

# Austin Independent School District

## Early Childhood/Pre-K Department



### Instructions for Parents of Students for the Tuition Based Prekindergarten Application Process for 2018-19

#### STEP 1:

Determine whether your child may qualify for the state-mandated prekindergarten program at no cost.

To be eligible for enrollment in the state-mandated pre-K program, a child must be four years of age on or before September 1<sup>st</sup> of the current school year, live in the district, and must:

- Be unable to speak and/or comprehend the English language; or
- Be educationally disadvantaged (qualify for free/reduced lunch); or
- Be homeless, as defined by 42 U.S.C. Section 11302; or
- Be the child of an active duty member of the armed forces of the United States; or
- Be the child of a member of the armed forces of the United States who was injured or killed while serving on active duty; or
- Currently or ever have been in the conservatorship of the Department of Family and Protective Services.

Determine whether your child may qualify for the Preschool Program for Children with Disabilities (PPCD) PPCD is a program that serves children between the ages of three and five who have delays in the areas of speech, language, physical, social and/or emotional development. Eligible students attend this program at no cost.

#### STEP 2:

Children who are four years old on or before September 20th of the current school year and who do not qualify for either the Preschool Program for Children with Disabilities (PPCD) or the state-mandated prekindergarten program provided for qualifying students, as described above, are eligible to enroll in the tuition supported prekindergarten program.

A parent may choose to send their child to any tuition supported campus in AISD; however, they must submit a transfer request for approval and must provide their own transportation.

Tuition supported prekindergarten will be offered at the following schools for school year 2018-19.

- **Tuition Supported Prekindergarten:** Allison, Andrews, Baldwin, Blackshear, Boone, Brentwood, Brooke, Casey, Casis, Cowan, Cunningham, Davis, Doss, Galindo, Govalle, Guerrero Thompson, Gullett, Hill, Jordan, Joslin, Kocurek, Maplewood, Mathews, McBee, Menchaca, Metz, Mills, Odom, Ortega, Overton, Palm, Patton, Pecan Springs, Pillow, Pleasant Hill, Uphaus, Williams, Wooten, Zavala, Zilker
- **Dual Language Tuition Supported Prekindergarten (English-Spanish except as noted):** Becker, \*Blanton, \*Dawson, \*Perez, Reilly, Ridgetop, \*Sanchez, \*Summitt (Vietnamese), Sunset Valley, \*Travis Heights
- \*These dual language campuses also offer an option for a non-dual language classroom as well.

Contact the school in which you are interested to obtain additional information about the program and to secure an application packet. Application packets will be available beginning January 3, 2018 for school year 2018-19. **If you are interested in the dual language as well as the tuition supported prekindergarten program, a separate dual language application will be required and is available at the campus.**

**Employee Out of District Applications must be obtained and submitted at the Student Services Office at CAC.**

Initially there will be finite number of slots available at each tuition campus and AISD will hold a lottery to determine student placement. Class sizes in AISD are approximately 19:1. After all tuition positions have been filled, an official waiting list will be developed, and parents will be notified in the fall if space becomes available.

### STEP 3:

COMPLETED application packets and ALL required documents must be submitted to your campus (or CAC Student Services for employees who live out of district) NO LATER THAN the end of business on January 31, 2018. Completed packets submitted after this date may not be considered in the initial placement lottery. Applications received after the initial lottery deadline will be considered on a space available basis based on the date of receipt. Items needed for a complete packet are listed below.

- Completed Tuition Supported application packet that includes:
  - Tuition Supported Parent Agreement Form
  - Transfer Request Form (if this is not your home school)
  - Student Registration and Data Verification Form (2017-2018 SR290)
  - Home Language Survey
- The child's birth certificate
- Picture ID of the parent/guardian enrolling the student
- Proof of residence of this person (recent electric bill, current lease agreement, recent tax receipt that shows the property as homesteaded, recent mortgage payment receipt). NOTE: "Recent" means the document must be dated within 45 days.

### STEP 4:

Submit all documents to the school (or CAC Student Services for employees who live out of district) no later than January 31, 2018. However, the requested campus would appreciate having your packet as soon as it is ready to begin the paperwork process.

Priority consideration will be given to siblings and home school students and AISD staff dependents.

\*NOTE: If there are more students in a group than there is space, a lottery will be conducted. Acceptance and denial letters will be emailed to the email address you provided on the Tuition Supported Parent Agreement by March 9<sup>th</sup>. If your child is accepted, go to STEP 6. If your child is denied, go to STEP 5.

**After the lottery, applications will continue to be taken. Accepted or wait list positions will be awarded on a space available basis.**

### STEP 5:

If your child is denied to the program due to lack of space, you will be given information as to his/her position on the waitlist. You may call the Early Childhood office for information on schools with open spaces. If you choose one of these schools, your child will lose his/her position on the waitlist for the first school.

### STEP 6:

When your child is accepted into the program, you should contact the school to complete registration paperwork. Note that there will be open registration at all elementary schools during the week of April 2, 2018. It is recommended that you complete the registration process at that time, but completion must be finalized by April 30, 2018 to be in the 2018-2019 program.

After acceptance into the Tuition Supported Prekindergarten program, you will receive a request from the Early Childhood office in the AISD Central Office regarding your choice of payment terms. This form will be sent to you along with your acceptance letter into the Pre-K program and due prior to your child officially attending school for the fall. Your child will not be able to start without the form being returned or payment. All payments are handled at AISD's Central Office location (AISD- Early Childhood, 1111 W 6<sup>th</sup> St. A-400, Austin TX 78703).

If you have any questions about the process, please contact Diana Perez at 512-414-9684 or [diana.perez@austinisd.org](mailto:diana.perez@austinisd.org)