

### **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, utility bill, Chester Upland Multiple Occupancy Documentation)
- I have my child's current physical and immunizations**
- I have proof of child's current dental visit**
- I have parent/guardian picture identification**
- 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)*

**Pre-K Counts Enrollment Protocol for New and Returning Students**

**Parents, please review the following steps before turning in a Pre-K packet!**

**Step 1**

- Complete the Enrollment Application Packet
- The following documentation must be provided:
- Completed Application
- Proof of Residency (Approved Documents for Proof of Residency, Lease, Deed, or Mortgage)
  - **MUST be in parent or guardian's name. If you live with a resident of Chester Upland School District, a lease/deed to a property must be provided by that resident and your application will be processed under the ChesterUpland School District Multiple Occupancy procedure. If your child lives with a resident of the ChesterUpland School District, a Parental Delegation Form must be on file and the resident must complete the application process.**
- Valid Driver's License or State ID (2)
- One of the Following (3)
- Utility Bill (Water, Gas, Electric, Phone) **within 30days showing your current name &**
- Current and Valid PA State Assistance VerificationForm
  - Verification of Income
    - Approved Documents for Verification of Income
    - W-2
    - Tax Return
    - Foster Care Letter
    - Employer Letter
    - **3 check stubs**
    - **SSI**
    - Zero Income Letter
    - Child Support
    - County Case Message
    - TANF Printout

**Chester-Upland School District**  
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- **Official Birth Certificate with raised seal**
- Immunization Record (Current)
- Physical & Dental Forms

Forms must be current, if not an appointment date must be given

- Guardianship/Foster/Adoption Documents if Parent is not the legal guardian

**Step 2**

- If all paperwork is complete, please turn it in at your local school office. The local school office will submit completed applications to the district office for centralized student registration in the Office of Child Accountability.

**Step 3**

- o Parents with completed packets will be notified of their approval by the district office.
- o Packets with missing information will be returned to school secretaries.
- o If you have questions regarding required documentation, please submit your question(s) and contact information to the school secretary. The Office of Child Accountability will contact you with a response.

**Reviewer Name (Print)** \_\_\_\_\_

**Reviewer Signature** \_\_\_\_\_

**Date and Time of Review** \_\_\_\_\_