



Gilmer ISD Pre-Kindergarten Eligibility Worksheet

Step 1: Complete the Student Information section and verify student will be 4 years old by September 1.

Paso 1: Completar la sección de Información del Estudiante y verificar que el estudiante tenga 4 años de edad para 1 de septiembre.

Student Information/ Información del Estudiante		
Student Name/ Nombre del Estudiante:	Student DOB/ Fec. Nac. del Estudiante:	Age 4 by September 1: Yes No 4 años para el 1 de septiembre: Sí No
Parent/Guardian Name/ Nombre del Padre/Tutor:	Phone/ Teléfono:	
Home Address City, ST, Zip/ Domicilio Particular Ciudad, Estado, Código Postal:		

Office Use Only

Step 2: Review the Student Residency Questionnaire

Student Residency Questionnaire Review	
Parent/Guardian/Qualified Student answers NO to all questions in Part 1 of the Student Residency Questionnaire <ol style="list-style-type: none"> 1. Campus needs to collect proof of residency 2. Proceed to the next step of PK qualification 	Parent/Guardian/Qualified Student YES to any question in Part 1 of the Student Residency Questionnaire <ol style="list-style-type: none"> 1. Campus does not need to collect proof of residency at this time 2. Collect any other documentation paper work the family brought 3. Enroll the student 4. Follow normal procedures for verifying homelessness

Step 3: Inquire regarding Foster Care

Foster Care	
Definition: Students who are or have ever been in foster care are eligible for PK.	
Family does not have a letter from DFPS or Child Protective Services stating that child is eligible for PK <ol style="list-style-type: none"> 1. Family can contact a DFPS education specialist to obtain a letter if applicable 2. Proceed to the next step of PK qualification 	Family provided a letter from DFPS or Child Protective Services stating that child is eligible for PK <ol style="list-style-type: none"> 1. Campus makes a copy of the letter 2. Collect any other documentation paperwork the family brought 3. Campus enrolls the student

Step 4: Inquire regarding Military Qualification – check type of documentation obtained if applicable (*only need one*)

Military Qualification		
Definition: Student is a child of a member of the armed forces of the United States, including the state military forces or a reserved component of the armed forces, who is on active duty or has been injured or killed while on active duty.		CHECK ONE
If one of the following types of documentation is obtained, then campus enrolls the student. Check box for type of documentation.		
1. District employee verified US Dept of Defense (DoD) photo ID for children of active duty members <ul style="list-style-type: none"> • **** DO NOT MAKE A COPY OF ID **** • District employee that verified the ID must print and sign name 	GISD EMPLOYEE PRINTED NAME: GISD EMPLOYEE SIGNATURE:	
2. A statement of service from the installation adjutant general director of human resources for children of active members, mobilized reservists, or members of the Texas National Guard.	Campus obtained copy of statement	
3. A copy of the death certificate using the service-appropriate DoD form or a DoD form that indicates death as the reason for separation from service, for children of service member who died or were killed.	Campus obtained copy of death certificate or memorandum signed by casualty office	
4. A copy of Purple Heart orders or citation for children of service member or mobilized reservists or guardsmen who were wounded or injured in combat.	Campus obtained copy of Purple Heart orders	
5. A copy of the line of duty determination documentation for children of service members or mobilized reservists or guardsmen who were injured while serving active duty but were not wounded or injured in combat, or letter from Veteran Affairs that member is eligible for disability compensation.	Campus obtained copy of line of duty determination, official letter from a commander, or letter from Veteran Affairs	
6. Documentation that a service member is MIA for children of service members who are MIA	Campus obtained a copy of MIA documentation	

Step 5: Non-English Speaking Students

Home Language	
Documentation required for PK qualification based on language: Home Language survey and proof of oral proficiency test scores	
Parent/Guardian/Qualified completed the home language survey indicating that English is spoken in the home most of the time and that the student speaks English most of the time	Parent/Guardian/Qualified completed the home language survey indicating that English is not spoken in the home most of the time and that the student does not speak English most of the time
<ol style="list-style-type: none"> 1. Proceed to the next step of PK qualification 	<ol style="list-style-type: none"> 1. Collect any other documentation paper work the family brought 2. Enroll the student 3. Follow-up with Bilingual department for oral proficiency testing

Step 6: Automatic qualification for NSLP

NSLP - Automatic	
Children who are automatically eligible for the NSLP under criteria in federal law are eligible for PreK	
The student does not meet the following criteria: <ul style="list-style-type: none"> • SNAP or TANF (must provide Health & Human Svc letter) • Enrolled as a participant in Head Start or Even Start • Migrant • Homeless • Runaway • Foster Care <ol style="list-style-type: none"> 1. Proceed to the next step of PK qualification 	The student meets the following criteria: <ul style="list-style-type: none"> • SNAP or TANF (must provide Health & Human Svc letter) • Enrolled as a participant in Head Start or Even Start • Migrant • Homeless • Runaway • Foster Care • Medicaid Free and Medicaid Reduced <ol style="list-style-type: none"> 1. Collect any other documentation paper work the family brought 2. Enroll the student

Step 7: Child of a Star of Texas Award

Star of Texas Award
<p><i>Definition: Is a child of a person eligible for the Star of Texas Award as a peace officer under section 3106.002, Government Code; a firefighter under section of 3106.003, Government Code; or an emergency medical first responder under Section 3106.004, Government Code.</i></p> <p>Documentation Requirement: The resolution (certificate) awarded to an individual will serve as proof of eligibility to enroll the child in PK if they are eligible.</p> <p>If the Star of Texas Award eligibility does not apply, proceed to Step 8</p>

Step 8: Qualification based on Income: Parent/Guardian completes the Household Member section

Household Size Information
Total Number of People in Household:
<p><i>I certify that all the above information is true and correct and all income is reported. School officials may verify the information on the application and that deliberate misrepresentation of information may subject me to prosecution under applicable State and Federal laws.</i></p> <p>Signature of Adult Household Member:</p>

* Campus Use Only *	
Enter the number of people in the household:	
Instructions for calculating total household income:	
<p>IF all household income is paid on the same frequency (ex: all household members paid weekly), then total the income and compare to the appropriate row and column on the income guidelines chart.</p> <p>Income Frequency: _____ Total Gross Household Income: _____</p>	
<p>IF household income is paid on different frequencies (ex: weekly and biweekly), then convert each income to annual income by using multiplier below. Total the annual income and compare to the appropriate row and column on the income guidelines chart</p>	
Multipliers:	Weekly Multiplier = 52 Bi-Weekly Multiplier = 26 Twice Monthly Multiplier = 24 Monthly Multiplier = 12
Income	Appropriate Multiplier
Gross Income #1: _____ X _____ =	\$ _____
Gross Income #2: _____ X _____ =	\$ _____
Other Income:	Total Income: \$ _____
Qualification Checklist: Mark yes or no for the each item below. Sign and date the form.	
_____ The child is 4 years of age on or before September 1	_____ The child qualifies based on homelessness
_____ 1 proof of residency was provided	_____ The child qualifies based on foster care
_____ The family income meets current F/R lunch guidelines	_____ The child qualifies based on military
_____ The child automatically qualifies for NSLP	_____ The child qualifies based on language
Principal or Registrar Signature:	Date: