



Wake Pre-K Checklist

We encourage families to bring the application to an application event. At the event, a pre-k representative can help make copies of needed documentation, review the application to be sure it is complete and make a screening appointment for your child.

If you are bringing or mailing application into our office, please be sure to note the following:

- I have completed the application.
- I have included a copy of my child's birth certificate.
- I have included a copy of my mortgage or lease contract or current utility bill (with my family's name on it. If I share a residence with another family, I have a letter from the other family and a copy of the "hosting" family's utility bill.
- I have completed information about any programs my child attends.
- I have included two recent consecutive pay stubs for each working member of my family or a letter from my supervisor indicating my income and how often I receive checks or my 2011 tax records. If I receive SSI, SSA, retirement, workers' compensation, child support or any other type of income, I have included documentation. If I have no income, I have included a signed and dated letter from a friend or family member indicating that they assist my family and that we have no earned income. If I choose not to submit income, I understand that my child will only be considered for the Title I program.
- I understand that **if** screening appointments are available when I submit my application, a card will be sent to me stating the time and place for the screening. If I miss the appointment, I understand that it will **not** be rescheduled. If no appointments remain when my application is reviewed, I will receive a card stating that.
- I understand that my child must have a current (within one year) health assessment from a medical provider before he/she can attend a pre-kindergarten program.
- I understand that no status information about my child's application will be available until after August 11, 2012.