

Preschool Program Document Submission Options:

1. Upload documents as you are entering the online registration form. (Since documents uploaded to the online registration form will be viewable by elementary school office staff, consider choosing another method to submit household income, which is viewable only by Preschool Office staff.)
2. Upload scanned or clear text pictures of documents to the District Preschool Program's [digitally secure online drop-box](#).
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](#).
(Note: This is not the digitally secure method.)
6. Mail copies of your documents to: FCPS John D. Price Administration Building, 450 Park Pl., Attn.: District Preschool Office, Lexington, KY 40511. Mailing a copy of the printed online registration or a cover page listing the online registration application number with your other documents is preferred.
7. Drop copies of your documents in the contactless Preschool Program Office drop box at the John D. Price Administration Building, 450 Park Place. A blank cover page and enclosure envelope for your use are provided at the drop box.