



Steps for PreK Online Application

1. <https://registration.hcps.org/>
 - a. Create an account (email and password)
 - b. Select PK Student Application

Have a student that is brand new to HCPS?

K-12 Student Registration

PK Student Application

Harford County Public Schools Prekindergarten Application (Cover Sheet)

1. Read
2. Then click- Acknowledge and Continue

Harford County Public Schools PK Application (Registration)

1. Student's name (first and last) and date of birth.
2. Student's Registrations Grade and School Year
 - a. Choose the school year you are applying for.
3. Student's Physical Address in Harford County (where student sleeps at night)
 - a. Type Address
 - b. Click search and select address (your elementary home school will be checked)
4. PK School Building
 - a. If you live in an attendance area that **does not** have a prek program you will be prompted to select a school of your choice.
 - i. If student is accepted you must provide transportation
 - a. If you live in an area that does have a prek program the school will be designated for you.
5. Student's Race/ Ethnicity/ Language
 - a. Select all that apply
6. Previous School
 - a. Select all that apply
7. Special Services
 - a. Select all that apply
 - i. Option to upload IEP documents
8. Parent/ Legal Guardian Information
 - a. Complete the required information
9. Select- **Complete and Continue** at the bottom of the page.

Harford County Public Schools PK Application (Home Language Survey)

1. Complete all that apply
2. Select- **Complete and Continue** at the bottom of the page

Harford County Public Schools PK Application (Prekindergarten Income Eligibility)

1. Complete all required information and upload required documentation.
 - a. Proof of income is required. Acceptable PDF documentation includes;
Federal income tax return (1040), Notarized letter of no income, Medical Assistance (MA)*, Supplemental Nutrition Assistance (SNAP)*, Foster Care Documentation and income received for foster care*, Medicaid Eligibility*, Temporary Assistance for Need Families (TANF)*, DSS Certification*.
(*Must have start/effective date)
2. Select- **Sign and Continue** at the bottom of the page.

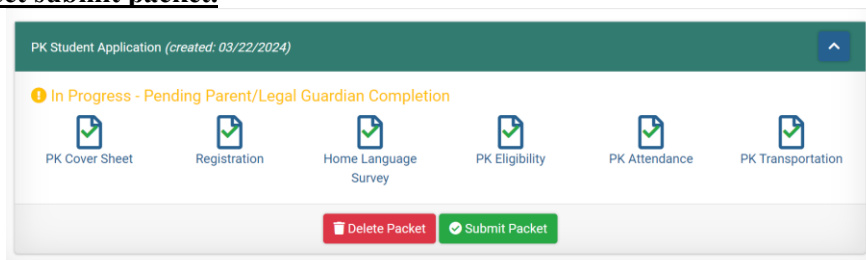
Harford County Public Schools PK Application (Prekindergarten Attendance Policy)

1. Read
2. Select- **Sign and Continue** at the bottom of the page.

Harford County Public Schools PK Application (Prekindergarten Transportation)

1. Read
2. If you are eligible, will your student be a bus rider- Complete required information.
 - a. If you are ineligible for bus transportation, are you able to transport your child to and from school? Complete required information.
3. Select- **Sign and Continue** at the bottom of the page.

If all documents have been uploaded and all boxes have been checked, **reselect students name and select submit packet.**



The screenshot shows a web interface for a 'PK Student Application' created on 03/22/2024. It features a progress bar with six items: 'PK Cover Sheet', 'Registration', 'Home Language Survey', 'PK Eligibility', 'PK Attendance', and 'PK Transportation'. Each item has a green checkmark icon, indicating completion. Below the progress bar, there are two buttons: a red 'Delete Packet' button and a green 'Submit Packet' button.

- c. Enter email and password
- d. Select sign and submit packet

You will receive the following message once complete, ***“You have successfully completed your application packet. Once Harford County Public Schools has reviewed your application for eligibility, you will receive correspondence with next steps. Please note, that your child is accepted into the program, all necessary documentation must be provided in hard copy format directly to the school.”***