



Waterloo Central School District

109 Washington Street, Waterloo, NY 13165

www.waterloocsd.org

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Universal Pre-K Lottery Procedure

In February, applications are available at www.waterloocsd.org for eligible children. An eligible child is one who:

- Turns 4 years old on or before December 1st of the school year they are enrolling for.
- Cannot turn 5 years old before December 1st of the school year they are enrolling for.
- Resides at an address within the Waterloo Central School District limits.

Upon the completion of the application, the documents are to be emailed (centralregistrar@waterloocsd.org), mailed or dropped off at the District Office (109 Washington Street, Waterloo, NY 13165). The application will be examined to determine all required documents are enclosed:

- The application completed.
- proof of residency (such as utility/cable bill, lease, or school/county tax receipt)
- copy of your child's original birth certificate
- copy of parent ID
- custody papers if applicable

Incomplete applications are separated, and parents/guardians are notified of missing documents.

Applications that are completed on time before the deadline are assigned a number in numerical order of which they are returned. This allows the district to track how many applications have been submitted. The number is insignificant to the applicant. Universal PreK placement is not on a first-come, first-served basis.

The numbers that correspond to the applications are entered into the blind drawing. The drawing is completed by the Registrar and the primary school Principal.

Eighteen numbers are drawn to fill each of the full day classes.

- Numbers continue to be pulled to create a waitlist.
- The numbers get matched to their corresponding application and then the application.
- Numbers continue to be pulled to create a waitlist.

Numbers continue to be drawn until all applications are accepted or waitlisted.

In the event siblings are included in the lottery, if one sibling is drawn the other(s) are automatically accepted pending availability.

As applications are completed after the deadline, if slots are still available, they are awarded a slot. If the slots are full, they are added to the waitlist depending on the availability.

Under no circumstances can we reserve slots or adjust lottery results to accommodate specific student demographics.

All Students. All Staff. One Family.