



# THE JOURNEY BEGINS WITH MSCS PRE-K

2024-25 APPLICATIONS NOW OPEN



## WHY MSCS PRE-K/HEADSTART?

- **Zero Cost to Parents**
- **Certified/Highly Trained Staff**
- **Develop Kindergarten Readiness**
  - Independence
  - Pre-writing, name writing
  - Letters, numbers, colors and shapes
  - Math concepts
  - Following multi-step directions
- **Communication**
  - Engage in daily conversations with peers and adults
  - Learn to speak in complete sentences
- **Comprehensive Services**
  - Speech, Hearing and Vision screenings
  - Behavior management
- **Family Support Services**
  - Parent education curriculum
  - Crisis support
  - Family events
  - Heard's Homeroom
  - Real Men Read

To be eligible to apply, the child must be 3 or 4 years old before Aug. 15, 2024 and live in Shelby County.

**DO NOT WAIT UNTIL AUGUST!**

**ELIGIBILITY INTERVIEWS BEGIN ON MARCH 4. SPACES FILL UP QUICKLY!**

## STEPS

- 📍 **STEP 1:** Complete the online application at [scsk12.org/PREK](https://scsk12.org/PREK) or by using the **BLUE** QR code.
- 📍 **STEP 2:** Verify email address and activate Parent Portal using the links in your email from GoEngage. You *must* complete this step to upload documents and receive correspondence.
- 📍 **STEP 3:** Contact the Pre-K Office to schedule the eligibility interview or scan the **RED** QR code.
- 📍 **STEP 4:** Attend an eligibility interview and bring all required documents with you to the assigned interview location.
- 📍 **STEP 5: STOP AND WAIT** on your Eligibility Determination letter.\*



**NOTE:** Only one application per household. List all children on a single application.



Scan this code to schedule your eligibility interview.

\*This process may take up to two (2) weeks. Please report all changes (phone number, email address, school choice) to 901-416-3450. Failure to update information or submitting duplicate applications will delay processing or result in a loss of your desired school/center.



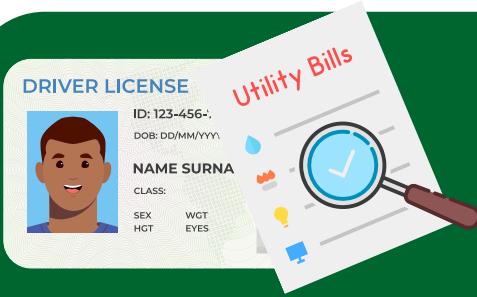


# THE JOURNEY BEGINS WITH MSCS PRE-K



Have questions or need assistance? Contact the Pre-K Office!  
**(901) 416-3450 | [prekregistration@scsk12.org](mailto:prekregistration@scsk12.org)**

## All Documents Required for Enrollment



### PROOF OF RESIDENCE TWO (2) TYPES OF PROOF \* \*\*

- Mortgage statement/lease, deed in the parent/guardian's name
- Parent/guardian driver's license/state-issued photo ID
- MLGW, telephone bill or municipal water bill
- Any governmental or official court documents with parent/guardian name & address (WIC, Families First, child support, SNAP, SSI, etc.)

\*If proof of residence is not in the parent's/guardian's name, a notarized Shared Residence Affidavit must be submitted.

\*If lessee /homeowner does not reside in the home, a notarized letter from the lessor/homeowner must be submitted stating they do not live there.

### Child's Physical & Immunizations

- Immunizations must be on the TN Certificate of Immunizations and signed or stamped by doctor/clinic.
- Physical must be current within the last 12 months.
- Take-home report or Well Child printout from doctor/clinic (optional)

**Child's Dental Exam:** Child's dental exam (within the last 12 months) signed by the dentist/clinic that performed the exam.

### Child Identification

- Child's Social Security Card/Number
- Parent's driver's license/state-issued photo ID
- Child must be 4 years old on or before **Aug. 15.**
- If applying for Head Start, child must be 3 years old on or before **Aug. 15.**
- Child's Date of Birth (Birth Certificate, Passport, TN Certificate of Immunizations, Health Insurance Card, Court documents)

### Proof of Income

(Must report income for all adults in the household)

- 2023 Income tax return
- 2023 W-2
- Separation Letter (Termination of Employment)
- Federal Assistance eligibility letters, such as Families First/TANF, SSI, Foster Care Payment Letter, or SNAP (does not include P-EBT)
- Military Earning Statement
- Statement from employer on company letterhead

**REMINDER:** Your application status will be communicated via email. Please ensure you have a working email address.