



LRSD Pre-K Enrollment Checklist

Fall 2022-2023

You will need to complete the following Steps:

- **STEP 1: New and Returning Students:** Complete LRSD Registration at www.cas.lrsd.org
(Do not upload documents for this link)
- **STEP 2: New and Returning Students:** Complete Pre-K Dashboard and Application at **Link Available November 29th**
You must upload the required documents below when prompted in Step 2:
- Child's Birth Certificate/Visa/Passport/Military ID Card
- 2 Proofs of Address
- Last 30 Days of Income: Only from parents living in the home (parents, guardians, step-parent)

Acceptable Verifications for Address

(If parent/guardian is sharing housing, a notarized "Head of Household Form" is required.)

- Current Utility Bill (Gas, Water or Electric)
- Current Lease Agreement
- Government Agency Document
- Mortgage Statement
- Personal Property Tax Bill
- Vehicle Registration or Vehicle Insurance

Acceptable Verifications for income: Parent/Step-Parents/Guardians living in the home with the child.

- 30 days of current pay stubs
- Letter from employer on letter head stating income and how often paid
- Self-employed: Tax Schedule C or Schedule F
- W-2 (Most Current) for each adult living in home
- If unemployed: Notarized statement showing no earned income

Free Notary On-site
(must have government issued ID)