

## Steps for Parents to Register for Head Start / Pre K at Howard ECC

\*Child must be 4 years old on or before September 1st, 2021.

\*Children **MUST** qualify based on one the following criteria: income based, active duty military dependent, limited in English, has special learning needs, CPS involvement/ foster child

Dear Parents ,

In light of COVID-19 we are moving to all online registration. Please be patient with us as we work on making this process as easy as possible. There are several steps and documents that will be submitted so please be certain to complete all steps or your child's registration will not be complete.

1. Please complete online registration at the following link:

[http://www.ahisd.net/campus/campus\\_registration](http://www.ahisd.net/campus/campus_registration)

**Please be aware that you will be required to upload the required documentation:**

\* Child's Birth Certificate

\* Proof of Residency: If you lease we must have a current lease that has the child listed as a resident. We must also have a current utility bill (electric, water, cable). If you own the property we need a current utility bill. If you live with a friend or family member in the district and don't have your own proof of residency then you must contact our EDC office at 210- 442-3700 to complete a secondary residency.

\* Child's updated shot record

\* Parent's driver's license or state ID.

**\*\*If you do not upload the documents during the online registration you will not be able to submit your child's registration.\*\***

2. Once you have submitted the online registration please email **additional documents** that are needed to determine eligibility to: [heccenrollment@ahisd.net](mailto:heccenrollment@ahisd.net)

**Additional documents required to determine eligibility are:**

**\*\*Active duty military orders if you are wanting to qualify your child as a military dependent.**

**\*\*Proof of income (W2 from 2020 and last 60 days income check stubs)**

**\*\*Please submit your child's IEP if he or she has special learning needs ( or please let us know so we may get a copy from his or her case manager at Howard)**

3. You will receive an email from Veronica Ochoa with a link to print and fill out a small packet (that you will need to email back) that has additional paperwork required by the district and to help in placement of your child.

4. Once steps one and two are complete, Maria Reyes, our Head Start representative will contact you to schedule a phone interview.
5. You will be notified by mail or phone if your child does or does not qualify for the Head Start program. If you don't qualify for Head Start then Veronica will contact you to see about qualifying you for Pre K based on income or military.