

# MNPS PRE-K APPLICATION PROCESS: Checklist for Families

*This checklist helps families navigate the Pre-K Application and Seat Acceptance process. If a family is unable to apply for Pre-K online, please contact your nearest MNPS Enrollment Center to schedule an appointment. For information on your nearest [Enrollment Center](#), visit the [MNPS website](#) or contact the Family Information Center at 615-259-INFO (4636). Applicants will be placed as vacancies occur.*

## 1. OBTAIN AN MNPS STUDENT IDENTIFICATION (ID) NUMBER

Families will need to obtain a Student ID Number.

- Gather the required documents:
  - Birth certificate or record of birth
  - Proof of Davidson County residency: Current utility bill, telephone, lease, or homeowner policy in the parent/guardian name.
  - Parent/Guardian photo ID: Driver's license, state-issued ID, passport, or military ID. Parent/Guardian must be present if applying in person at an Enrollment Center.
- Upload the documents to the [MNPS Online Portal](#).
- Receive an email with your child's student ID number.
- For more information visit: [MNPS.org](#) and select "Register for School."

## 2. SUBMIT A MNPS PRE-K APPLICATION

Families will need to complete and submit a MNPS Pre-K Application.

- Visit: <https://earlylearning.mnps.org/pre-kindergarten/prek-application>
- Scroll down to Step 3 on the webpage and click on the link to the **online Pre-K application**.
- Select the school year you are applying for on the Pre-K application.
- Complete and submit a Pre-K Application.
- Save your application login information.
- For more information visit the [MNPS Early Learning website](#):



## 3. VIEW APPLICATION STATUS ONLINE & ACCEPT A PRE-K SEAT

Families can view their child's application status online. Families selected, can accept the seat online.

**Accept a Seat:** Families who are assigned a Pre-K seat will receive an email letter or text notification. If a family is assigned a Pre-K seat, they will need to complete the **Pre-K Acceptance Process** below to secure their seat.

- Visit the MNPS Pre-K Application site: <https://schooloptions.mnps.org/login> and accept your child's Pre-K seat.
- Upload the following documents to the Income Information section of your child's existing Pre-K Application:
  - Current Student Physical Record
  - Current Immunization Record
  - Income Documentation

**Waitlist:** If your child has been placed on a wait list, you will receive an email or text message when a vacancy occurs.

## 4. UPLOAD ACCEPTANCE PACKET

The additional documents listed below will be needed by the 1<sup>st</sup> day of school to finalize your child's Pre-K enrollment

- Families will receive an email or text with instructions to complete the **Pre-K Acceptance Packet**. The notification will include a weblink to access the online packet. Follow the instructions in the notification.
- Complete and submit the following documents that are in the Pre-K Acceptance Packet:
  - Pre-K Program Attendance Agreement
  - Income Verification Form (TN State)
  - Program Fee Payment Agreement (**Pre-K program fees may apply based on family's yearly income**)
  - HERO Program Form

To learn more about your child's school and the Pre-K program, visit the <https://earlylearning.mnps.org> and your child's school site webpage.

**YOU ARE DONE AND READY FOR SCHOOL!**