp/ssp.porta> and click Apply for Cash, Food, Medical, or Child Care Assistance and complete the application.

Step 2: Enroll Today

Parents and Guardians may begin the enrollment process for Preschool by visiting the District's School Choice Portal to make your child's school selection today — choose up to three schools!
ClevelandMetroSchools.org/Preschool

IMPORTANT CONTACTS

School Choice & Enrollment Office: **216-838-0000**

Early Childhood & Literacy: **216-838-0110**

Multilingual Multicultural: **216-838-0000**

Preschool Special Education: **216-838-0243**

Project ACT Family Is
Experiencing Homelessness: **216-838-0243**

Office of Special Education: **216-838-7733**

Transportation: **218-838-0000**

Scan QR code to
ENROLL TODAY?



REQUIRED DOCUMENTS

- ☐ Proof of residence
Options: (Utility bill, lease agreement, or mortgage statement)
- ☐ Immunization record
- ☐ Updated Physical Form
- ☐ Valid ID (Driver's license, passport, green card etc.)
- ☐ Child's Birth Certificate
- ☐ Custodial Documents
Include any custody-related paperwork as applicable
- ☐ Income verification
(the following are approved documents)
 - Consecutive pay stubs from the last 30 days
 - Benefits letter
 - Benefits Card
 - SSI Letter
 - Medicaid Card (copy both sides)



Enroll Online Today!

Uploading Documents:

Enroll now by using a computer, tablet or a phone
Open your camera roll and select your saved document photos to upload directly

Using a computer:

Email the document photos to yourself from your phone
Open the email on your computer, download the images, and attach them when prompted

Using a laptop at an enrollment location:

Sign in using the Username and Password on the device
Sign in to the district's portal using your personal email and personal password or create an account
Follow the prompts to complete the enrollment process (an enrollment specialist will be available to assist as needed)

ENROLLMENT CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR EACH STUDENT YOU ARE ENROLLING:

Regular CMSD Enrollment (per student)

- ☐ Student Birth Certificate / Proof of Birth (Certified Copy, Passport, Birth Letter, etc.)
- ☐ Custody Papers / Custodial Documents

Originals with court stamps or judge's signature as required; (Guardianship, Custody, Divorce Decree/Shared Parenting, Journal Entry, Grandparent Affidavit, Power of Attorney)
- ☐ Parent / Guardian Identification (Driver License, State ID)
- ☐ Immunization Records (shots)
- ☐ School Records

- Options: Withdrawal Slip, Last Report Card, Transcripts (unofficial/official, grades 9-12), Home Schooling Documentation, IEP/ETR/MFE, 504 Plan
- ☐ Proof of Residency (Homeowner's Mortgage, Bank Statement within 30 days, Valid Signed Lease (must match state ID), Pay Stub, Utility Bill, Public Agency Award Letter, Bank/Credit Card Statement)

DOCUMENTS NEEDED FOR ENROLLMENT (MULTILINGUAL DEPARTMENT)

Multilingual Department documents and guidance

- ☐ Proof of Birth (Birth Certificate, Green Card, Passport, I-94 Card)
- ☐ Proof of Address (Rent Receipt, Lease, recent utility Bill, Public Agency, and Affidavit)
- ☐ Affidavit only used if there is not proof of address
- ☐ Previous School Records
- ☐ Immunization Records (TB test and the results)
- ☐ Parent / Caregiver ID
- ☐ Any Special Education documents (if needed)

You may reach the School Choice and Enrollment at (216) 838-0000 for additional enrollment information.

To enroll your child, we welcome walk-ins or by appointment.

ENROLLMENT LOCATIONS

Arnold R. Pickney EPC: 1349 E. 79th St.

Welcome Center: 1111 E. Superior Avenue

**Welcome Center: Natividad Pagan International
Newcomers Academy 3145 W 46th Street**