

## STEP 1: VERIFICATION OF DOCUMENTS



### Identification

- Child's original birth certificate or a certified birth certificate
- Original Parent/Legal Guardian ID (Proof that the adult registering the child is the Parent/Legal Guardian) The name on the birth certificate should match the parent/guardian's picture ID or court documents of legal custody.



### Income Verification

- Please supply the following recent documents (select all that apply to your family):
  - Income Tax Form 1040
  - W-2
  - Two most recent pay stubs
  - Unemployment or workers' compensation
  - Supplemental Security Income (SSI)
  - Temporary Assistance for Needy Families (TANF)
  - Supplemental Nutrition Assistance Program (SNAP)
  - Income from education assistance
  - Alimony and child support
  - Income from estate or trust
  - Rents and royalties
  - Pension or retirement income
  - Veterans' benefit payment
  - Foster Care Reimbursement
  - Financial assistance from outside the household



### Residency Verification

Must  
Select 1

- Registering adults must provide all documents that clearly note the parent/legal guardian and Alexandria City address.
  - Lease agreement in parent's name signed by rental management office
  - Deed of parent's house
  - Mortgage prepared by the lender or the initial mortgage contract



### Residency Supporting Documents

Must  
Select 2

- All documents must be current within the past 60 days & clearly notes the parent/legal guardian name & Alexandria City address.
  - Utility bill: water, gas, electric, cable and or bill/receipt
  - Personal Alexandria property tax
  - Mailed letter from a government agency (SNAP, TANIF, Medicaid, HUD, ARHA, IRS, etc.)
  - Pay stub (noting Virginia tax withholding), latest federal/state income tax return
  - 2 consecutive bank statements
  - Homeowner or renter's insurance policy

## STEP 2: HEALTH DOCUMENTS



### Medical Requirements

Medical documents  
must be stamped  
or signed by the  
medical physician

- Commonwealth of Virginia School Entrance Health Form
- Immunization Records (Documenting month, day and year each was administered)
  - (4 doses) Diphtheria, Tetanus, Pertussis (Dtap, DTP or Tdap)
  - (3 doses) POLIO (OPV or IPV)
  - (1 dose) Measles, Mumps, & Rubella (MMR)
  - (1 dose) Varicella (Chicken Pox)
  - (1 dose) Haemophilus Influenzae (HIB)
  - (1 dose) Pneumococcal Vaccine (PCV)
  - (3 doses) Hepatitis B (HepB)
  - (2 doses) Hepatitis A Vaccine (HepA)

- Blood Lead and Hemoglobin test
- Negative Tuberculosis Risk Assessment, PPD Tuberculin Skin Test, IGRA blood test, or negative Chest X-Ray, completed in the United States and Administered within 12 months prior to the child's first day of school.
- Physical Examination Report State law (ref. Code of Virginia § 22.1-270) requires that your child receives a comprehensive physical examination in the United States before entering preschool in a public elementary school. The physical examination must be dated within one year prior to the date of entry into preschool.