Cincinnati CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

*Procedure Name***: Preschool Magnet Enrollment**	
Procedure No. 5113.01–00-01	Eff. Date: 5/23/16
Implements Board Policy(ies) 5113.01	Last Reviewed: 5/9/16

1. Background

Describe relevant background to the implementation of the policy.   This procedure addresses the issue of eligibility and acceptance for preschool magnet lottery.

2. Responsibilities

Title: ECE Department	
Address:	
Phone: 363-0240	Cell phone:
Describe responsibilities: Preschool programs enroll students, determine grant eligibility and/or fee if applicable. ECE Department collects tuition deposits/fees when applicable.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.   1. Parents apply during magnet application rounds.   2. A computerized lottery allocates seats to families who apply.   3. Preschool Magnet Enrollment is a paper application prior to lottery opening for siblings.   4. Lottery uses prioritization of siblings (see policy).   5. When lottery number comes up, the family is notified via letter and/or phone calls.   6. After notification of offered magnet seat, family must officially accept by completing a registration packet and paying deposit if required.   7. *If family doesn't accept or doesn't complete the enrollment process, the magnet seat is offered to the next child based on assigned lottery number/position generated by computer.*

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4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

The Board's process of allocating preschool seats by lottery improves access to quality preschool for families up to 250% FPL.

Families that could not previously be "first in line" now have an equal opportunity in the lottery due to a computer generated list.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.