

(This form will be completed at the time of the appointment.)

**W.Carroll PreK Checksheet** Name \_\_\_\_\_ School \_\_\_\_\_

- \_\_\_\_\_ 1. Immunization Record
- \_\_\_\_\_ 2. Birth Certificate (Check Birthdate to be sure will be 4 by/on Sept. 30)
- \_\_\_\_\_ 3. Social Security card (for school, not PreK program, used for entry into the school's data system)
- \_\_\_\_\_ 4. Application – (completed fully-check boxes on page 1-check for signature and DATE!)
- \_\_\_\_\_ 5. W.C. Schools Registration Form
- \_\_\_\_\_ 6. PAS Parent Questionnaire-(Our PAS staff will review and contact you based on responses.)
- \_\_\_\_\_ 7. **Proof of Income – One of the following items (Direct Match to be used for SNAP or Medicaid)**

\_\_\_\_\_ Two (2) consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD for the current year (within 2 months from the date of filling out this application.)

\_\_\_\_\_ An official letter from your employer stating all of the following:

- Where parent/guardian is employed
- Hourly rate of pay
- The average number of hours parent/guardian works per week.

\_\_\_\_\_ SNAP/Food Stamps – must include the child's name and valid **effective dates**.

(Certified thru \_\_\_\_\_) (verified by Direct Match)

\_\_\_\_\_ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.

\_\_\_\_\_ Current foster care placement agreement from DCFS (is eligible automatically with agreement)

\_\_\_\_\_ Parents unemployed must submit a letter of support and income documentation from support source.

\_\_\_\_\_ Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) (automatic eligibility). Please contact Sherry Hutson, Homeless liason: 318-428-4215

\_\_\_\_\_ Other:

- May be subject to review. (Note: 2020 tax documentation is allowable **only if no other form of income verification documentation exists**. Previous tax years are not allowed.)

\_\_\_\_\_ 8. **Proof of Residence – One of the following items**

\_\_\_\_\_ Louisiana driver's license

\_\_\_\_\_ State-issued ID card \_\_\_\_\_ Current utility bill with the parent's name and address.

\_\_\_\_\_ Current lease or mortgage statement

\_\_\_\_\_ If the parent and child live with a family member or friend, that person is to provide verification with a letter in addition to one of the above items.

\_\_\_\_\_ In a temporary living arrangement due to loss of housing or economic hardship (Verified by LEA) (This residency verification is for PreK Program only. **Other residency verification will be required by the school** at the time of entry this fall. If requesting to attend in a zone in which you do not live, the request will be approved if there is adequate space at the site. If there are siblings that you wish to transfer, that must be done using the District Transfer Request form, available at the West Carroll Parish School Board Office, and approved by the receiving principal.)

(Not for Head Start)

Included here for informational purpose only.