

**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/SSI Award Statements for Children or Adults (SSI Income for Adults or Children does not count toward income)
- 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/SSDI Award Statements for Children or Adults (SSI for Adults or Children do not count toward income)
- 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.
- Proof of military status, if applicable. (*Children of military eligible families may be considered regardless of income*)

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

Cabarrus Partnership for Children

Email: 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

Fax: 704-784-2346

Drop Box: 3801 Hwy 601 S Concord NC 28025

McKnight Child Development Center Head Start

Email: McKnight@kcs.k12.nc.us

Drop Box: 1300 Glen Ave. Kannapolis, NC 28081

Drop Boxes also at all Kannapolis City Elementary Schools