



2022-2023 Montgomery County Schools Pre-Kindergarten Online Application

Frequently Asked Questions – FAQ Sheet

Who can use this system?

The Pre-Kindergarten online application window is open for parents of children who are interested in applying to begin Pre-Kindergarten in the 2022-2023 school year. In order to complete an application for Pre-K, your child must be 4 years old before August 31, 2022. Only a parent or legal guardian living in Montgomery County at the same address as the student may enroll a student.

How does the system work?

The system is very easy to use. The sign-in process begins by entering your name, your child's name, and a valid email address. You then will click through fillable pages to collect basic information about you, your child, and any additional contacts. You will select your school/site choice from a drop-down menu. After completing the last page, you will submit your forms into the application system and receive an email letting you know you have completed the application process. Montgomery County Schools' staff will then review your application and inform you within 2-3 business days if your application was accepted. If a registration is not accepted, Montgomery County Schools' staff will notify parents regarding the necessary information required to complete the registration. Later, you will be contacted to schedule an appointment to bring the legally required documents to the school in order to be verified. You will also need to bring your child to this appointment in order for your child to be administered a Pre-Kindergarten readiness assessment.

Why do I need to come in person to the school?

Schools are legally required to collect copies of specific documents in order to enroll students. You will need to bring those in person so school and program staff can verify them. Completing the online application process at home at your convenience will save you time. A part of that process will include making the appointment to bring in your child's documents and for program staff to assess your child.

What documents do I need to bring to the school? Can I just scan them in and email them?

You will receive an email with the required documents needed to complete your application. You must bring these records in person to allow school staff to verify them. Staff will copy the information into system files while you wait and return the originals to you. School and program staff will discuss options for submitting documentation.

Is the system available in Spanish?

The Pre-Kindergarten online application is available in English and Spanish.

How long does it take?

The online application process takes about 15 to 20 minutes to complete. If you need to stop before completing the application, you can save your information to finish the process at another time.



What if I need to register twins for Pre-Kindergarten?

You will need to complete an application for each child separately online, but you will only need to go to the school once to bring in your records.

Can I fill the forms out using a smartphone?

While the system is web-based, using a laptop, desktop computer, or tablet to complete the online forms is recommended for best results.

What if I need to stop and finish later?

You can save your work and return to complete it. After you have saved your application, you will receive an email that will provide you with the information for restarting the process where you stopped. When you log back in to complete it, the system will open on the start page, and you will need to click ahead to where you stopped. The information you submitted will be saved.

What does a red box mean?

It means you are required to answer that question/provide that information.

What if I need to apply for Free or Reduced Lunch?

This information will be provided to you at a later date.

What happens after this process?

Montgomery County Schools' Pre-Kindergarten staff will contact families with application status within 2-3 business days. This can include scheduling a one-on-one assessment by a teacher to gauge readiness for the program.

Whom can I contact if I need help?

Vance Thomas

vance.thomas@montgomery.k12.nc.us

Irma Robledo

irma.robledo@montgomery.k12.nc.us

Please see the contacts listed above for help with questions about general enrollment information, legally required documents, Pre-K readiness assessment, and/or receive assistance from an interpreter/translator or technical help.