PK Registration Flowchart

Parent brings student to register (PK3/PK4)

Parent brings student to register (PK3/PK4) as of September 1?

No

Parent applies to transfer (if possible)

Yes

Enrolling at correct campus?

No

Determine if student qualifies by:

Language

Does the Home Language Survey reflect a language other than English?

No

Yes

Did the student score less than 75 on the English pre-LAS?

No

Yes

Determine if the student qualifies by another method

Military

Determine if the student qualifies by another method

No

Yes

Determine if the student qualifies by another method

Homeless

Connect the family with Project HELP

No

Yes

Determine if the student qualifies by another method

Foster Child

Does student have letter from DFPS verifying participation in foster care? See PK packet for acceptable documentation

No

Yes

Determine if the student qualifies by another method

Income

Does student receive SNAP benefits or qualify by income chart using gross income?

No

Yes

Collect current pay stub or current SNAP letter

Student is ineligible to enroll

Will the child be 4yrs old by September 20?

No

Yes

Collect PK App and PK Income Verification Form. *See PK packet*

*exception: homeless & foster

*Follow the Project HELP protocols for collecting documentation. Enroll child immediately.

Collect and copy birth certificate, shot record, proof of residency, and photo ID of parent

*homeless

Verify PK qualification on PK application

Collect PK App and PK Income Verification Form. *See PK packet*

*exception: homeless & foster

Yes

Child can enroll as a tuition student.

No

Yes

Has the Home Language Survey reflected a language other than English?

Yes

No

Determine if the student qualifies by another method

Did the student score less than 75 on the English pre-LAS?

Yes

No

Verify military ID on the application See PK packet

Student qualifies by language; collect a copy of the Pre-LAS page including score

Yes

No

Was parent injured or killed in active duty?

Yes

No

Has the Home Language Survey reflected a language other than English?

Yes

No

Determine if the student qualifies by another method

Collect PK App and PK Income Verification Form. *See PK packet*

*exception: homeless & foster

Does parent or step parent have active military ID or other proof of active duty military status?

Yes

No

Determine if the student qualifies by another method

Student is enrolled as a tuition student.

No

Yes

Verify the student qualifies by another method

Yes

No

Determine if the student qualifies by another method

Yes

No

Determine if the student qualifies by another method

Yes

No

Determine if the student qualifies by another method

Verify military ID on the application See PK packet

Yes

No

Determine if the student qualifies by another method

See PK packet

Yes

No

Determine if the student qualifies by another method

See PK packet

Yes

No

Determine if the student qualifies by another method

*Follow the Project HELP protocols for collecting documentation. Enroll child immediately.

Have you followed the Project HELP guidelines to verify homelessness? See PK Packet

Yes

No

Determine if the student qualifies by another method

Collect and copy birth certificate, shot record, proof of residency, and photo ID of parent

*homeless

Verify PK qualification on PK application

*exception: homeless & foster

Determine if the student qualifies by another method

See PK packet

Yes

No

Determine if the student qualifies by another method

See PK packet

Yes

No

Determine if the student qualifies by another method

Yes

No

Determine if the student qualifies by another method

See PK packet