



## **Voluntary Pre-Kindergarten Required Documents**

1. You will need a valid email address to use as your Username. If you do not have one, please set up a free Gmail account at [google.com/gmail](https://www.google.com/gmail).
2. Proof of Age
  - An original or certified copy of the child's birth record filed according to law with the appropriate public officer;
  - An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by a notarized affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent;
  - An insurance policy on the child's life which has been in force for at least two years;
  - A passport or certificate of the child's arrival in the United States;
  - An immunization record signed by a public health officer or licensed practicing physician; or
  - A valid military dependent identification card or a federal or state government issued identification card.
  - If a child's parent is unable to submit any of the supporting documentation listed above, the coalition may accept a parent's notarized affidavit of the child's age accompanied by a letter on official letterhead signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct.
3. Proof of Address/Residency
  - Utility bill (electric, gas, water), cable, internet, home or cellular phone bill dated within 12 months of the date the child application is submitted;
  - Pay stub dated within 12 months of the date the child application is submitted;
  - Residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted;
  - Government-issued document (for example, Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption);
  - Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program;
  - Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program;
  - A Florida Migrant Education Program Certificate of Eligibility (COE) Form from the Florida Department of Education;
  - If no supporting documents listed in subparagraphs (2)(b)1.-7., above, are available, a coalition may accept a notarized affidavit from the child's parent accompanied by a letter from a landlord, property owner, or property leasee which confirms that the child resides at the address shown in the affidavit; or
  - If none of the supporting documents listed above are available for a child who is experiencing homelessness, a coalition shall document residency based on other supporting documents showing that the child is experiencing homelessness and resides in Florida (e.g., letter from a homeless shelter, homeless referral, student residency questionnaire issued by the local school district, or notarized statement from the child's parent).



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