AUDUBON PUBLIC SCHOOLS

2027–2028 **UPDATED** PRESCHOOL ENROLLMENT GUIDE

Your step-by-step guide to the preschool lottery!

We're so excited that you're considering Audubon Public Schools for your little learner!

Follow these **5 easy steps** to complete the preschool enrollment process. **Be sure to pay close attention to the dates and required documents so your child doesn't miss out!**

STEP 1: PRE-REGISTER ONLINE

The first step is to complete your child's online preschool pre-registration! There is now a specific window to pre-register your child online.

December 1, 2026 – February 5, 2027

Please Note: The pre-registration link will not be active until **7:00 AM on December 1, 2026.** Please check back at that time to access the link and complete your child's online pre-registration.

A few important things to know:

- Online pre-registration is ONLY available during the designated enrollment window.
- Unlike previous years, registration will NOT remain open year-round.
- All children must be pre-registered online to be eligible for the preschool lottery or waitlist.

⚠ **DON'T MISS THE DEADLINE!**

Children who are not pre-registered online by **February 5, 2027** will NOT be eligible for the lottery or waitlist.

STEP 2: ATTEND RESIDENCY VERIFICATION

Friday, February 12, 2027

⏰ **7:00 AM – 5:00 PM**

⚲ **Haviland Avenue School-240 South Haviland Avenue**

ALL parents/guardians must attend this event to verify Audubon residency and confirm their child's eligibility for the preschool lottery.

BRING THESE 4 REQUIRED ITEMS!

1. CHILD'S ORIGINAL BIRTH CERTIFICATE

- Original birth certificate REQUIRED.
- **No copies, photographs, or photocopies accepted.**
- Legal guardianship or court documentation, if applicable.

2. PRIMARY PROOF OF RESIDENCY

Bring ONE of the following:

- Property mortgage bill
- Property tax bill
- Copy of deed
- Lease agreement (dated within the last 60 days)
- Audubon Park housing agreement
- Residency Affidavit (the homeowner/renter must also provide proof of residency and be present).

3. SECONDARY PROOF OF RESIDENCY

Bring ONE recent utility bill dated within the last 60 days:

- Electric or gas bill
- Water/sewer bill
- Cable/internet bill

4. PARENT/GUARDIAN PHOTO ID

- Driver's license or other state-issued photo ID.

PLEASE READ BEFORE YOU ARRIVE!

- All FOUR required items must be presented.
- No copies of documents will be made at this event.
- There are NO EXCEPTIONS to the documentation requirements.
- Incomplete documentation means your child will NOT be entered into the lottery.
- Online pre-registration will NOT be available at this event. You must complete Step 1 before February 5!

Once residency is successfully verified and all documents are presented, your child's name will be entered into the preschool lottery!

🎟️ STEP 3: WATCH THE PRESCHOOL LOTTERY!

Wednesday, February 17, 2027

The 2027–2028 Preschool Lottery will be held LIVE during the Audubon Public Schools Board of Education meeting!

HOW CAN I WATCH?

- Attend the Board of Education meeting in person.
- Watch LIVE on the Audubon Public School District's YouTube page.

HOW DOES THE LOTTERY WORK?

To be included in the lottery, your child must:

1. Be pre-registered online between December 1, 2026, and February 5, 2027.
2. Have all FOUR required documents presented and residency successfully verified on February 12, 2027.

🔢 YOUR CHILD WILL RECEIVE A UNIQUE LOTTERY NUMBER!

Once online pre-registration is completed, Genesis will automatically generate a unique lottery number specifically for your child.

IMPORTANT PRIVACY INFORMATION:

- Your child's name will NOT be associated with their lottery number during the live drawing.
- Only the parent/guardian will have access to the information connecting their child to their assigned number that evening.

💡 HOLD ON TO YOUR LOTTERY NUMBER!

You will need it to follow the lottery results and identify your child's placement.

🎉 STEP 4: YOUR CHILD IS SELECTED! NOW WHAT?

If your child's lottery number is selected, you will receive an email from Audubon Preschool/Haviland Avenue School (APS/HAS)/Audubon Public Schools (APSD).

□ TIME TO SUBMIT MEDICAL DOCUMENTATION!

Beginning February 22, 2027, selected families will need to submit ALL required medical documentation to:

Kelley Stenton
Audubon Preschool, School Nurse
2 Rd C, Audubon, NJ 08106
856-617-0918
kstenton@audubonschools.org

📎 **CLICK HERE FOR REQUIRED MEDICAL DOCUMENTS**

⏰ **MEDICAL DOCUMENTATION DEADLINE:**

March 22, 2027 – 3:00 PM

Please make sure ALL required medical documentation is received by the deadline.

⚠ **PLEASE DON'T MISS THIS DEADLINE!**

Failure to submit all required medical documentation on time will result in your child's preschool placement being FORFEITED. The next child on the waitlist will then be offered the available spot.

📝 STEP 5: COMPLETE FINAL REGISTRATION!

Once Nurse Kelley has reviewed and approved your child's medical documentation, the Registrar will contact you to schedule a brief:

10-MINUTE REGISTRATION APPOINTMENT

📍 **Registrar's Office**
Audubon High School
350 Edgewood Avenue

BRING THESE 4 DOCUMENTS AGAIN!

1. Child's original birth certificate

2. Primary proof of residency
3. Secondary proof of residency
4. Parent/guardian's driver's license or state-issued photo ID

WHAT HAPPENS AT YOUR APPOINTMENT?

- The Registrar will make copies of your four required documents for your child's registration file.
- You will complete a few additional registration forms.

WANT TO SAVE TIME?

You can print and complete the following forms BEFORE your scheduled appointment!

- Household Assistance Program Survey – LINK TO BE ADDED
- SEMI Form – LINK TO BE ADDED
- Genesis Parent/Guardian Access Form – LINK TO BE ADDED
- Student Residency Verification Form – LINK TO BE ADDED

YOU'RE ALMOST THERE!

Thank you for choosing Audubon Public Schools!

We look forward to welcoming your little learner and making their preschool experience a wonderful one!

QUESTIONS regarding the registration process for Preschool?

Please contact the Audubon Public Schools Registrar's Office for assistance:

Kristina Filachek
Audubon Public Schools, Registrar
350 Edgewood Avenue, Audubon NJ 08106
856-547-7695 Ex 4107
registrar@audubonschools.org