

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.2R1

**Effective Date:** April 3, 2009

**Revised Date:** August 26, 2013 \*Denotes Revision

**Section:** Instructional Services

**Subject:** Pre-Kindergarten and Kindergarten Public Lottery

**Related Policy:**

**I. DEFINITIONS**

The Voluntary Pre-K for Tennessee initiative is to provide for Tennessee's \*children who turn four by or before August 31, 2013, with the first priority to those four year olds who are economically disadvantaged, an opportunity to develop school readiness skills (pre-academic and social skills) in an environment that fosters the love and joy of learning and promotes success in kindergarten and throughout the child's life.

**II. PROCEDURES**

In the event a public lottery is necessary to place students in the pre-kindergarten or kindergarten program, the following procedures will be followed:

**Notification Procedures:**

1. Parents/guardians of students being placed in the lottery will be notified by mail at least 5 days prior to the lottery drawing of the time, date and location of the public lottery.

**Lottery Procedures:**

1. All names of students eligible for the lottery drawing will be read aloud and placed in the lottery.
  2. The Attendance Supervisor or his/her designee will draw names to fill the specified number of vacancies in the pre-kindergarten or kindergarten program.
  3. Names will be recorded by Attendance Supervisor or his/her designee.
- All names will be drawn and recorded in the order drawn. Additional names over the specified number of vacancies will be placed on an alternate list.

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*