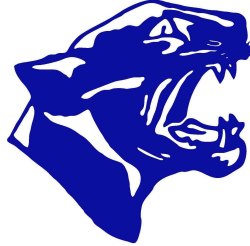


PANAMA CSD

UPK Lottery Procedure



Universal Pre-K Lottery Procedure:

In February, a notice will go out to families with eligible children to request an application packet.

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 Panama School District limits.

Upon the return of the application, the packet is examined to determine all required documents are enclosed:

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

Incomplete applications are separated and parents/guardians are notified of missing documents. Applications that are complete and turned in 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. Pre-K placement is not on a first-come, first-served basis.

The numbers that correspond to the applications in each pile are entered into the blind drawing. The drawing is completed by the District Clerk and the elementary school Principal. up to 34 numbers can be drawn for the full day classes.

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

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

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