## Preschool Eligibility Checklist

### Secretary Procedure

- [ ] Provide eligibility packet to parents. (Diane has copies ready for you).
- [ ] Collect eligibility packets from parents.
- [ ] Check for accuracy and completion.
- [ ] Make copies of the student’s Birth Certificate and Immunization Record.
- [ ] Send a copy of the following forms to the district office:
  - [ ] Eligibility Form

**NOTE:** Forms should be sent as soon as possible. The forms can be emailed to preschool@dcasd.org or physical copies delivered to the district office.

- [ ] Maintain originals at your school.
- [ ] Accept our gratitude for your help during this process. :)