



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 4-Year-Old Program (for those who have completed 3-Year-Old Program or 4-year-old children who had a signed age waiver):

For Children enrolling into the **4-Year-Old Program**:

- Please go to the Kent Intermediate School District website: <https://preschool.kentisd.org/Apply>
 - Make sure to enter the Invite Code for ELNC: **ELNC2021**
 - Follow the instructions. This should take about 20-25 minutes to complete.
- The following are documents that 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 which 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 the reverse side of this 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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i **t** @elncgr

Kent Document Scanning and Sharing ISD Using Your Mobile Device



This Document - <https://bit.ly/docscan20>

Did you know that you had a powerful document scanner right in the palm of your hand? If you have an iPad, iPhone, Android tablet or phone, you can use several applications (Apps) to scan paper documents, digitize and then share them as a file and also email them to people. Scanned documents are way better than just sending a sideways picture to someone 🤖

Apple IOS Devices - The Notes app is one of the best.

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 📎	



CamScanner helps you scan, store, sync and collaborate on various contents across smartphones, iPads, tablets and computers.

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