Pre-K Application Steps

☐ **STEP 1.** Obtain an Identification Number by completing the attached packet while visiting an MNPS Enrollment Center, Early Learning Center or Family Information Center to get your ID number.

Pre-K Identification Number 190

☐ **STEP 2.** Using the 190 ID number you obtained in Step 1, submit the Pre-K Application on-line at www.mnps.org.

*If needing technology assistance or access to a computer, enrollment centers or elementary school sites can assist.*

**March 31st (3:30 P.M.)** - Deadline to Apply for Pre-K for the April 16th Selection Day

☐ **STEP 3.** View selection status on-line at www.mnps.org

<table>
<thead>
<tr>
<th>April 16th</th>
<th>Selection Day – Acceptance/Wait List Letters mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Click on the heading <em>Schools</em></td>
</tr>
<tr>
<td></td>
<td>• Click on <em>School Options</em></td>
</tr>
<tr>
<td></td>
<td>• Click on <em>Accept Your Seat</em></td>
</tr>
<tr>
<td></td>
<td>• Enter your child’s information (last name, ID number and date of birth)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May 1st</th>
<th>Deadline to Return Acceptance Letters to accepting school site</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Families will need to return signed Pre-K Acceptance Letter along with required documentation for enrollment (current physical and immunization/proof of income)</td>
</tr>
<tr>
<td></td>
<td>• Proof of income (W2 Form, income tax return, government assistance letter e.g.)</td>
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<tr>
<td></td>
<td><em>If selected, families must provide the appropriate documentation in order to complete enrollment.</em></td>
</tr>
</tbody>
</table>

**Additional Dates of Interest**

<table>
<thead>
<tr>
<th>Beginning May 1st</th>
<th>Additional pulls will be made daily as vacancies occur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selections After May 1st</td>
<td>Deadline to return Pre-K Acceptance Letter and documentation is 1 week after selection is made</td>
</tr>
<tr>
<td>August 4</td>
<td>First Day of School – Half-Day - Pre-K accepted student must report the 1st day of school</td>
</tr>
</tbody>
</table>

*Pre-K Application Process Tips Below*
• **Before Applying**
  
  o Be sure to access the Pre-K Application Guide at [www.mnps.org](http://www.mnps.org) prior to applying to view the full list of Pre-K programs in each school site and to determine program eligibilities and services offered (fee base seats, Before and After Care etc.)

• **After Submitting Application**
  
  o Families can follow the status of their child’s application by visiting [www.mnps.org](http://www.mnps.org)
  
  o All applicants applying will be placed on the school’s waiting list and selected when a vacancy occurs

• **After Selection Process**
  
  o If selected, families must accept the seat on-line **and** provide the appropriate documentation to the accepting school in order to complete enrollment process
    
    o Current physical and immunization
    
    o Proof of income (W2 Form, income tax return, government assistance letter e.g.)

For information on Pre-K programs in Metro Nashville Public Schools, please access [www.mnps.org](http://www.mnps.org). Click on the heading Academics and then Early Learning.
To apply for an ID Number you will

**Child Birth Certificate or Verification** (Passport, Visa, I-94, etc.)

**Parent or Guardian Photo ID**

**Proof of Residence** (Current Utility Bill or Lease/Mortgage Document in the Parent or Guardian’s name)

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**Statement of Residence: Where does the applicant stay at night? (Please check ONE)**

- [ ] Home/Apartment owned or rented by the Applicant’s parent/legal guardian
- [ ] in a motel  
- [ ] a campsite  
- [ ] in an automobile  
- [ ] With a relative or friend (family does not have a residence)  
- [ ] Other housing (please explain) ________________________________

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**Applicant Name Last _____________________________ First _________________________ Middle ________________

Child’s age as of August 15th, 20__      _____ years old

**Gender (circle one) ** Male or Female          **Date of Birth ____/____/______      Social Security# ______-____-______**

**Ethnicity (circle one) ** Hispanic or Non-Hispanic

**Race (circle all that apply) ** Black/African American   White   American Indian/Alaskan Native Asian   Pacific Islander/Native Hawaiian

Country of Birth ____________________ State of Birth ______ County of Birth ____________________ City of birth ___________________

**Home Primary Language ____________________________ Mother's Maiden Name ____________________________________________

Please list children in the household enrolled in a Metro Nashville Public or Charter School

1. Name ___________________________________________ DOB ____/____/______ MNPS ID number 190_____________

2. Name ___________________________________________ DOB ____/____/______ MNPS ID number 190_____________

**Applicant and Enrolling Parent or Guardian’s Address**

Residential Address ___________________________ Apt # _____ City ___________________________ State _____ Zip ______

Mailing Address (only complete if mailing address is different from residential address)

Mailing Address ___________________________ Apt # _____ City ___________________________ State _____ Zip ______

**Parents or Guardians living in the household with child - (please list only 1 person per box)**

1. **Relationship to child: (circle one) ** Mother / Father / Legal Guardian

   Last Name ___________________________________ First Name ___________________________ MI _____

   **Date of Birth ____/____/______  Gender (circle one) ** Male or Female

   **Cell Phone ___________________________ Home Phone ___________________________ Email Address ___________________________**

   This person needs access to: (circle all that will apply) portal / attendance / behavior / mailings / teacher / messages

2. **Relationship to child: (circle one) ** Mother / Father / Legal Guardian

   Last Name ___________________________________ First Name ___________________________ MI _____

   **Date of Birth ____/____/______  Gender (circle one) ** Male or Female

   **Cell Phone ___________________________ Home Phone ___________________________ Email Address ___________________________**

   This person needs access to: (circle all that will apply) portal / attendance / behavior / mailings / teacher / messages
Parent or Guardian living at a different address other than the one listed above

Relationship to child: (circle one)  Mother / Father / Legal Guardian

Last Name __________________________ First Name ________________________________________ MI ______

Date of Birth ___/___/______ Gender (circle one)  Male or Female

Address ___________________________ Apt # ______ City ______________________ State ________ Zip ________

Cell Phone ________________________ Home phone __________________________________

Email Address ______________________

This person needs access to: (circle all that will apply)  portal / attendance / behavior / mailings / teacher / messages

Emergency Contact

(If school personnel cannot reach the parent or guardian listed, who do they call and in what order)

1. Contact Name ______________________ Gender (M / F) Phone# ______________ Relationship ____________

2. Contact Name ______________________ Gender (M / F) Phone# ______________ Relationship ____________

Legal Notice

Is there a court order restricting any person access to the child? ___Y ___N

If you answered yes regarding Legal Notice, you must provide a current Magistrate/Judge signed court order.

Child Health Information

Does the child have any health problems? ___ Yes ___ No

If yes to the question above, please provide details and documentation: ____________________________________________

____________________________________________________________________________________________________

Incomplete packets will not be accepted and cannot be held by a school, Enrollment Center or the Family Information Center.

I certify that I am the parent or guardian of the child listed and I have provided MNPS with accurate information as required by State Law, that the above address is the primary residence where my child and I live.

I will notify the school of any change in residency status within 10 days of that change.

Parent’s or Guardian’s Signature ___________________________ Print Name ________________________________

Date Signed ___________________________

*FOR MNPS ENROLLMENT CENTER USE ONLY*

____ Search Infinite Campus    ____ Search EIS     ____ Medical Alerts  190

____ HERO/emailed      ____ Scan Packet to IC and DQI Drive  ____ Legal Alert

Completed By __________________________________________

First name ___________________ Last name ____________________________

1/7/2020 DQI
Tennessee Migrant Education Program - Occupational Survey

Your child may qualify to receive free educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

<table>
<thead>
<tr>
<th>STUDENT FIRST NAME:</th>
<th>STUDENT LAST NAME:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL:</td>
<td></td>
<td>Grade</td>
</tr>
<tr>
<td>PARENT/GUARDIAN NAME:</td>
<td></td>
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</tbody>
</table>

1) In the past three years, has your family moved to another city, state, and/or county?
   □ Yes       □ No

2) Do you or anyone in your immediate family currently work or have worked (in the past three years) in any of the following occupations?
   □ Yes       □ No

   a. If yes, please circle all that apply:

   - Processing & Packing (fruit, vegetables, chicken, eggs, pork, beef, etc.)
   - Agriculture/Field Work (planting, picking, and sorting crops; soil preparation; irrigation; fumigation; etc.)
   - Dairy/Cattle Raising (feeding, milking, rounding up, etc.)
   - Nursery/Greenhouse (planting, potting, pruning, watering, etc.)
   - Forestry (soil preparation, planting, growing, cutting trees, etc.)
   - Fishing/Fish Processing (catching, sorting, packing, transporting fish, etc.)

If you answered “yes” to the questions above, please continue. Otherwise, your form is complete.

3) How long have you been in this county in Tennessee?

<table>
<thead>
<tr>
<th>Weeks:</th>
<th>Months:</th>
<th>Years:</th>
</tr>
</thead>
</table>

Home Address:

<table>
<thead>
<tr>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

Telephone (with area code):

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<tr>
<th>For school use only:</th>
<th>If questions 1 and 2 are “yes,” please send the survey to your district migrant liaison. If you have questions, call (931) 212-9539 to speak with the Tennessee Migrant Education Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District:</td>
<td>Student State ID:</td>
</tr>
</tbody>
</table>
MILITARY CONNECTIONS SURVEY

School Name: _______________________________ Grade: ________

Student #: ________ Student Name: ___________________________ Birthdate: ________________

Under ESSA regulations, school districts are required to identify students whose parent(s) or legal guardian(s) fall within the three military-related classifications shown below. Classifications are only collected for parent(s) and/or legal guardian(s) of students not for students enlisting in the military.

4-Active Duty Military: Parent or guardian on National Guard duty or Active Guard Reserve (full-time Reserve duty) or Active duty in a branch of the Armed Forces.

5-National Guard Military: Parent or guardian who participates in the National Guard on a part-time basis.

6-Reserve Military: Parent or guardian who participates on a part-time basis in the Reserves of a branch of the armed forces

Parent(s)/legal guardian(s) for students must match Guardian information contained in MNPS student records.

<table>
<thead>
<tr>
<th>Name of Parent or Legal Guardian</th>
<th>Start Date of Current Military Service</th>
<th>Classification: 4- Active Duty, 5- National Guard, or 6- Reserve</th>
<th>Branch: (Army, Navy, Air Force, Marine Corps, or Coast Guard)</th>
</tr>
</thead>
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</table>

Parent/Guardian Signature: ___________________________ Date: ________________

For more information about USED commitment and services for military families: https://www.ed.gov/veterans-and-military-families