



## Frequently Asked Questions About PreK

[www.scsk12.org/prek](http://www.scsk12.org/prek) [PrekRegistration@scsk12.org](mailto:PrekRegistration@scsk12.org)

<b>How do I get my child registered for Pre-K Program.</b>	<p>The online application is available year-round. Only <b>one application per family</b> should be submitted. Do <b>not</b> submit multiple applications, even if you need to correct or update information.</p> <p>After submitting your online application, use the <b>red QR code</b> to schedule an eligibility interview. Interviews will be held <b>in person</b> at <b>3030 Jackson Avenue</b> and during registration events across Memphis.</p> <p>To apply and view the list of required documents, visit <a href="http://www.scsk12.org/prek">www.scsk12.org/prek</a>. For additional questions, email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a>.</p>
<b>How old does my child have to be to apply for Pre-K?</b>	<p>For the 2025–26 school year, the child must be <b>4 years old by August 15, 2025</b>. If applying for Pre-K, the child must be <b>3 years old by August 15, 2025</b> but will not be placed until 30 days after school starts to accommodate available openings.</p>
<b>How do I submit the required documents?</b>	<p>Once the online application is submitted, applicants will receive an email from <b>GoEngage</b> requesting that they verify their email address and activate the Parent Portal. This step is <b>required</b> to receive communications and to upload documents. Parents are strongly encouraged to upload all required documents <b>before</b> attending the eligibility interview.</p>
<b>Where can my 3-year-old attend school?</b>	<p>We accept a limited number of 3-year-old children in our program after the first 30 days of school to fill classroom vacancies.</p>
<b>What do I need to have for registration?</b>	<p>Eligibility interviews will be conducted <b>in person by appointment only</b> for parent convenience. Please visit our website at <a href="http://www.scsk12.org/prek">www.scsk12.org/prek</a> to review the list of required documents. You may schedule an eligibility interview by scanning the <b>RED QR code</b> on the flyer or by visiting <a href="https://bit.ly/MSCSPreKInterview">https://bit.ly/MSCSPreKInterview</a>.</p>

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<b>Do I have to bring my child to registration?</b>	The application is completed online. You are <b>not required</b> to bring your child to the eligibility interview.
<b>Will they tell me if my child is accepted on the day of the interview?</b>	Effective <b>10/1/2025</b> , parents will be informed upon completion of the eligibility interview and will receive an acceptance letter detailing the school and classroom to which their child has been assigned.

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<b>Is it required for me to have my child's birth certificate for registration?</b>	Yes. An official document to determine the child's age using a birth certificate, visa, passport or adoption documentation. A certified birth certificate is preferred, but the mother's copy is acceptable.
<b>Is it required for me to have my child's physical and shot record for registration?</b>	No. However, it is preferred. If a child is accepted into the program, the child's immunization and physical must be current prior to the child entering the classroom and must be updated as needed throughout the time is enrolled in our program. Immunizations must be on the Tennessee certificate of immunization form; the doctor must indicate that the immunizations are up to date. There is also a place on the form for the doctor to indicate that the physical is current.
<b>Why do I have to provide my income?</b>	MSCS Pre-K offers both needs-based and opportunities for parents who are over-income for needs-based programs. We are required to verify both the age of the child and the income for the family and household. Children are selected to participate in the program using the U. S. Federal Poverty Guidelines.
<b>I am probably over-income, should I apply?</b>	Any parent can apply to the program. We have several placement options at our various locations across the city.
<b>How will I find out if my child has been accepted into the program?</b>	Emails will be sent to parents once the eligibility interview is completed as to the next steps in the registration process. Once all components of the registration process are completed, parents whose children meet the eligibility criteria will be sent an email to notify acceptance into the program and assigned school location beginning in mid-May. Parents whose children are not eligible will also be sent an email notifying them of the status of the application. Parents may also check their parent portal or email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> to inquire regarding their application status.
<b>What schools still have space available for my child to attend?</b>	Parents are asked to select three school choices; however, students are placed based on eligibility determinations. There is a chance that there will not be an opening at the first school of your choice. If all selected choices are unavailable, you will be offered alternative placement based on availability and eligibility. In the event that all options are exhausted, the child will be placed on the waitlist.
<b>My child turns 4 in December. Can my child be placed as a 4-year-old in December?</b>	No. Regardless of the application date, the child must have turned 4 years old on or before August 15, 2025 to be accepted into a 4-year-old classroom. Also, students who turn 3, must also have turned 3-years-old by the August 15 <sup>th</sup> birthday deadline.
<b>Can I check on the status of my child's transfer?</b>	Contact the Early Childhood Office by calling (901) 416-3450 or email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> . Please allow up to 2 weeks before inquiring. Transfers are not guaranteed and are based on eligibility and availability.

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<b>I cannot come to the eligibility Interview. Can someone else complete the process?</b>	Eligibility interviews are held with the child's parent or legal guardian and will occur based on their own availability. Our PreK Registration block party will be held on a Saturday to accommodate working parents.
<b>I live with someone else. Can I bring mail to the eligibility interview as proof of address?</b>	If you live with someone else, you will need to complete the <i>Shared Residence Affidavit</i> and have it notarized. You will also need to provide two pieces of mail that contain your name and the address in which you share. You can locate the <i>Shared Residence Affidavit</i> on the Memphis Shelby County Schools web page. (Hyperlink shared residence form)
<b>How long will it take my child to come off the waitlist?</b>	When an opening becomes available, the next eligible child on the waitlist will be selected. There is no way to predict the time because placement is dependent upon an opening becoming available and the child's place on the waitlist.
<b>I have been accepted to the center or school of my choice. Do I have to notify the school my child is enrolled?</b>	No. Parents are not required to notify the school. The Early Childhood Department will notify all center directors, teachers, and school administrators and provide them with the official classroom roster.
<b>I have been accepted to Pre-K and it says I have to attend an orientation. Will I have to go to the school?</b>	Yes. Parents/Guardians are required to attend the Orientation in August. During this orientation, the teacher and family engagement specialist will also have paperwork that will need to be completed as well as review the Pre-K Parent Handbook and classroom/school expectations.
<b>Is transportation provided with the program?</b>	No. The parent is responsible for bringing the child to school and picking the child up from school.
<b>Will Pre-K Students receive devices?</b>	At this time, students will only use devices in the classroom.

Begin the Journey to Kindergarten and Beyond with MSCS Pre-K HeadStart

**Still have questions?**

**Email us at [prekregistration@scsk12.org](mailto:prekregistration@scsk12.org)**