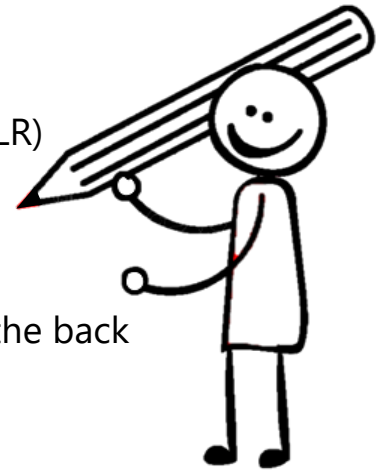


# HOW to apply for FCPS Preschool

- Begin the preschool application process at [www.fcps.net/registration](http://www.fcps.net/registration) by entering an online registration (OLR) and/or by completing a printable paper preschool application found at [www.fcps.net/preschool](http://www.fcps.net/preschool).



Then, submit the below required documents using the options from the back of this page:

- Legal birth certificate, passport or immigration documents
- Court custody documents (if guardianship is other than parent listed on birth certificate) Photo ID 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 (may be turned in at the start of school attendance)
- Current vision exam (due by the end of December - vision screenings not accepted)
- Parent's address verification (must be a deed, current lease, current utility bill with parent'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:
  - ⇒ Current W-2 tax form
  - ⇒ Current paycheck stub listing gross earnings and frequency of pay
  - ⇒ Current statement from employer on company letterhead or with employer's notarized signature listing gross earnings and frequency of pay
  - ⇒ Current unemployment documentation
  - ⇒ Current child support documentation
  - ⇒ Current assistance benefits documentation

**Submit now!** A large, bold, black text graphic that says "Submit now!". The text is slanted upwards from left to right. Below the text is a thick, black, curved arrow that starts under the word "Submit" and points towards the word "now!".

Families may choose to use any option from these

# 7 submission options

to submit preschool enrollment documents

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>.
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. *(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. Mailing a copy of the printed online registration or a cover page listing the OLR application number with your other documents is preferred.
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 the drop box.

***The District Preschool Office is currently NOT OFFERING in-person registration.***

***Please use one of the 7 submission options above.***

Preschool enrollment continues online throughout the summer. Those who complete the process and are determined eligible will receive an APPROVAL letter from the District Preschool Office.

School location placements will not be made until late July/early August. 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 September start date.

**Submit What?**  
