

**PARENT'S CHECKLIST
For Beginning Preschool**

9/16/14

All documents must be received prior to the first day of school except for the eye exam (phase in for preschool)

- Preschool Student Enrollment Form:**
Please double-check to have **ALL** information complete and correct. By having this form as a reference, we hope to better understand your child.
- Household and Income Form:**
Complete if the child turns 4 on or before August 01 and submit proof of income.
- Proof of Income:**
Current pay stubs or most recent income tax return
- Proof of Residence Form:**
Before your child enters school you will need to provide two items in your name with your property address and complete the proof of residence form. You may provide a purchase or lease agreement, signed statement from owner, current gas, water or electric bill or driver's license with the property address
- Kentucky Immunization Certificate:**
This is the official record of your child's immunizations. It can be obtained from the local health department or the child's physician. It must contain an expiration date to be valid. You **must** have a current Kentucky certificate **before** your child enters school.
- Physical Exam:**
This needs to be filled out and signed by your doctor **before** your child enters school. The school physical must be completed within the previous 6 months of entering public school. This information must be written on the Kentucky Medical Form. Your doctor will transfer the information from another state to the Kentucky Form. Forms are available if needed.
- Birth Certificate: KRS 158.032 (3) (4)***
The birth certificate will be copied and returned to you. The schools require the **official** certificate filed with the birth state. The hospital certificate (little feet) and wallet copies will **not** be accepted as a legal birth certificate for enrolling in public schools. We have applications if needed.
 - 3) Upon enrollment of a student for the first time in any elementary or secondary school, the school shall notify in writing the person enrolling the student that within thirty (30) days the person shall provide either:
 - a) A certified copy of the students birth certificate; or
 - b) Other reliable proof of the student's identity and age, and an affidavit of the inability to produce a copy of the birth certificate.
 - 4) Upon the failure of a person enrolling the student to comply with this section, the school shall notify the person in writing that unless he complies within ten (10) days the case shall be referred to the Department of Kentucky State Police or local law enforcement officials for investigation. If compliance is not obtained within the ten (10) day period, the school shall so refer the case.
- Eye Exam: KRS 156.160 (1) (h)***
Your child will be required to have a vision examination by an optometrist or ophthalmologist **no later than January 1 following original entry into preschool, kindergarten, or first-time entrance to public schools.** Forms are available at the Board of Education 270-422-7500.

*A vision examination by an optometrist or ophthalmologist that shall be required by the Kentucky Board of Education. The administrative regulations shall require evidence that a vision examination that meets the criteria prescribed by the Kentucky Board of Education has been performed. This evidence shall be submitted to the school no later than January 1 of the first year that a three (3), four (4), five (5), or six (6) year-old child is enrolled in a public school, public preschool, or Head Start program.