

## **School Readiness County Transfer Process**

Planning to move or recently moved to Seminole County?  
If you are currently receiving School Readiness for your children, the services may transfer to Seminole County based on funding availability.

**Step 1:** Contact the Early Learning Coalition that you are leaving to request a “County Transfer”. The Coalition will need to give you access to your Family Portal account to allow you to change your address and county of residence to start the coalition transfer process to your new county of residence.

**Step 2:** Proof that all SR parent fees have been paid is required before your record can be transferred to the new Coalition. Please obtain a “Zero Balance” letter to upload to your Family Portal account.

**Step 3:** When you can access your Family Portal account, edit your account to change your address AND county of residence to reflect your new address. You will also need submit proof of residence in Seminole County (driver’s license with Seminole County address AND lease deed or utility bill).

**Step 4:** Please contact our office at 407-960-2460 once you have submitted your transfer request through the Family Portal. An Eligibility Specialist will process the transfer request.

*To obtain a child care provider listing of School Readiness programs in Seminole County, please contact our Child Care Resource and Referral Specialist at 407-960-2468 or*

