

**NEW YORK CITY EARLY EDUCATION CENTER (NYCEEC)**

*Full Day Pre-K and 3-K for All*

**REGISTRATION PACKET CHECKLIST**

Student's Name: \_\_\_\_\_ Student's DOB: \_\_\_/\_\_\_/2016 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).*