



# HOW TO APPLY FOR STPPS PRE K

## Eligibility

To qualify for free Pre K, a child must be 4 years old on or before September 30, 2020, live within the attendance boundary of the school and meet income requirements.

Paid tuition spots may be available for those who do not meet the income requirements if all seats are not filled. All families seeking tuition spots must apply online.

## How to Sign Up for Pre K

### Step 1: Apply Online

Application will be available February 3. Complete the online application at [sttammanyecnetwork.stpsb.org](http://sttammanyecnetwork.stpsb.org). All applicants, including those who are seeking paid tuition Pre K spots, must complete this application.

### Step 2: Verification Visit

After applying online, those seeking free Pre K spots must bring a birth certificate and social security card along with the required verification documents to the following location:

Harrison Curriculum Center  
STPPS Early Childhood Department  
706 W. 28th Avenue, Covington 70433  
Tuesdays and Thursdays between 8:30 AM - 4:00 PM

Bring one of the following documents along with a social security card and birth certificate to the verification visit to determine income eligibility for free Pre K:

- Food Stamp Eligibility letter (SNAP), noting case certification period and the child's name
- Two consecutive check stubs within two months of completing income verification for each working adult supporting the family. Eligibility is based on total gross household income
- Monetary Determination Letter from the Workforce Commission of LA, if unemployed
- Current foster care placement agreement from DCFS

All income documents must be in the legal guardian's name. A kiosk will be provided to print documents if needed. No emailed documents can be accepted.

Families applying for paid tuition spots do not have to complete this step until instructed to do so.

For assistance with the required verification documents or to get more information about the verification visit, please contact the Early Childhood Office at 985-898-3306 for assistance.

### Step 3: Register at School

At the verification visit, families who qualify for free Pre K will receive a pink verification sheet and directions on how to complete the registration process. Families will be given an assigned date to register only at the school noted on their verification sheet. Registration at the school cannot take place until all of the requirements are met and the family has received a pink income verification sheet.

## Required Registration Documents

Be sure to bring all of the following documents to the school on your scheduled registration date:

- Certified Birth Certificate
- Social Security Card
- 3 Proofs of residency (examples: current utility bills, signed real estate lease, etc.)
- Shot Records

If you do not have these documents or to get more information, please contact the Covington Attendance Office at 985-898-3370 or the Slidell Attendance Office at 985-646-4917 for assistance.

## Paid Tuition Placement

The Pre K program first serves students from at-risk families who meet income requirements. If all seats are not filled, paid tuition Pre K spots may be offered to families who do not meet the income requirements. All families seeking paid tuition Pre K spots must apply online to be added to a wait list. Those on the wait list will be notified of availability before school begins.