



# Steps for PreK Online Application

1. <https://registration.hcps.org/>
  - a. Create an account (email and password)
  - b. Select PK Student Application

Have a student that is brand new to HCPS?

K-12 Student Registration

PK Student Application

## Harford County Public Schools Prekindergarten Application (Cover Sheet)

1. Read
2. Then click- Acknowledge and Continue

## Harford County Public Schools PK Application (Registration)

1. Upload proof of age. Proof of age is required.
2. Please provide one (1) of the following document types:
  - a. **Birth Certificate, Hospital Certificate, Physician's Certificate, Baptism/Church Certificate, Passport/Visa, Birth Registration.**  
(Permissible file extensions are PDF, JPG, JPEG, PNG, GIF, TIFF)
3. Student's Registrations Grade and School Year
  - a. Choose the school year you are applying for.
4. Student's Physical Address in Harford County (where student sleeps at night)
  - a. Type Address
  - b. Click search and select address (your elementary home school will be checked)
5. Proof of Residency
  - a. Upload acceptable documentation
6. PK School Building
  - a. If you live in an attendance area that does not have a prek program you will be prompted to select a school of your choice.
    - i. If student is accepted you must provide transportation
  - b. If you live in an area that does have a prek program the school will be designated for you.
7. Student's Race/ Ethnicity/ Language
  - a. Select all that apply
8. Previous School
  - a. Select all that apply
9. Special Services
  - a. Select all that apply
    - i. Option to upload IEP documents
10. Parent/ Legal Guardian Information
  - a. Upload proof of guardianship- **Driver's License, MVA Identification, Other Legal ID** (if does not match birth certificate, legal papers will also be required)
11. Select- **Complete and Continue** at the bottom of the page.

### Harford County Public Schools PK Application (Home Language Survey)

1. Complete all that apply
2. Select- **Complete and Continue** at the bottom of the page

### Harford County Public Schools PK Application (Prekindergarten Income Eligibility)

1. Complete all required information and upload required documentation.
  - a. Proof of income is required. Acceptable documentation includes; **Federal income tax return (1040), Notarized letter of no income, Medical Assistance (MA)\*, Supplemental Nutrition Assistance (SNAP)\*, Foster Care Documentation and income received for foster care\*, Medicaid Eligibility\*, Temporary Assistance for Need Families (TANF)\*, DSS Certification\*.**  
(\*Must have start/effective date)
2. Select- **Sign and Continue** at the bottom of the page.

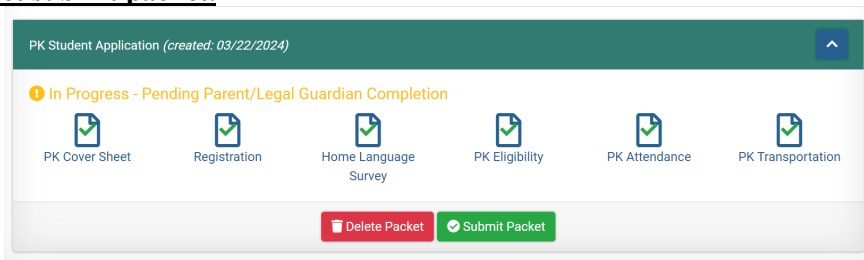
### Harford County Public Schools PK Application (Prekindergarten Attendance Policy)

1. Read
2. Select- **Sign and Continue** at the bottom of the page.

### Harford County Public Schools PK Application (Prekindergarten Transportation)

1. Read
2. If you are eligible, will your student be a bus rider- Complete required information.
  - a. If you are ineligible for bus transportation, are you able to transport your child to and from school? Complete required information.
3. Select- **Sign and Continue** at the bottom of the page.

If all documents have been uploaded and all boxes have been checked, **reselect students name and select submit packet.**



- c. Enter email and password
- d. Select sign and submit packet

You will receive the following message once complete, ***“You have successfully completed your application packet. Once Harford County Public Schools has review your application for eligibility, you will receive correspondence from the school with next steps. Please note, that if your child is accepted into the program, all necessary documentation must be provided in hard copy format directly to the school.”***