

# Alpha Preparatory Academy

## Georgia Pre-K

### Enrollment Documentation Requirements

Greeting Parents:

**Step 1- Tour facility and interview**

Welcome to Alpha Preparatory Academy. The following documentations are required to complete the registration process. All items are required to complete registration.

**Step 2- Complete application form completely.**

Before your child's first day. Be sure registration form has been completed, **(PLEASE SUBMIT COPIES ONLY)**

**Step 3- Attend orientation .**

- /\_\_\_/ Parents Pictured ID (DRIVERS LICENSE)
- /\_\_\_/ Child's Birth Certificate (only for Ga Pre-k)
- /\_\_\_/ Ga Residence (utility bill or lease)
- /\_\_\_/ Pre-K Registration Form
- /\_\_\_/ Roster Information Form
- /\_\_\_/ Cat. One Doc
- /\_\_\_/ SS Doc
- /\_\_\_/ Form 3231- Current Immunization (3231)
- /\_\_\_/ Form 3300—Vision, dental, hearing and nutrition
- /\_\_\_/ cacfp/asq's & Parent Orientation

In your service,  
Cera Wallace  
Executive Director

FOR OFFICE USE ONLY	
Student's Name:	Check for all Docs Enter into Procure Enter into checklist Copy of Immu. placed in book
Parent's Name:	Enter into Panda first week of school Issue Door code & Procure Code to parent. Enter IES into minute menu Inform Director
	Staff Signature _____
	Keep file in the order as listed above.