

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name: Entrance Requirements for Preschool</b>	
Procedure No. 5112-01-01	Eff. Date: 6/27/16
Implements Board Policy(ies) 5112.01	Last Reviewed: 6/1/16

**1. Background**

*Describe relevant background to the implementation of the policy.*

- *This policy procedure is meant to establish eligibility for preschool.*

**2. Responsibilities**

Title:	
Address:	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

The documents needed to determine eligibility for preschool include the following:

- Proof of age and legal name is required (Birth Certificate, Passport)
- Proof of residency required (Attachment)
- Proof of custody required

**4. Equity Considerations**

*Describe any equity considerations relevant to the implementation of this policy.*

**5.Related Documents / Forms**

Document Title	Description	Last Reviewed
1.Proof of Residency	<i>Acceptable documents</i>	
2.		
3.		

**6.Additional Information**

*Describe any additional information relevant to the implementation of the policy.*

Providing required documents to determine eligibility for preschool is the first step of the enrollment process. After meeting requirements for preschool an enrollment packet is completed.