

Kent County Preschool Intake Steps

STEP 1 Complete online application at preschool.kentisd.org.

Children must be 4 on or before September 1.

STEP 2 Turn in all required documentation

- Proof of birth – copy of legal birth certificate, passport, hospital record, baptismal record or other government form
- Proof of income – (*for everyone who contributes to the household*) income tax form, W-2, pay stub, unemployment, written statement from employer, foster care reimbursement, SSI documentation, child support, alimony, or pensions
- Proof of residency – driver’s license with current address, current utility bill, rent receipt, tax bill or land contract
- Most recent Physical or Well child Checkup or Health Appraisal form
- Immunization Record
- If your child has an IEP we will need a copy

Documents can be emailed to KCPI@kentisd.org or mailed to KCPI, 2930 Knapp NE, Grand Rapids MI 49525. Intake staff can also be reached by phone at 616-447-2409.

STEP 3 **Placement** You will be contacted by email as soon as placement is made for your child. Placements will start Mid-July and will continue until all spots are filled. Placements are made based on need using the State of Michigan required placement process.

