

## **BISD Centralized Registration 2015-16**

**Purpose:** All incoming Pre-K students will need to register at Central Registration, which is located at Kemp-Carver Elementary, 750 Bruin Trace. Our overall goal in having one location for registration is to improve customer service by expediting the process, ensuring consistency across all Pre-K campuses, and making it more convenient for those with children in more one school. Children will attend one 3-hr sessions each day: morning or afternoon. Transportation is available.

\*Registration is **NOT** based on first come first serve basis.

### **Central Registration hours are:**

Tuesday, July 28 10:00 A.M. – 7:00 PM

### **To Qualify:**

1. Four years old on or before September 1.
2. Meet one of the following eligible reasons:
  - a. Limited English language proficiency; or
  - b. Income within guidelines for free/reduced meals (proof of income required); or
  - c. Be homeless; or
  - d. Be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is ordered to active duty by proper authority; or
  - e. Be the child of an active duty member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who was injured or killed while serving on active duty; or
  - f. Have ever been in the conservatorship of the Texas Department Family and Protective Services (DFPS) (foster care) following an adversary hearing.

### **Registration Checklist**

*What do I need to enroll my child?*

- Parent/Guardian Photo ID*
- Certified Copy of Birth Certificate or other form of legal identification*

- Guardianship/Custody Orders if the child does not live with his/her natural Parents*
  
- Proof of residence:*
  - *Current utility bill (electronic, water, gas) showing name, current address and date*
  - *Current rental agreement or lease*
  
- Child's social security number*
  
- Child's immunization record*
  
- Qualification Records*
  - ***Proof of GROSS income:*** *Current pay check stubs-4 current stubs if paid weekly; 2 current stubs if paid twice a month or every two weeks (all with consecutive dates); 1 pay stub if paid once a month.*
  - *Self-Employed – 1040 Tax Form for tax year 2014*
  - *Families receive SNAP must bring current Notice of Eligibility documenting when benefits begin and end*
  - *Letter for the Texas Department of Family and Protective Services (DFPS) stating the child is able to participate in the Pre-kindergarten program. This letter is sent to parents who have adopted a foster child and is printed on DFPS letterhead.*

For more information, contact:  
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