

HOW TO GET YOUR CHILD'S CERTIFICATE OF ELIGIBILITY (COE) FOR VPK

REGISTRATION PROCESS FOR COE

All children who turn four (4) years old by September 1 are eligible for the school year program (540 hours) or summer program (300 hours) that is offered before the start of their Kindergarten year.

- Apply for a VPK certificate for your child by visiting: <https://familyservices.floridaearlylearning.com>
- Upload residency and child's date of birth verification within the application process. Please select documents from the list below:
Residency Verification – Unexpired driver's license or ID with current physical address, full page utility bill, full page pay stub that has your current address on it, current lease agreement with tenant and landlord signatures shown, government issued document, or property tax assessment with homestead exemption documented.
Date of Birth Verification – Birth Certificate, Florida Certification of Immunization (shot record), passport, baptism certificate, military I.D., or mature life insurance policy of at least 2 years.
- Please check your e-mail to receive confirmation that your documents have been received and are processing. The Early Learning Coalition will contact you by phone/e-mail if additional information is needed.
- When COE has been processed and issued, you will receive an email notifying you that it is ready. Print the COE and turn it in with the Flagler Schools VPK Registration packet.
- If assistance is needed when completing the online registration or with uploading the required forms, call the Early Childhood Education Center at 386-437-7584.