

KCNA 2017/2018 Enrollment Process

Deadline to enroll or re-enroll:

All required documents must be submitted by **5pm on Thursday, April 13, 2017**. Any family who does not submit all required documents by that time may forfeit their seat to a family on the waitlist.

New Students - Required documents:

K – 3 Required documents:

- KCNA Enrollment Forms (submit online)
- Birth Certificate
- Current and age-appropriate immunization record
- Parent / guardian ID (proof of guardianship, if name doesn't match child's birth certificate)
- 2 current proofs of residency (see table below)

PreK Required documents - all of the above forms, plus:

- Proof of income (one of the following):
 - Two current pay stubs
 - Current TANF award letter
 - Current SSI verification
 - Unemployment letter
 - Current 1040A tax form with W-2's
 - Child support letter
- Child's insurance/Medicaid card (if available)

Returning Students – Required documents:

PreK – 3 Required documents:

- KCNA Enrollment Forms (submit online)
- 2 current proofs of residency (see table below)
- Current proof of income (pre-K only – see above)

For proof of residency, you must submit one document from column “A” and one document from column “B”

A	B
Valid property deed	Current utility bill: electric, water or gas. Disconnect or shutoff notices will not be accepted. Bills must be within the last 30 days
Current real-estate tax receipt	Prior year personal property tax receipt
Mortgage statement	Prior year homeowner's/rental insurance policy
Signed current residential lease agreement	Social Services, Social Security statement, or other legal/court documents

How to submit:

KCNA Enrollment Forms:

- Every family with a valid email address on file will receive an invitation to complete the KCNA Enrollment Forms online. You may complete these forms any time. If you are able, please submit the online forms prior to bringing in your required documents. (Spanish translation is available online)
- If you do not have a valid email address or access to a computer, we can help! Please come to KCNA during one of the Enrollment Fairs or make an appointment (see below), and we will help you complete your Enrollment Forms.

All other required documents:

- All other required documents must be turned in at KCNA (1619 E 24th Terrace). See below for when to turn in your documents.
- You must bring all required documents with you to complete your enrollment – partial submissions will not be accepted. If you have not completed your Enrollment Forms online, you must complete them at the time you submit your other documents.

When to turn in your documents:

You may turn in your documents during our Enrollment Fair or by making an individual appointment. To make an appointment to turn in your documents, sign up on our website at kcneighborhoodacademy.org/enrollment (click “Sign Up” on left side of webpage) OR call the school at 816-418-1500.

- Enrollment Fair, **Thursday 3/23, 1 - 4pm** (no appointment necessary)
 - Enrollment Fair, **Tuesday 3/28, 4 - 630pm** (no appointment necessary)
- Or
- Make an appointment

Please give us a call or email us at enroll@kcneighborhoodacademy.org if you have any questions or specific requests.