FBISD
INSPIRE • EQUIP • IMAGINE
EARLY CHILDHOOD

Parent/Guardian,

Thank you for completing the PreK online application for your child.

Your child's acceptance in the PreK program is conditional until ALL documents are submitted, verified, and student meets PreK eligibility criteria as outlined by the Texas Education Agency (TEA).

Follow the next steps towards completing your child's enrollment:

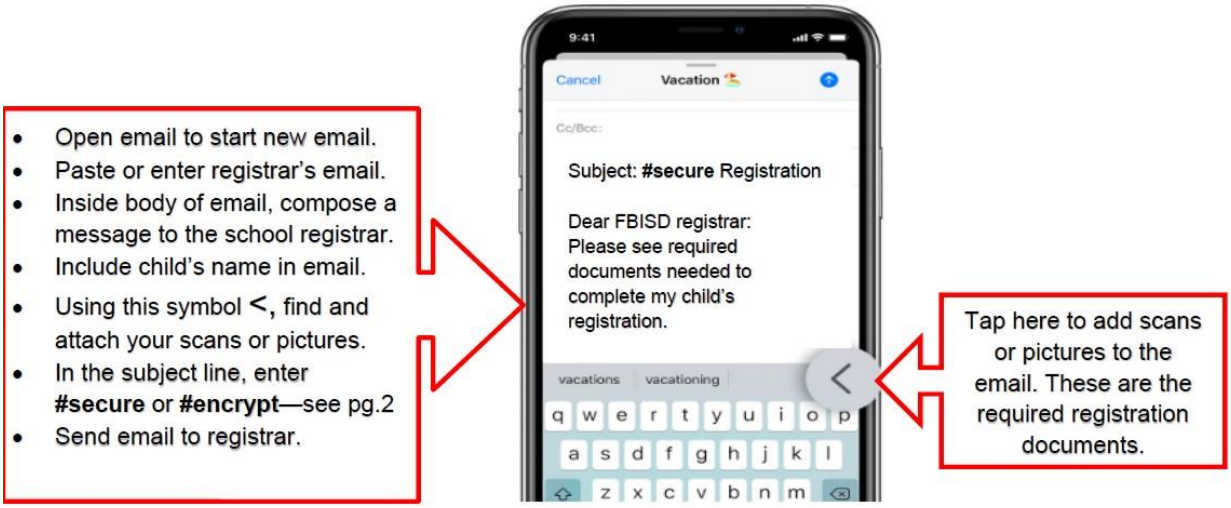
Step 1- Contact the registrar (ADA) of your zoned school or the PreK program campus that is assigned to your neighborhood to schedule the enrollment appointment via phone. For an updated list of Fort Bend PreK campuses visit https://www.fortbendisd.com/Page/1025

Step 2- Gather all qualifying documentation before the appointment.

- Birth certificate or other TEA acceptable document
- Social security card (If this is not available, a unique ID can be issued by the district. Contact Student Affairs)
- Income eligibility documentation (If this will be their qualifying criteria). Documentation includes:
  - Current paycheck stub, letter from employer stating gross wages paid/how often paid, worker's compensations or disability payment stub, current SNAP or TNAF case number for free meals.
  - For self-employed, business or farming documents, such as ledgers books and or self-issued paycheck stubs or last year's income tax returns are acceptable documents. Verification of Military Department of Defense Identification (parent or child ID) or other military documentation outlined by the Texas Education Agency. If the campus has questions, review the military section at TEA-PK FAQ Question28
- DFPS verification that the State has issued conservatorship for the child either past or present
- Parent/guardian official identification with a picture
- Proof of residency such as a deed, lease or mortgage agreement
- Utility bill (gas, water or electric)
- Updated immunization record
- **Please Note do not take a picture or copy of DoD identification**.

Step 3- Take a picture or scan qualification documents. Below are useful links with steps on how to scan documents using an iPhone or an Android phone. You may also use the instructions below for more information.

Step 4- Submit documents electronically to email address provided above. Right-click on registrar's name and select "copy email address" or select "open in new tab" to reveal email address. Read information below on the FBISD Secure Email Service.



Step 5- Expect email communication from the school's ADA, with confirmation of received documents and follow up if needed.

Step 6- Parents of students whose Home Language Survey indicates a language other than English, will receive instructions from the registrar on how to schedule language testing when FBISD facilities re-open.

NOTE: *Your child's acceptance in a PreK program for the is conditional until ALL documents are submitted, verified, and student meets PreK eligibility criteria as outlined by the Texas Education Agency (TEA).*

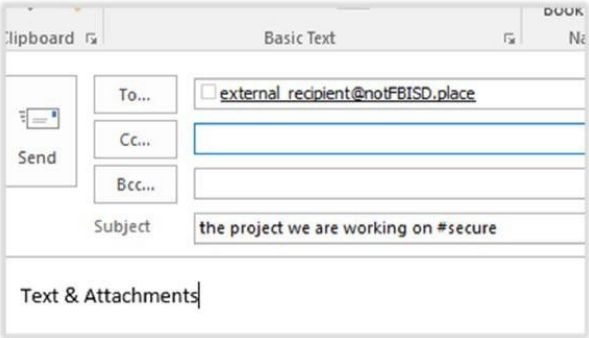
FBISD Secure Email Service

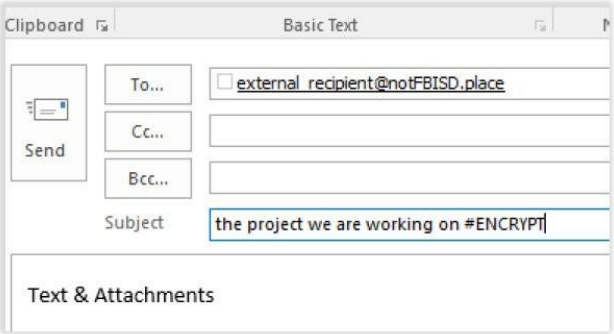
To further protect transmission of sensitive District information, both Student and Staff Personally Identifiable Information (PII), etc., the District has implemented an easy to use **Secure Email Service**. Email sent to anyone outside of FBISD is not encrypted (it is transmitted in "the clear" and the contents of the email, including attachments, could be intercepted and read). This differs from District email sent between District employees (or Students) within the Office365 system, which is encrypted during transport (email sent between ***@fortbendisd.com*** and/or ***@fortbend.k12.tx.us*** email addresses). The FBISD **Secure Email Service** will allow you to securely send email to external email recipients by simply adding the keyword **#secure** or **#encrypt** to the **Subject** line of the email message. These keywords can come at the beginning, middle or end of the email **Subject** field and are not case sensitive so you could use #Encrypt, #ENCRYPT, etc.

These keywords, **#secure** and **#encrypt,** will instruct the email system to encrypt the email message, including attachments, and send an unencrypted email to the intended recipient(s) with detailed instructions on how to retrieve the secure message. It is that simple.
The recipient can securely "reply" inside of the secure message delivery system and that communication will also be encrypted (again, the recipient receives a standard email message with instructions on how to collect the encrypted message and/or attachments).

We encourage new users to this service to test the functionality with a colleague prior to sending sensitive information outside of the District.

Examples of **#secure** and **#encrypt** in the **Subject** field (again these keywords are **NOT** case sensitive):





3/26/2021