



## **VPK Application Process**

Trinity Lutheran School (TLS) will begin taking new applications for the 2023-2024 Voluntary Pre-Kindergarten (VPK) program on February, 2023. Enrollment in the VPK program is a **two-part process**. Families must apply to Trinity Lutheran School, **as well as register for the VPK program with the State of Florida**. Children must be 4 years of age by September 1<sup>st</sup>, of 2023. **Placement is on a first-come, first-served basis**. Below you will find detailed instructions for enrolling your child in VPK.

### **PART ONE: MAKE APPLICATION TO TLS**

- Step 1** Complete the TLS 2023-2024 Enrollment Application.
- Step 2** Bring the completed documents, a copy of your child's birth certificate, current physical examination record, and current immunization record to TLS Admissions Office. The Admissions Office is located in the front office.
- Step 3** Once all the required documents are received, you will have completed the TLS Enrollment Agreement.

### **PART TWO: REGISTER WITH THE STATE OF FLORIDA**

- Step 1** Make sure you have the correct documentation.
- a) **Date of Birth Verification:** such as an original or certified copy of the child's birth certificate, Florida SHOTS documentation, passport or certificate of the child's arrival in the United States.
  - b) **Proof of Florida Residency:** such as your valid driver's license and/or current utility bill. Your proof of residency **MUST** show your physical address – not a PO Box.
- Step 2** Apply for your VPK Certificate online: <https://vpkcp.floridaearlylearning.com>
- Step 3** View/Upload residency and child date of birth verification within the online registration process.
- Step 4** After submitting your application online, please check your email to receive confirmation that your documents have been received and are processing. You will be contacted by phone or email if additional information is needed.
- Step 5** Once your application has been approved, you will receive email notification explaining how to log-in and print your Certificate of Eligibility. After printing, please bring your Certificate of Eligibility to Trinity Lutheran School. Your registration is not complete until we have this certificate.