



Pittsburg Unified New Pre-School Enrollment

March 2022

Welcome to Pittsburg Unified!!

We are excited to announce in-person and online registration for the upcoming 2022-2023 school year. **New Pre-school Pre-Registration opens starting March 16th.**

ONLINE

Phase 1: Verification of Eligibility

Gather **required** documents to verify that you qualify for the program and email Arlethia Prescott aprescott@pittsburgusd.net (English) or Cristina Cisneros ccisneros@pittsburgusd.net (español) to see if you qualify.

- Original Birth Certificate (for all children in the family under age 18)
- **CURRENT** Utility Bill (PG&E, Water, Garbage, or lease agreement) in parent name. If you do not have one of these in your name, please contact the pre-school office for more options
- Provide any and all income verification (last 4 pay stubs, SSI letter, TANF (NOA) or unemployment stubs. If a parent receives payment in cash please provide taxes) so we can verify if you qualify for the program
- Immunizations for enrolling child

Phase 2: Submit Registration

Once we have verified that your family qualifies for the program please email (PDF format NO PICTURES) the following for registration:

5. Download and print registration forms. **Single Sided only** (Please click on the appropriate document below.)
6. Complete all forms. Please **do not** date any forms, this is Pre-Registration. The date of the forms must reflect when the application is fully complete. (Any forms submitted with a date will be considered VOID and will have to be resubmitted.)
7. Submit completed registration forms via email (PDF format NO PICTURES) or mail.
 1. Email to Arlethia Prescott (aprescott@pittsburgusd.net) or Cristina Cisneros (ccisneros@pittsburgusd.net)-español
 2. Mail to ECE Office 351 School Street, Pittsburg CA 94565
8. If **unable** to download the registration forms, please call Early Childhood Education (ECE) office to have an application mailed.

In addition to our registration forms, please provide the following documents:

- Physical (only use our state preschool form, additional forms will not be accepted)
- Restraining order, custody agreement, or other court documents

Phase 3: Completion of Registration

Once registration forms are reviewed for accuracy, ECE office staff will contact you to submit additional verification documents (Employer Verification to be completed and submitted in July, Receipt of Documents, and Parent Volunteer Form)

If you have any questions, please call the Early Childhood Education Office. (925) 473- 2370 (English) or (925) 473- 2375 (Spanish).



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IN-PERSON

For **in- person**, you must gather required documents to verify that you qualify for the program and call Arlethia Prescott or Cristina Cisneros to 925-473-2370(English) or 925-473-2375 (español) to make appointment to drop off documents.

- Original Birth Certificate (for all children in the family under age 18)
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- Provide any and all income verification (last 4 pay stubs, SSI letter, TANF (NOA) or unemployment stubs. If a parent receives payment in cash please provide taxes) so we can verify if you qualify for the program
- Immunizations for enrolling child

Once we verify that your family qualifies for the program we will provide you with the registration forms.

Your application is *NOT* complete until you have finished and submitted all 3 phases required for pre-school registration. Incomplete registration will result in the delay of students being placed in a classroom.