

# HOW to apply for FCPS Preschool

**Preschool Open Enrollment for the 2022-2023 School Year  
will open Wednesday, May 4th.**

- Begin the preschool application process at [www.fcps.net/registration](http://www.fcps.net/registration) by entering an **Online Registration (OLR) FOR THE CORRECT SCHOOL YEAR.** If you have technical difficulties while filling out the online registration, you may contact the OLR Technology Help-Line at 859-381-4410. *If you do not have access to online technology, you may request a paper preschool application through US Mail by calling the District Preschool Office at 859-381-4105.*



**On or after May 4th**, you may finish the application process by submitting the below required documents using the submission options on the reverse side of this flyer:

- Legal birth certificate, passport or immigration documents
- Court custody documents (if guardianship is other than parent listed on birth certificate)  
Parent/Guardian Photo ID is required.
- TB skin test (if child was born or has traveled outside the U.S.)
- Current Kentucky immunization certificate (expired or out-of-state immunizations cannot be approved.)
- Current physical exam or doctor's well-check with a service date within the last calendar year (may be turned in at the start of school attendance)
- Current vision exam (due by the end of December - vision screenings not accepted)
- Parent/Guardian's address verification (must be a deed, current lease, or current utility bill with parent/guardian's name and address)
- Income verification of household used to determine income eligibility - (Including income of all adults) Some examples of acceptable income proofs and documentation include:
  - ⇒ W-2 tax form(s)
  - ⇒ Current paycheck stub listing gross earnings and frequency of pay
  - ⇒ Current statement from employer on company letterhead or with employer's notarized signature and phone number listing gross earnings and frequency of pay
  - ⇒ Current unemployment documentation
  - ⇒ Current child support documentation
  - ⇒ Current assistance benefits documentation

**Submit Now!**

A curved arrow pointing to the right, underlining the text "Submit Now!". The arrow is thick and black, with a white outline.

Families may choose to use any option from these

# 7 submission options

to submit preschool enrollment documents

**ON OR AFTER May 4th, you may submit documents using any of the below options.**

1. Upload documents as you are entering the online registration form. (Income proof should be submitted using one of the other methods. If you have already submitted an online registration without any documents, you may submit them by using any of the other methods.)
2. Upload scanned or clear text pictures of documents to the District Preschool Program's digitally secure online drop-box at <https://dna.fcps.net/DocUpload>. (Do not use for grades above preschool.)
3. Fax documents directly to District Preschool Office staff at 859-381-4915. Be sure to include a cover page with your child's full name and date of birth along with your name and contact phone number in case of questions.
4. School office staff at any elementary school can copy your documents and courier them to the District Preschool Office. *(Note: School staff will not be checking documents for accuracy or processing any paperwork for approval.)*
5. Email documents as attachments to the District Preschool Office email box at [FCPSPreK@fayette.kyschools.us](mailto:FCPSPreK@fayette.kyschools.us). *(Note: This is not the digitally secure method.)*
6. Mail COPIES of your documents to: FCPS John D. Price Administration Bldg. ATTN: District Preschool Office 450 Park Pl. Lexington, KY 40511. Include a copy of the printed online registration summary or a note listing the OLR application number when mailing documents.
7. Drop COPIES of your documents in the contactless Preschool Program Office drop-box located at the John D. Price Administration Bldg. 450 Park Pl. Lexington, KY 40511. A blank cover page and enclosure envelope for your use is provided on top of the drop box.

Preschool enrollment begins May 4th, will continue throughout the summer and into the school year. Those who complete the process and are determined eligible will receive an APPROVAL letter from the District Preschool Office by US Mail.

School location placements will not be made until late July/early August at the earliest. Placements are assigned by approval date order, not submission date order and are subject to available space.

Any applications APPROVED during the month of August will have a delayed September start date.

**Submit What?**  
