



Waterloo Central School District

109 Washington Street, Waterloo, NY 13165

www.waterloocsd.org

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Universal Pre-K Lottery Procedure

On **January 26, 2026**, preregistration applications will become 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 online preregistration application, the documents are to be emailed (wcsdregistrar@waterloocsd.org), mailed, or dropped off at the District Office (109 Washington Street, Waterloo, NY 13165). The preregistration application will be examined to determine if all required documents are enclosed:

- 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/guardian legal identification (ID)
- custody papers, if applicable

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

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

The numbers that correspond to the preregistration 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.

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

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

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

As preregistration applications are completed after the deadline, if slots are still available, they will be preregistered and the parent/guardian will be contacted for next steps of the registration process. 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.