

## **Manchester-Essex Peer Pal Lottery and Assignment Procedures**

The Manchester-Essex Regional School District has established the following procedures for ensuring an equitable lottery for pre-kindergarten peer pal assignments for the 2012-2013 school year.

**Enrollment Capacity:** Eight (8) peer pal spaces are available per session for the 2012-2013 school year. In the event that the number of pre-kindergarten candidates exceeds enrollment capacity, lottery procedures will be implemented.

**Establishing the need for a lottery:** Returning peer pals receive first right of refusal for 2012-2013 enrollment providing that parents notify the district of their interest and session preferences in writing no later than March 2, 2012. Assignment of remaining seats will be determined by a lottery, which will be held on March 15, 2012. If necessary, a separate lottery will also be held to determine session assignments for returning peer pals at that time.

**Lottery procedures:** A public lottery will be held at the District Office on March 15 at 3:00pm. Parents of children included in the lottery will receive a written notice inviting them to attend and a public notice will be posted. The lottery will be videotaped.

### **Priorities and parameters for lottery participation:**

- All potential new peer pals participating in the lottery must have participated in the District Peer Pal screening in December 2011 or March 2012.
- This is a blind lottery with the exception of two categories explained below. The District is not permitted to prioritize assignments based on town of residence.
- Returning peer pals receive first right of refusal and are not required to participate in the lottery. A lottery will be held only if a particular session preference exceeds capacity.
- Candidates who are siblings of students currently enrolled in pre-kindergarten (as of March 2012) will receive first priority in the lottery.
- The three day session is reserved for peer pals who will be at least four years of age as of September 2012. The two day session is a mixed age cohort.
- Children who are not awarded a space in the lottery will be placed on a numbered waiting list. Parents will be notified if any openings occur at a later date.
- Pre-kindergarten scholarship funds are very limited. Selection of a child in the lottery process does not guarantee that a scholarship will be made available. Parents applying for pre-kindergarten scholarships must submit a letter of interest, current pay stub, and copy of their federal tax form for 2011 to the Student Services Office no later than March 22, 2012. If a scholarship is not awarded, parents will be asked to provide a deposit by April 13, 2012.