

**Tiered Pre-K Lottery Procedure**

Students that meet age-eligibility and Georgia residency requirements and have a completed application through the School System’s Pre-K lottery platform will be entered into the electronic lottery. Creation of Pre-K classrooms and placement of students within the Pre-K classrooms (accepted and waiting lists) will be implemented following this tiered procedure.

**Children of School-Based Employees:**

Pre-K students will be allowed to enroll in the school in which a parent or guardian of such student is a full-time teacher, paraprofessional, or other employee, as long as the school-based employee resides in Georgia, and the student meets the age-eligibility requirement. For students who qualify and live outside of the local attendance zone, transportation will be the responsibility of the parent/guardian.

**Students Who Live Within the Local Attendance Zone:**

Students who reside within the local attendance zone will be entered into an electronic lottery for admission into the local school’s Pre-K program. Qualifying in-zone names will be drawn and placed on the enrollment roster until the program is filled. All remaining qualifying in-zone names will be drawn and placed on a waiting list for priority placement as seats become available. Note: If a twin’s name is drawn in the lottery process, the other twin will automatically be placed next on the enrollment roster or wait list.

**Students Who Live Outside of their Local Attendance Zone but Within the Local Unit of Administration:**

Pre-K students who reside outside the local attendance zone are eligible for enrollment provided that there is space after all eligible students who live within the attendance zone have been enrolled. Names of students who live outside the local attendance zone will be drawn and placed on the Out of Zone Waitlist. Parents will be contacted once space becomes available. For students who qualify and live outside of the local attendance zone, transportation will be the responsibility of the parent/guardian.

**Students Who Live Outside of the Local Unit of Administration/School System:**

Students residing in the State of Georgia who live outside of Richmond County will be selected and allowed to attend the Pre-K site once all eligible Richmond County students have been placed, provided that there is space after all eligible students who reside in Richmond County have been enrolled.