



DRAFT- Laurel Literacy Academy Lottery Process Timeline (Updated 1.5.26)

- Pilot through Spring, 2026
- **January 27, 2026:** BOE Policy Committee Overview
- **January- June, 2026:** Implementation of Pilot Process
- **Summer, 2026:** Revisions to Process
- **September, 2026:** First Reading BOE Policy
- **October, 2026:** First Reading BOE:
- **October, 2026:** Second Reading BOE Policy:
- **November, 2026:** BOE Proposed Adoption:

DRAFT

Laurel Literacy Academy Lottery Process

In the event that the number of applications exceeds the available seats for Laurel Literacy Academy Preschool, a lottery process will be implemented. The goal of this process is to ensure fairness, transparency, and equal opportunity for all applicants. The following guidelines outline the lottery process and best practices to be followed:

1. Lottery Timeframe

The lottery will take place no later than the last school day of March prior to the school year of enrollment. All applicants will be notified in writing regarding the lottery date and time in advance.

2. Eligibility

Eligible applicants must meet the following age requirements:

- PK3 Lottery (must turn 3 years of age on or before September 1st of upcoming school year)
- PK4 Lottery (must turn 4 years of age on or before September 1st of upcoming school year)

3. Application

Applications are accepted for the lottery starting in September of the prior year. Available Pre-K spots are filled in order by when the student's assigned number is pulled in the lottery. Once all spots are filled, the remaining students in the lottery will be placed on a waiting list in the order that they are drawn.

Applications must be in by the lottery deadline. Parents/guardians of children selected through the preschool lottery must complete all required registration forms, including submission of medical information, by the designated due date provided in the lottery notification. Failure to submit the required paperwork by the deadline will result in forfeiture of the child's enrollment position. In such cases, the next eligible child on the waitlist will be offered the available spot.

4. Lottery Selection

Randomized Selection: The lottery will be conducted using a randomization program to ensure fairness in the selection process. Each applicant's family will be assigned a number in advance of the lottery. Numbers will be randomly selected to fill vacant seats during a public lottery. Families are welcomed to attend in person or virtually.



5. Waitlists

Once all spots are filled, the remaining students in the lottery will be placed on a waiting list in the order that they are drawn. Waitlists will remain active until the lottery drawing for the following enrollment year, whichever comes first. Any applications received after the lottery will be placed on the waiting list in the order in which they are received.

6. Preferences

The lottery process may include preferences for certain applicants. No more than 30 percent of available seats will be filled through a preference lottery to ensure fairness to all applicants. Applicants qualifying for one or more preferences will be considered equally and will carry the same weight regardless of the number of preferences identified. The preference lottery will be conducted first. Any preference applicants not selected will then be included in the general lottery for the remaining seats.

The preferences are as follows, only if seats are available:

a. **Sibling Preference:**

Students applying for PK3 or PK4 who have a sibling already enrolled at Laurel Literacy Academy for the upcoming school year will be given priority if seats are available.

b. **Staff Member Preference:**

Children of full-time, permanent staff members at Bloomfield Public Schools will be given preference if seats are available. The staff member must reside in Bloomfield.

c. **Multiple Birth Siblings:**

If twins or other multiple birth siblings reside in the same household and are applying for the same grade, they will be considered as a single unit in the lottery. They will only be selected together if sufficient seats are available for both students. For example, if 20 seats are available and twins are applying, both must receive lottery numbers 19 or lower to be accepted. If one twin receives a number higher than 19, neither twin will be selected, and the next available seat will go to the next student on the list.

7. Notification of Results

- **Lottery Results:** Applicants will be informed of their selection status via mail no later than **April 10th**. A written notification will be sent via letter to all applicants, indicating their lottery number, and whether they have been selected or placed on the waitlist.
- **Acceptance Deadline:** Applicants who are offered a seat must submit their acceptance or decline response by the deadline specified in the notification letter. Failure to respond by the deadline will result in the forfeiture of the seat, and the next applicant on the waitlist will be offered the available seat.

8. Special Circumstances and Final Selections

- **Waitlist Process:** In the event that a selected student declines the seat or fails to meet the acceptance deadline, the seat will be offered to the next student on the waitlist.
- **Late Applications:** If an applicant applies after the lottery has been conducted, they will be added to the waitlist in the order of their application date. Late applications will not impact the outcome of the lottery for students who applied on time.



9. Lottery Records and Audit

All records related to the lottery process, including the randomized selection results and waitlist placements, will be kept confidential and made available for review by authorized personnel. This ensures transparency and allows for auditing of the process to guarantee fairness.

10. Superintendent Oversight

The lottery process will be supervised by the Superintendent or a designated representative to ensure compliance with all procedures and fairness in the selection process.

By following these procedures, Laurel Literacy Academy aims to provide a fair and transparent lottery process that maximizes opportunities for all students, while also considering best practices for equitable access to available seats.