Dear Parent(s)/Guardian:

Thank you for your interest in our Prekindergarten program. In order to be considered for the Prekindergarten program, your child must be 4 years of age by September 1, 2021. To be age eligible for school year 2021-2022, your child must have a birth date between 9/2/2016 and 9/1/2017. After meeting the age eligibility guidelines, automatic and prioritized criteria will be used to determine eligibility.

**Automatic Eligibility** for Prekindergarten will occur when a child meets the September 1 age eligibility requirement and is at least one of the following:

- From an economically disadvantaged background, (i.e., eligible for free or reduced-price meal program as established by the U.S. Department of Agriculture).
- Receives Food Stamps, Temporary Cash Assistance (TCA), or Independence Card and can provide the card along with a letter of eligibility/award notification.
- Identified through the IEP team process and the development of an IEP as requiring special education classroom instruction within a general education setting.
- The child is living in temporary housing or homeless.

Children who do not meet the automatic criteria eligibility will be considered for enrollment based upon availability of space and prioritized criteria. As with automatic eligibility, children must first meet the age of entry guideline. Parents/guardians of students not meeting automatic criteria will be notified between August 11-September 10 about space availability.

Enclosed are several forms that are necessary to begin the application process.

- All Registrations are currently done using the online registration link. [https://baltimore.focusschoolsoftware.com/focus/auth/](https://baltimore.focusschoolsoftware.com/focus/auth/) (2021-2022 School Year)
- Your child’s birth certificate. Only a parent (listed on birth certificate) or legal guardian (by court order) may register a child.
- Income Verification and Automatic Criteria Form—please submit documentation to support your entries (current tax returns, two recent paystubs, two months of bank statements). If applicable, submit your Food Stamp, Temporary Cash Assistance or Independence Card and award notification/eligibility letter.
- Complete the New Student Health History form.
The following forms need to be printed, filled out and scanned/faxed (plindenbaum@bcps.org or ehier@bcps.org, fax number 410-887-1566).

1. Medication Policy
2. Physical Exam
3. Maryland State Immunization Form (requires doctor’s signature)
4. Dental Health Record (requires a doctor’s signature) ****
5. MD State Blood Lead Testing Certificate (may require a doctor’s signature if applicable)

****Forms may be sent later.

Scan/Fax/or Upload a copy of the following:

- **Verification of Domicile**
  - Acceptable documents for verification of domicile:
    - Home Owners: Deed, current signed settlement sheet, title, current mortgage statement or coupon book, or current property tax bill.
    - Renter: Original, current lease or rental agreement along with all required signatures. If leasing from a private party, proof of ownership from the home owner must also be submitted. Expired leases or month to month leases require a letter from the landlord confirming that the lease is still active.
    - Shared domicile: If the parent or legal guardian is not the homeowner or leaseholder and you share a residence with another person, you must request a Shared Domicile Application through the Pupil Personnel Worker. Please contact Pupil Personnel Services for an application and an appointment to verify residency, 443-809-0404. Shared Domicile Applications must be renewed every year.
    - Photo ID of parent registering the student. (If the photo ID contains an address i.e. driver’s license, it must match the Baltimore County address appearing on other residency documents.)
    - 3 pieces of mail addressed to include the parent/guardians name and address (Mail must be no more than 60 days old and no junk mail is accepted.)

**Your child will not be registered until all forms are completed.** Remember, all immunizations must be completed before the school can fully accept the child for instruction in September.

Sincerely,

Scott Audlin

Scott Audlin
Principal