

# Jackson County School System

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1660 Winder Highway  
Jefferson, GA 30549  
706-367-5151  
[www.jacksonschools.ga.org](http://www.jacksonschools.ga.org)

## JCSS Georgia Lottery Funded Pre-K Procedures

### Eligibility

Students must be four years of age by September 1 of the upcoming school year. Students must reside inside Jackson County, or be the child of a staff member. Students who are five years of age by September 1 will be expected to enroll in Kindergarten.

### Registration Procedures

Registration for the Jackson County School System Pre-K classrooms will be held online through the JCSS Central Registration Department by visiting [www.jacksonschools.ga.org/prek](http://www.jacksonschools.ga.org/prek). If a family needs assistance, they can visit Central Registration located at 1668 Winder Highway, Jefferson, GA 30549. The registration period will open December 1 and close February 14 each year. The lottery registration will be publicized through a variety of medium platforms, to include social media and websites.

Students will be placed in the lottery for the school for which they are zoned to attend. Residency information and the child's birth certificate must be presented to be eligible for the lottery drawing for each Pre-K class. Once a child is selected, parents will be notified via email and must complete all required enrollment documentation **no later than March 31.** If enrollment documentation is not received through Central Registration by the deadline, the child will be placed on the school's waitlist.

JCSS hardship waivers/school choice will not be honored for Pre-K registration. Families who do not wish for their child to attend their zoned school will have the option to place their child on the waiting list for the school of their choice after the lottery drawing has been completed. Placement in a Pre-K classroom based on choice does not guarantee that the child will be enrolled in kindergarten at that school. The family will need to fill out a House Bill 251 request or a hardship waiver to remain at that school. Please note, if you wish for your child to attend a school they are not zoned for, transportation to and from school is the requirement of the parent/guardian.



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Eligible Pre-K students who reside outside of Jackson County will not be included in the lottery, however can be added to the waitlist of the school closest to the verified residency of the student after all Jackson County residents. Jackson County residents will be given priority for available slots.

## Required Documents

All children attending/enrolled in the Pre-K program in the Jackson County School System must have the following required documents:

- Copy of Certified Birth Certificate, showing age four on or before September 1st of the current school year.
- Social Security Card, (photocopied)
- One proof of residency, (acceptable proof includes: electric bill, gas bill, water bill, mortgage or rental agreement)
- Certificate of Immunization Form 3231
- Certificate of Vision, Hearing, Dental and Nutrition Screening - Georgia Form 3300,

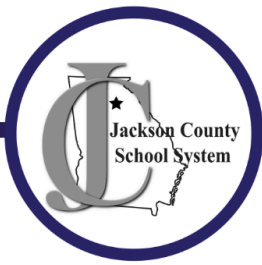
## LOTTERY PROCEDURES

The Jackson County School System has developed an administrative procedure to address the children of our full-time (working 20 hours per week in a permanent position) employees. The children of full-time employees of the Jackson County School System will not be placed in the drawing, but rather, will be placed on a roster prior to the lottery taking place. [See the JCSS Pre-K Employee Policy for more specific information.](#)

Special needs Pre-K students' school assignments will be determined by the Special Education Placement Committee. Students currently being served in the JCSS SPED Preschool Program will be given priority in placement for our GA Pre-K Inclusion classrooms.

In the case of twins, if one twins' name is drawn; the other twin will automatically receive the next roster slot. If there is only one slot remaining, the parent/guardian will have the choice to take the one slot or have both twins placed on the waiting list.

To be considered for the lottery or to be placed on a school's waiting list, the following



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documentation must be on file: birth certificate, proof of residency, application. Each eligible student must be registered in their zoned home school.

Names will be placed into seven separate lotteries, one for each elementary school that is awarded a Pre-K classroom(s).

A member approved by the JCSS Pre-K Director will draw student names from those students with completed registration requirements. The number of names drawn for each school will reflect the number of spaces available based on the following criteria:

- Guidelines for the grant agreement, number of employee children placed on roster, and the number of special needs assignments needed. Those students whose names are not drawn for the Pre-K class(es) should return the waitlist form no later than March 31. Upon returning of the form, the child will be placed on a waiting list.

Registration of students will continue throughout the year. The waiting list will be available system-wide so that no child needs to be registered in more than one zone. If a site has open class slot(s) and no waiting list on the first day of school, the positions will be opened to students on the waiting list of the next closest school. Parents will be called in the order their child's name appears on the waiting list. Parents must be willing to provide transportation for their child to the school with the vacancy.

Following the drawing, all parents shall receive the appropriate notification via the email address used to complete the registration.

## Vacancies and Waiting Lists

The waiting lists for each school will be maintained by the Pre-K Director at Central Registration. Students are added to the waiting list for the school in which they are zoned, or through a parent's indication they wish for their child to attend another school. Please note, if you wish for your child to attend a school they are not zoned for, transportation to and from school is the requirement of the parent/guardian.

The following documentation must be secured **BEFORE** the student can be added to a waiting list:

- Completed Registration Form, Birth Certificate, and one Proof of Residency



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After each school's allotments have been secured during the lottery, names will be placed on the waiting list in the order in which they are drawn. After the Pre-K Lottery drawing, the waiting list rank order is determined by the date and time all required documentation is completed and received at Central Registration.

When a student withdraws from a school, the Pre-K Director will contact the highest ranked student from the waiting list and offer them the vacant slot. The Pre-K Director will document all contact made with waiting list students. The Pre-K Director will notify Central Registration of the student who will need a line of enrollment. The parent/guardian will be notified of any missing required documentation. A current proof of residency will need to be provided if the student is enrolling after the first 10 days of school. Central Registration will provide the School Records Clerk with the registration documentation for the student from the waiting list that will fill the vacancy.

Students who are "no-shows" during the first week of school should be contacted immediately. If verbal communication verifies that a student will not be attending the program, the Pre-K Director should begin contacting waiting list families per the guidelines above.

Per Pre-K Operating Guidelines, students who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be removed from the roster. Please refer to the Pre-K Attendance Guidelines for procedures for absenteeism.

## Transfers/Student Moves During School Year

If a family moves in-county during the school year, the Pre-K student will have the following options:

- Remain enrolled in the current school with the understanding that parents will provide transportation and that the student will be held accountable for attendance requirements.
- Disenroll from the current school in order to be placed on the waiting list in the new school zone.

If a family moves out of county during the school year, the Pre-K student will have the following options:

- Disenroll from the Pre-K Program.