Dear ELNC Parents/Guardians,

During these unprecedented times due to COVID-19 ELNC is discovering new ways of continuing our work. This time of year, ELNC staff and Site Directors are usually busy meeting with parents/guardians, going through the application and making sure the necessary documentation for enrollment into the next school year is completed and ready to go. Since all of that is not possible at this time, we must continue these activities but from a distance. Please find below instructions on completing the application and enrollment process virtually for your children who are entering into ELNC's 3-Year-Old Program (for those who have completed ELNC EHS Program):

- Please complete **in full** the application that is included.
- Once completed, return the application in the addressed stamped return envelope.

We will also need (not to be included in the letter):

- The following documents are required to be re-submitted:
  - Proof of residency:
    - Driver's license or
    - Utility bill in your name
  - Proof of income:
    - W2 form or 1040 form (select one form) or
    - Three current pay stubs or
    - If you are currently unemployed, you will need to fill out a "Declaration of No Income" form will be provided at a later date
  - Health appraisal:
    - Well child summary or
    - Health appraisal form
    - Documents needs to be dated no later than September 2019
  - Immunization:
    - Most recent shot record or
    - Immunization waiver form
- Scan these documents to Jamie Ferrell's email: data@elncgr.org NOTE: If enrolling documents for more than one student, please scan each student separately.
  To Scan these documents using your phone, please see additional sheet for some options smartphone apps provided by Kent ISD.
- If anything is missing, the Director at the site you have chosen will communicate with you.

If you have any questions about this process, please do not hesitate to email Jamie Ferrell at data@elncgr.org.

Thank you for being a part of ELNC and we hope to hear from you soon.
Be safe and Stay well!
ELNC

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e-mail info@elncgr.org   f EarlyLearningNeighborhoodCollaborative
web www.elncgr.org   @elncgr

Kent ISD — Document Scanning and Sharing Using Your Mobile Device

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Notes App ☆ - Already installed on iPhones and iPads
With **Notes**, you can scan documents and **add a signature or manually sign a document** on your iPhone, iPad, or iPod touch.   Please see this help article from Apple on how to use the app. You may also like to watch this quick tutorial video.
Microsoft Office Lens PDF Scan for IOS - App Store 🔗
Office Lens trims, enhances and makes pictures of whiteboards and documents readable. Office Lens can convert images to editable Word and PowerPoint files too. Here's the link to the App and a tutorial.
Adobe Scan - IOS - App Store 🔗
The free document scanning app from Adobe turns your device into a powerful portable PDF scanner that recognizes text automatically (OCR). You may also like to watch this quick tutorial video.
Genius Scan - IOS App Store 🔗
Genius Scan is a scanner app in your pocket. Quickly scan your paper documents on the go and export them as multi-page PDF files.

Android Devices - the Google Drive app has a scanning feature - but not as many bells and whistles as below apps

Adobe Scan ☆ - Google Play Store 🔗
The free document scanning app from Adobe turns your device into a powerful portable PDF scanner that recognizes text automatically (OCR). You may also like to watch this quick tutorial video.
Microsoft Office Lens PDF Scan for Android - Google Play Store 🔗
Office Lens trims, enhances, and makes pictures of whiteboards and documents readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and save to OneNote, OneDrive, or your local device. Here's a tutorial from Microsoft.
Cam Scanner for Android - Google Play Store 🔗

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HISPANIC CENTER
of western michigan

New Hope
BAPTIST CHURCH
"A Place Where Heaven Visits Earth"

THE Other way
MINISTRIES

SECOM
RESOURCE CENTER

STEEPLETOWN
NEIGHBORHOOD SERVICES