

NEW YORK CITY EARLY EDUCATION CENTER (NYCEEC)  
FULL DAY PRE-K PROGRAM  
REGISTRATION PACKET CHECKLIST

Student's Name: \_\_\_\_\_ Student's DOB: \_\_\_ / \_\_\_ /2015 Site ID: \_\_\_\_\_

Please ensure that every student's registration packet includes this checklist and all of the following items in the order below\*:

- Pre-Kindergarten Integrated Data System (Pre-KIDS) Enrollment Page Printout (from the online Vendor Portal)
- Proof of Birth (child's birth certificate or passport)
- Two Verifiable Proofs of Address (see Chancellor's Regulation A101, available at [tinyurl.com/nycdoe-regulation-a101](http://tinyurl.com/nycdoe-regulation-a101))
- NYCEEC Full Day Registration form
- Housing Questionnaire
- Parent Affidavit of Residency (if applicable, found in Vendor Portal)
  - Must attach copy of lease and one other proof of residency
- Pre-K Home Language Needs Survey

The following items do not need to be included in the registration packet sent to the DECE, but are to be kept on site at your program:

- CH-205 Child & Adolescent Health Examination Form
- Photo Release Form

\* Students living in temporary housing have a right to immediate enrollment in a Pre-K for All program, even without enrollment documents. Please see the **NYCEEC Policy Handbook** for more information, available at [tinyurl.com/NYCEECPolicyHandbook2018](http://tinyurl.com/NYCEECPolicyHandbook2018).