

## Prekindergarten Application 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 the next school year. Applications will be available at [ALL elementary schools](#) and at 7573 Park Avenue, Houma, Louisiana. An application can also be downloaded and completed from the links above.

**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 and posted at [www.tpsd-la.schoolloop.com/prekindergarten](http://www.tpsd-la.schoolloop.com/prekindergarten)).

If a parent has access, completed applications and documentation may be scanned and emailed to [earlychildhood@tpsd.org](mailto: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.

### 3. What does a parent need to apply?

- Proof of domicile (street) address (See Question/Answer # 4.)
- 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 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](#), OR
- SNAP/Food Stamp CASE Benefits (must include child's name, parent/guardian's name, and expiration date. Must be current. OR
- If you are not a full-time employee, have your employer complete [FORM C](#), 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](#) and income documentation from support source, OR
- If self-employed, or paid in cash, complete [FORM D](#).

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

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

**7. 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 are encouraged to apply; however placement is not guaranteed for school location.

**8. 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 those who qualify according to the Income Guidelines. Academic risk will determine priority placement for those whose families do not fall within the income guidelines.

**9. 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 and in accordance with the TPSD guidelines.

**10. 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.

**11. What are the income guidelines?**

The Louisiana Department of State Education sets the income guidelines used to determine eligibility for funding purposes. These guidelines are updated and posted after February 1 of each year. Proof of income is required for all applications and should be provided for all adults in the child's home. Families who are **not** within the income guidelines are encouraged to apply; however, placement is not guaranteed.