



Auburn
Enlarged City School District



*Harriet Tubman
Administration Building*

AECSD Procedure for Random Selection of UPK Slots

When eligible Universal Pre-Kindergarten (UPK) applications exceed the number of available seats, the Auburn Enlarged City School District (AECSD) will use a fair and random selection process to determine placement.

Application Requirements

Families must submit a completed AECSD UPK application with all required documentation:

- Child's birth certificate
- Immunization/shot record
- Copy of physical
- Proof of residency

Only complete and verified applications will be included in the random selection process. Incomplete applications will be placed on the UPK wait list and considered for placement once the application is complete and a seat becomes available.

Location Preferences

Families may indicate preferred UPK sites on their application. AECSD will make every reasonable effort to honor a family's first- or second-choice site; however, location preferences do not guarantee placement. Placement depends on available seats and demand at each site.

Determining the Need for Random Selection

- If eligible applications are equal to or fewer than available seats at a site, eligible applicants may be offered placement, subject to program eligibility requirements.
- If eligible applications exceed available seats as of March 1, AECSD will conduct a random drawing for available seats.
- Twins (and other multiples) will be linked under one lottery number. If at least two seats are available, both children will be placed together. If only one seat is available, AECSD will work with CBO sites to accommodate both children, which may require a class-size variance.

Random Selection Process

AECSD will:

- Verify application is complete and that the child meets UPK eligibility requirements.
- Determine available seats at each site.
- Conduct a computerized or otherwise verifiable random selection when needed.

- Select applicants at random until all available seats are assigned.
- Place eligible applicants who are not selected on the wait list.
- Make reasonable efforts to honor first- or second-choice site preferences when space is available.

March 1 Placement Consideration

If UPK seats remain available on March 1, AECSD will make every reasonable effort to place remaining eligible students at their first- or second-choice site based on available space. Because enrollment and capacity may change, preferred locations cannot be guaranteed.

Applications will continue to be received on a rolling basis, with placements made as slots become available.

Wait List

Applicants who are not selected for their requested site, as well as applicants with incomplete applications, will remain on the district's wait list. As seats become available, AECSD will contact families and make placement offers based on eligibility, available capacity, and site preferences whenever possible.

Communication With Families

On/around June 15, AECSD will communicate placement decisions and provide information about alternative placements or wait-list status. Families will receive reasonable notice and instructions for accepting or declining an offer.

AECSD's goal is to provide a fair, transparent placement process while making every reasonable effort to accommodate family preferences and maximize access to UPK programming.