

**Instructions for Completing The  
Cabarrus County Preschool  
Application Online**

**To make sure your child's application can be processed and considered for placement in one of the Preschool Programs, please be sure to follow all instructions for submitting the application carefully. If you have any questions, please call 704-933-8278 Opt. 1.**

**For Submitting Applications Online:**

**1. All applications must be COMPLETE.** This includes having **ALL** supporting documentation uploaded and submitted with the application. Before starting the online application, please have the following documents ready to be uploaded:

- Copy Child's Birth Certificate (Certified, not Mothers Certificate)
- Proof of **ALL** income (**1 Month** worth of Current Check Stubs, 2020 Tax forms- Page 1 of 2020 F-1040 or, 2020 W-2, or 2020 F-1099 or, SSA/SSDI Award Statements for Children or Adults (SSDI Income for Adults or Children does not count toward income)
- **2 Proofs** of **Current** Address- Driver's License, Utility Bill, Lease Agreement, Settlement Statement, Bank Statement, Proof of Domicile, Medicaid Card
- Documentation of Legal Guardianship if Applicable
- Child's most current and up to date Well Child Health Assessment with Immunization Records. The Assessment must be on the **Preschool Health Assessment Form** (Please have completed by Physician **Prior to beginning the Application Process**)
- If your child has a Developmental Disability or an Active IEP, you will be asked to provide that documentation also prior to acceptance into one of the Preschool Programs.

**For Questions: CALL 704-933-8278 opt 1**

## To Submit Applications by Email, Fax or Drop Box

- Download the Preschool Application and Complete **ALL** Sections.

### **ATTACH COPIES OF:**

- Child's Birth Certificate (Certified, not Mothers Certificate)
- Proof of **ALL** income (1 Month worth of Check Stubs, Tax forms- Page 1 of F-1040 or, W-2, or F-1099 or, SSA Award Statements for Children or Adults (SSDI Disability for Adults or Children do not count toward income)
- **2 Proofs** of Address- Driver's License, Utility Bill, Lease Agreement, Settlement Statement, Bank Statement, Proof of Domicile, Medicaid Card
- Documentation of Legal Guardianship if Applicable
- Child's most current and up to date Well Child Health Assessment with Immunization Records. The Assessment must be on the **Preschool Health Assessment Form** (Please have completed by Physician Prior to beginning the Application Process)
- If your child has a current IEP, please also attach a copy.

**Applications can be emailed, faxed or dropped off at any of the following locations:**

### **Cabarrus Partnership for Children**

Email: [lvrios@cabarruspartnership.org](mailto:lvrios@cabarruspartnership.org)

Fax: 704-934-0029

Drop Box: Cabarrus County DHS 1303 S Cannon Blvd Kannapolis 28083

### **The Mary Frances Wall Center**

Email: [Teri.McCollum@cabarrus.k12.nc.us](mailto:Teri.McCollum@cabarrus.k12.nc.us)

Fax: 704-784-2346

Drop Box: 3801 Hwy 601 S Concord NC 28025

### **Save the Children Head Start**

Email: [psease@savechildren.org](mailto:psease@savechildren.org)

Drop Box: 310 Kerr St. Concord NC 28025

### **McKnight Child Development Center Head Start**

Email: [McKnight@kcs.k12.nc.us](mailto:McKnight@kcs.k12.nc.us)

Drop Box: 1300 Glen Ave. Kannapolis, NC 28081

Drop Boxes also at all Kannapolis City Elementary Schools