

Terrebonne Parish School District
Directions for 2023-2024 PreKindergarten Applications

Parents/Guardians applying **MUST** provide **COPIES** of the following information in addition to the completed signed application in the provided brown envelope:

____ **Proof of Income**-income documentation must be provided for every adult in the home (two recent, consecutive pay stubs) OR SNAP case details (includes the child's name, parent/guardian's name and expiration date-MUST BE CURRENT)

____ **Proof of Domicile (street) Address-**

- If parent/guardian is the Homeowner-2 current bills (water, gas, or electric)
- If parent/guardian is renting-Copy of current lease and 1 current bill in renter's name.
- If parent/guardian is living with someone-Notarized affidavit and 1 current bill in the affiant's name.

____ **Child's Birth Certificate**-Child's Birth Date between **10/1/2018-9/30/2019**

____ **Child's Social Security Card**

____ **Child's Current Immunization (shot) Record)**

COMPLETED application packets can be dropped in designated bins at each Elementary School or the dropbox located at 7573 Park Ave., Houma, LA. Only **COMPLETED** application packets (**completed signed application AND required documentation**) will be reviewed for income eligibility purposes (income guidelines are posted at www.tpsd-la.schoolloop.com)

*If a parent has access to email and scanning, completed **applications and documentation** may be scanned and emailed to earlychildhood@tpsd.org Please make sure to include the child's name and school in the email subject line.

*******Please include a working contact phone number and/or working email address in case more information is needed to verify the packet*******

Child's Name: _____ School Name: _____

Parent Name: _____

Parent Cell & Email: _____

Frequently Asked Questions:

1. When and where does a parent/legal guardian APPLY for prekindergarten for next school year?

Only a parent or legal guardian may apply for a child to attend prekindergarten for next school year.

COMPLETED application packets can be dropped in designated bins at each Elementary school or the dropbox located at 7573 Park Ave., Houma, LA Only complete application packets (**completed signed application** AND **required documentation**) will be reviewed for placement. (All information is available at www.tpsd-la.schoolloop.com)

If a parent has access, completed applications and documentation may be scanned and emailed to earlychildhood@tpsd.org. **Please make sure to include the child's name and school in the email subject line.** ALL application packets should include a working contact phone number and/or working email address in case more information is needed to verify the packet.

2. Is there a deadline to apply?

Enrollment will remain open for students within the income guidelines and pending openings. In order to staff appropriately, the **DEADLINE** for those families that do NOT fall within the income guidelines will be May 1, 2023.

3. What does a parent need to apply?

- Proof of domicile (street) address (See Question/Answer # 3.)
- Child's birth certificate (Must be 4 years old by September 30 of the current year.)
- Child's Social Security Card
- Child's current immunization (shot) record
- Proof of Income/SNAP Case Benefits (See Question/Answer # 5.)

4. What is considered proof of domicile?

- *If you are the homeowner (2 of the following must be provided):*
 - Current Gas Bill
 - Current Electric Bill
 - Current Water Bill
 - Homestead Exemption Notification
 - Parent(s)/Guardian(s) Current Louisiana Driver's License With Current Address
 - Homeowner's Original Bill of Sale
 - Purchase Agreement of Home
- *If you are renting:*
 - Rent or Lease Agreement/receipt (apt., trailer, or home). Must have owner's contact information for verification.
 - Current Gas, Water, or Electric Bill in Renter's name.
 - If presenting a lease, all registrants must be listed on lease.
- *If you are living with another person:*
 - A [notarized affidavit](#) of domicile address
 - Current Gas, Water, or Electric Bill of Homeowner
 - If an apartment, all registrants must be listed on lease.

Proof of domicile must show the current address and the parent/guardian's name.

5. What are the Income Guidelines?

The Louisiana State Department of Education sets the income guidelines used to determine eligibility for funding purposes. These guidelines are updated and posted after February 1st of each year. Proof of income is

required for all applications and should be provided for all adults living in the home. Families who are NOT within the income guidelines are encouraged to apply, however, placement is not guaranteed for school location.

6. What is considered proof of income?

- Two current consecutive check stubs for each parent, caregiver, affiant (the person you live with) in the household, (if the affiant does not support you financially, in lieu of affiant's proof of income, you must complete [FORM B \(www.tpsd-la.schoolloop.com\)](http://www.tpsd-la.schoolloop.com), OR
- SNAP/Food Stamp CASE Benefits (must include child's name, parent/guardian's name, and expiration date. Must be current. OR
- If not a full-time employee, your employer MUST complete [FORM C \(www.tpsd-la.schoolloop.com\)](http://www.tpsd-la.schoolloop.com), OR
- Unemployment Benefits, OR
- Monetary Determination letter from the Workforce Commission, OR
- Statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs, OR
- Current foster care placement agreement from DCFS, OR
- Parent(s) who are unemployed must submit [FORM A \(www.tpsd-la.schoolloop.com\)](http://www.tpsd-la.schoolloop.com) and income documentation from support source, OR
- If self-employed, or paid in cash, complete [FORM D \(www.tpsd-la.schoolloop.com\)](http://www.tpsd-la.schoolloop.com).

7. Can I request special permission for a child in prekindergarten?

Children who fall within the income guidelines in each school area will be given priority for placement. Special permission can be requested, however, special permission is not guaranteed to be granted.

8. Will all students that apply be accepted into a class?

According to funding guidelines, each class can have a maximum of 20 students. All applications will be reviewed by district staff for income ELIGIBILITY, and parents will be notified upon acceptance. Students whose families do not fall within the income guidelines will be offered a spot, however, location will not be guaranteed and parents may have to provide transportation both to and from school.

9. What is the criterion for acceptance? Is it first come, first serve?

Acceptance into a prekindergarten class will NOT be on a first come, first serve basis. First consideration goes to students whose families fall within the Income Guidelines (Answer # 2). Academic risk will determine priority placement for those whose families do NOT fall within the income guidelines.

10. Does the program accept 'provisional custody' as proof of custody and/or proof of domicile?

Yes, the program does recognize provisional custody for the acceptance process IF the provisional custody paperwork has been filed with the Clerk of Courts Office in accordance with TPSD guidelines..

11. My child CURRENTLY attends the Early Childhood Special Ed. Class at school and/or is receiving speech/OT/PT services at school. Do I have to apply?

YES. In order to be considered for prekindergarten next year, an application MUST be completed.