

## Required Documents for Preschool Application

**The following documents must be submitted with your child's preschool application. Applications will not be reviewed until all supporting documentation is on file.**

- **Child's State Issued Birth Certificate**
- **VA School Entrance Health Form** – completed after 8/9/2017 (attached – must be completed by parent and physician and must include immunization record)
- **Proof of Income** – Can be any of the documents listed below. Proof of income must be submitted for each parent, guardian, or legal custodian who is working or receives income from other sources.
  - Income Tax Returns OR W-2's for previous year
  - Pay stub for the past four weeks
  - SNAP, TANF, SSI - Letter from issuing agency indicating how much assistance is received monthly
- **Proof of Residency** – You must provide **two** of the following documents:
  - Rent receipt from the current month or one month previous to when the application is submitted. The rent receipt must show the name of the person paying rent; property address; rental company name, address, and phone number
  - Lease or mortgage agreement from the current month or one month previous to application date
  - City of Martinsville Personal Property tax statement or receipt (must include address of residency)
  - City of Martinsville Utility Bill (current month)
  - Voter Registration Card
  - Current Driver's License or DMV issued photo ID
  - Bank Statement or Loan Statement (no older than 45 days)
  - Home Owner/Rental/Car Insurance statement (must be current)
  - SNAP or TANF statement of benefits from Department of Social Services (must have physical address, no PO Boxes)

\*Please note – all documents submitted for proof of residency must include the name and address of the person completing the application. The address must be the physical address where the child resides. Additional documents may be requested at the discretion of the Director.