



## 2021-2022 Pre-K Round-up Information

We have limited availability in our Pre-K program. ALL **completed applications** (including income verification) submitted on March 19<sup>th</sup> will be entered into a lottery. Completed applications will be drawn until all available slots are filled. The remaining completed applications will be placed on a waiting list.

Completed applications submitted **after** the appointed time on March 19<sup>th</sup> will be placed on a waiting list in the order they are submitted.

Please note that applications take between 2 – 3 *weeks* to process. A school administrator will contact you to inform you of your child's status after the applications have been processed.

**All forms** must be filled out completely in order to process the application. **Copies** (NOT originals) of the required documentation, proof of residency and income verification should be included in the application packet.

**One (1) of the following must be shown for income verification:**

- \*Two (2) current consecutive check stubs for each parent or caregiver in the household
- \*SNAP / Food Stamps verification letter – must include the child's name and valid certified thru dates
- \*An official letter from your employer stating all of the following: where the parent/guardian is employed, hourly rate of pay, and the average number of hours the parent/guardian works per week
- \*A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits AND two (2) current consecutive check stubs
- \*Current foster care placement agreement from DCFS
- \*Families who claim zero income of any kind must submit a Statement of No Income form for every adult living in the home
- \*Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable DCFS printouts to verify their income must submit a Declaration of Income for Irregular Employment form
- \*Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) should have their status verified using the LEA-defined procedure for verifying homeless status (CCSS District Office – Angela Sanders, will verify status.)