

MNPS Pre-K Acceptance Packet Frequently Asked Questions (F.A.Q)

When a family has been notified that they are assigned a Pre-K seat, what are the steps to accept and secure that Pre-K seat?

Families will receive a text or email message to notify their family that they have been assigned a Pre-K seat. **Families must complete the following steps to accept and secure their Pre-K seat:**

1. ACCEPT A PRE-K SEAT: Families who are assigned a Pre-K seat will receive a text or email letter/notification. If a family is assigned a Pre-K seat they will need to complete the process below to accept their seat.

- Visit the MNPS Pre-K Application site: <https://schooloptions.mnps.org/login> and accept your child's Pre-K seat.
- Upload* the following documents to the Income Information section of your child's existing Pre-K Application:
 - Current Student Physical Record
 - Current Immunization Record
 - Income Documentation

*Note: Families can take a photo of the document to upload to the Income Information section of your child's existing application.

2. COMPLETE & SUBMIT A PRE-K ACCEPTANCE PACKET: Families will receive an email with a weblink to the online Pre-K Acceptance Packet.

- Families must complete the following online forms to complete their Pre-K Acceptance process:
 - Pre-K Program Attendance Agreement
 - Income Verification Form: State of TN Form
 - Program Fee Payment Agreement (*Fees will only apply to over income families*)
 - HERO Program Form

How can families access the online Pre-K Acceptance Packet?

Families will receive an email message with the weblink to the online packet. Families will need their child's MNPS Student ID Number and the parent's email address to complete the form. If a family needs to obtain their child's MNPS Student ID Number, please contact the Family Information Center at (615) 259-INFO (4636). Families can access the online packet through a computer/laptop, tablet or mobile device.

What languages are supported by the online Pre-K Acceptance Packet?

The online Pre-K Acceptance Packet is available in: English, Spanish, Arabic, Kurdish, Burmese or Nepali.

What should I know prior to filling out the online forms?

- MNPS Student ID: *If a family needs to obtain their child's MNPS Student ID Number, please contact the Family Information Center at (615) 259-INFO (4636)*
- Parent's or guardian's email address
- Annual Income Information*
- When using the online form, do not use your web browser's "back" button. Use the "next" and "previous" buttons within the form.
- There is a Signature Box on each online form. If you have a touch screen, you will be able to use your finger to sign the document or you can "draw" your signature (initials are accepted in this box). You will also need to enter (type) your full name in a separate signature box on each online form.

**Income information is required for families who are placed in non-fee-based seats.*

What if a family cannot access the online Pre-K Acceptance Packet?

If a family cannot access the online Pre-K Acceptance Packet a family can contact their child's school to schedule a time to pick up a printed paper copy of the Pre-K Acceptance Packet that they will need to complete and return to the [school site](#).

Why do I need to complete the Program Fee Payment Agreement Form?

The Program Fee Payment Agreement Form is filled out by all families but will only apply to families who have income over the poverty guidelines. Families meeting income eligibility, will not have to pay.

Does a family receive a confirmation when they have completed the forms?

Once a family completes the online Pre-K Acceptance Packet, they will receive a confirmation email. If families have questions, please contact your child's [school site](#) directly or the MNPS Family Information Center (615) 259-INFO (4636).

What is the deadline to complete the Pre-K Acceptance Packet?

Families should complete and submit their Pre-K Acceptance Packet prior to starting school.

Who should a family contact if they are having issues as they complete the form?

Families can contact their child's [school site](#) or the Family Information Center (615) 259-INFO (4636).