



## Frequently Asked Questions About PreK

[www.scsk12.org/prek](http://www.scsk12.org/prek)  
[PrekRegistration@scsk12.org](mailto:PrekRegistration@scsk12.org)

<p><b>How do I get my child registered for Pre-K/Head Start?</b></p>	<p>The online application will be available beginning February 28, 2023. After parents submit the online application, staff members will contact the parent to schedule an eligibility interview. The interview will be held by phone or in-person based on the parent’s choice.</p> <p>Visit the website at <a href="http://www.scsk12.org/prek">www.scsk12.org/prek</a> to apply, for the list of required documents and for the most up-to-date information. You can also email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> if you have additional questions.</p>
<p><b>How old does my child have to be to apply for Pre-K?</b></p>	<p>For the 2023-24 school year, the child must be 4 years old by Aug. 15, 2023. If applying for Head Start, the child must be 3 years old by Aug. 15, 2023.</p>
<p><b>How do I submit the required documents?</b></p>	<p>Parents can submit the required documents by uploading them as they complete the online application, or they may bring them for the appointment if they schedule an in-person interview. Staff members may also email parents to inform them of what documents are missing prior to the eligibility interview. Parents may also email documents to <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a></p>
<p><b>Where can my 3-year-old attend school?</b></p>	<p>We accept a limited number of 3-year-old children in our center-based classrooms and select school-based classrooms.</p>
<p><b>Are Head Start and PreK the same?</b></p>	<p>Memphis-Shelby County Schools is the grantee for both Head Start and Pre-K.</p>
<p><b>What do I need to have for registration?</b></p>	<p>Eligibility interviews will occur in-person or via phone by appointment only. Go to our website at <a href="http://www.scsk12.org/prek">www.scsk12.org/prek</a> to see a list of required documents. You may email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> to schedule an interview.</p> <p>Parents can submit the required documents by uploading them as they complete the online application. Parents may also email documents to <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a>. Staff members may also email parents to inform them of what documents are missing prior to the eligibility interview.</p>
<p><b>Do I have to bring my child to registration?</b></p>	<p>The application will be online and the eligibility interviews will be held by phone or in-person by appointment only for the 2023-24 school year. Children do not need to be present during the eligibility interview.</p>

<b>Will they tell me if my child is accepted on the day of the interview?</b>	No. Parents who apply, submit the required documentation, and complete the eligibility interview will be notified by email of their child’s acceptance beginning May 19, 2023, and typically within 3 weeks of completing the process thereafter.
<b>Is it required for me to have my child’s birth certificate for registration?</b>	A certified birth certificate is preferred. However, the mother’s copy is acceptable, and a parent may also use the child’s passport or other age verification documentation.
<b>Is it required for me to have my child’s physical and shot record for registration?</b>	Yes. Immunizations must be on the Tennessee Certificate of Immunizations. The doctor must indicate that the child’s immunizations are up-to-date. There is also a place on the form for the doctor to indicate that the child’s physical is current. If a child is accepted into the program, the child’s immunizations and physical have to be current and up-to-date <u>PRIOR</u> to the child entering the classroom and must be updated as needed throughout the time the child is enrolled.
<b>Why do I have to provide my income?</b>	Head Start and Pre-K are needs-based programs. We are required to verify both the age of the child and the income for the family and household. Children are selected to participate in the program using the U. S. Federal Poverty Guidelines.
<b>I am probably over-income, should I apply?</b>	Any parent can apply to the program. Families who are over-income will be considered once all income-eligible children are placed. This usually does not occur until late September. We are also piloted a tuition-based option at three locations for over-income families who may be interested.
<b>How will I find out if my child has been accepted into the program?</b>	Parents will be notified by email if their child has been accepted into the program beginning May 19, 2023, and typically within 3 weeks of completing the process thereafter. Parents can also email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> after this date to inquire about the application status.  Parents will receive a verification email from the data management system after completing the online application. Please follow the steps provided to verify the email to receive the email communications and gain access to the parent portal.
<b>What schools still have space available for my child to attend?</b>	Parents are asked to select three school choices. There is a chance that there will not be an opening at the first school of your choice. If all selected choices are unavailable, your child will be placed on the waitlist for the first selected school.
<b>My child turns 4 in December. Can my child be screened for the 4-year-old category in December?</b>	No. Regardless of the application date, the child must have turned 4 by Aug. 15th of the current school year in order to be accepted into a 4-year-old classroom.
<b>Can I check on the status of my child’s transfer?</b>	Contact the Early Childhood Office by calling (901) 416-3450 or email <a href="mailto:prekregistration@scsk12.org">prekregistration@scsk12.org</a> . Please allow up to 2 weeks before inquiring

	about your child’s status.
<b>I cannot come to the screening. Can someone else bring my child to be screened?</b>	Eligibility interviews are held with the child’s parent or legal guardian and will occur by phone or in-person by appointment only based on parents’ preferences. Parents should schedule their interview around their schedules when possible. Children do not need to be present for the eligibility interview.
<b>I live with someone else. Can I bring mail to the screening as proof of address?</b>	If you live with someone else, you will need to complete the <i>Shared Residence Affidavit</i> and have it notarized. You will also need to provide two pieces of mail that contain your name and the address in which you share. You can locate the <i>Shared Residence Affidavit</i> on the Memphis Shelby County Schools web page.
<b>How long will it take my child to come off the waitlist?</b>	When an opening becomes available, the next eligible child on the waitlist will be selected. There is no way to predict the time because placement is dependent upon an opening becoming available and the child’s place on the waitlist.
<b>I have been accepted to the center or school of my choice. Do I have to notify the school my child is enrolled?</b>	No. Parents are not required to notify the school. The Early Childhood Department will notify all center directors, teachers, and school administrators.
<b>I have been accepted to Pre-K and it says I have to attend an orientation. Will I have to go to the school?</b>	Yes. Teachers and the Family Engagement Specialists will be working together to provide the orientation session at the beginning of the school year. All parents will be expected to participate.
<b>Is transportation provided with the program?</b>	No. The parent is responsible for bringing the child to school and picking the child up from school.
<b>Will Pre-K Students receive devices?</b>	Yes, all Pre-K students who are enrolled in MSCS Early Childhood Classroom, Community Partner Affiliate and Head Start classrooms will receive devices.

**Still have questions?**

Email us at [prekregistration@scsk12.org](mailto:prekregistration@scsk12.org)