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# 5 steps to see if you're READY FOR PRE-K

[copesd.org](http://copesd.org)

**1** Complete the online application

Fill out as much information as possible to save time later.



**2** Receive a phone call or text to set up your appointment

Confirm an appointment time to sign the application and get your questions answered.



**3** Submit documentation

In order to process your application, we need the following documents: birth certificate, proof of income, custody agreement(s), etc.



**4** Sign the application

Attend your scheduled appointment & sign the application. Ensure all documentation is submitted.



**5** Receive updates

Once your application has been reviewed by our processing team, you will receive an update from us to inform you of your child's enrollment status and to discuss next steps.

