



## VERIFYING YOUR CHILD'S PRESCHOOL PLACEMENT

If your child is offered a preliminary preschool placement, you will receive an email with verification instructions.

Follow these three steps to accept your child's placement:

### 1. **Gather Documents**

See *Page Two* for a list of document types that are accepted as proof of your child's birth and proof of employment or other income

### 2. **Bring and verify Documents**

If your child has a seat at a **Community-based site** bring your documents directly to the site which your child was assigned.

If your child has a seat at a **Chicago Public School (CPS) site** bring your documents to a Family Resource Center. See more information on Family Resource Centers on *Page 3*.

### 3. **Bring your child on the first day of school in September.**

Let the learning begin!

# ACCEPTABLE DOCUMENTATION FOR VERIFICATION

## **Proof of child's age**

- Original birth certificate
- State medical card or records
- Passport

## **Proof of address**

- Current utility bills
- IL driver's license or ID card
- Medicaid/ MediPlan card
- TANF letter
- Employee identification card
- Deed, Mortgage Statement, or Current Lease
- Social Security letter
- Court Documents
- Voter Registration Card
- Other identification card issued by a federal or state agency or consulate
- Any State/Federal/Local Gov't agency issued letter w/address
- Stamped U.S Post Office change of address form

## **Proof of income**

- Current paystub
- 1040/W-2
- SSI Letter
- Unemployment letter/stub
- Workers' compensation letter/stub
- Retirement or pension stub/letter
- Alimony
- Official child support letter
- TANF
- Income verification form

*Note: If your family is in a temporary living situation, you are not required to present the documents listed above for verification. All schools must immediately enroll students in temporary living situations even if the student lacks health, immunization*

*or school records, proof of guardianship, proof of residency, or any other documentation normally required for school enrollment.*

## **FAMILY RESOURCE CENTERS**

### **What are Family Resource Centers?**

Family Resource Centers are a place for Chicago families to get in-person support in the preschool enrollment process. Our friendly staff will help you answer questions about your child's application. For families with a preschool placement at a Chicago Public Schools site, staff at Family Resource Centers will also verify income and employment documentation. (Families with a preschool placement at a community-based site will verify their documentation directly at the site location.)

All visitors to Family Resource Centers will have access to internet and computers. If a family would like to use a library computer, the user must have a Library Card. Anyone with a valid ID with name, photo and Chicago address can sign up for a library card on site.

### **Who can visit a Family Resource Center?**

Any Chicago family seeking more information or support on preschool enrollment in the City!

### **Find a Family Resource Center Near You!**

See the list below with center hours, and a convenient map of Family Resource Center locations.

**Visit [ChicagoEarlyLearning.org](http://ChicagoEarlyLearning.org) to Apply to Preschool Today!**  
Need support? Call the Chicago Early Learning Hotline: 312-229-1690

Resource Center	Address	Telephone Number	Hours of Operation				
			M	T	W	Th	F
<b>Austin Library</b>	5615 W. Race Ave. Chicago IL 60644	(312) 746-5038	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Avalon Park Library</b>	8148 S. Stony Island, Chicago IL 60617	(312) 747-5234	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Bezazian Library</b>	1226 W. Ainslie St. Chicago IL 60640	(312) 744-0019	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Budlong Woods Library</b>	5630 N. Lincoln Ave. Chicago IL 60659	(312) 742-9590	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Humboldt Park Library*</b>	1605 N. Troy, Chicago IL 60647	(312) 744-2244	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Legler Library</b>	115 S. Pulaski Rd. Chicago IL 60624	(312) 746-7730	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Little Village Library*</b>	2311 S. Kedzie Ave. Chicago IL 60623	(312) 745-1862	10AM - 6PM	12PM - 8PM	10AM - 6PM	12PM - 8PM	9AM - 5PM
<b>McKinley Park Library*</b>	1915 W. 35th St. Chicago IL 60609	(312) 747-6082	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Portage-Cragin Library*</b>	5108 W. Belmont Ave. Chicago IL 60641	(312) 744-0152	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Thurgood Marshall Library</b>	7506 S. Racine Ave. Chicago IL 60620	(312) 747-5927	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>West Lawn Library*</b>	4020 W. 63rd St. Chicago IL 60629	(312) 747-7381	12PM - 8PM	10AM - 6PM	12PM - 8PM	10AM - 6PM	9AM - 5PM
<b>Colman</b>	4655 S. Dearborn St. Chicago IL 60609	(773) 535-2010	9AM - 5PM	9AM - 5PM	9AM - 5PM	9AM - 5PM	9AM - 5PM

*\*Bilingual Spanish support*

*Applications will be taken 30 minutes after opening and will end 30 minutes before closing.*

# Family Resource Centers

