

## ROE 12 PreK Required Documents

To remain in compliance with Illinois State Board of Education policies, students must have the following documents on file with the ROE 12 PreK program.

Any questions about these documents may be addressed to Julie Redman, Director at [jredman@roe12.org](mailto:jredman@roe12.org) or Donna Rardin, Family Advocate at [drardin@roe12.org](mailto:drardin@roe12.org), or by calling the ROE 12 office at 618-544-2719.

- Parent Information Form
- Physical signed by parent and health care provider
  - <https://dph.illinois.gov/sites/default/files/forms/certificate-of-child-health-examination-03032017.pdf>
  
- Photo and Field Trip Permission form
- Health Policy
- Permission to Screen form
- Home Language Survey
- Emergency Contact list
- Lead screen
  - Results of lead screen
  - OR lead assessment portion of physical completed and signed by health care provider
  - OR lead assessment questionnaire completed and signed by health care provider, available at <https://www.dph.illinois.gov/sites/default/files/forms/childhood-lead-risk-questionnaire-and-guidelines-042116.pdf>
  
- Copy of certified birth certificate
- Shot record
- Proof of income (choose one form of documentation)
  - Pay stubs (two most recent, consecutive)
  - Proof of WIC benefit
  - Proof of Supplemental Nutrition Assistance Program (SNAP) benefit

- Proof of Temporary Assistance for Needy Families (TANF) enrollment
  - Proof of Supplemental Security Income (SSI) benefit
  - Proof the family receives Child Care Assistance Program (CCAP) • Tax return (most recent)
  - Wages and tax statement (most recent W-2)
  - Verification/letter from employer
  - Proof that parent is enrolled in Medicaid (a medical card with the child's name does not prove income eligibility).
  - Signed written statement from the family (provide form for families with no income). This is only an option when families have no income sources.
- Additional information on the proof of income requirement may be found at  
<https://www.isbe.net/Documents/Income-Verification-FAQ.pdf#search=proof%20of%20income>