

## **Mechanicville City School District Pre-Kindergarten Program**

The Mechanicville City School District offers a Pre-K program for 4-year-olds. Seats are limited and selected through a random lottery process.

Eligible children must be a resident of the Mechanicville City School District and meet the following age requirements to be eligible for Pre-K 4:

- A child must be four years of age on or before December 1st of the year in which they wish to enroll.

**The Mechanicville City School District 2023-24 Pre-K Lottery Application for the 2023-2024 School Year is NOW available!**

### **Lottery Application Registration!**



#### **Application Lottery and Process:**

##### **Part 1: Application**

Families may apply for a Pre-K seat by completing the online application which will be located on our website and social media sites. The application is for participation in the lottery and is not a guarantee or placement.

##### **Part 2: Lottery**

The district uses a random number generator to determine the order of the draw. The lottery continues until all students are placed on seats available (32). Once all seats are filled, a waitlist will be started.

##### **Part 3: Notification and Registration**

Families are notified of placement via phone call and email. Additional registration paperwork will be required at this time to secure your child's seat in the program.

#### **Registration Checklist:**

- Physical and Complete Health Certificate/Appraisal Form
- Dental Certificate or Dental Program Form
- Copy of Birth Certificate
- Parent/Guardian Photo ID
- Proof of Residency (must be dated within the last 30 days), includes on of the following:
  - Utility/phone bill
  - Cable bill
  - Rent receipt or lease
  - Payroll check
- Current Immunization Records

- Custody Papers (if parents are living apart or with guardian)
- If the student is a student with a disability, provide IEP/504 Plan

**Questions?**

Please contact Meghan Warren Director of Data & Accountability [mwarren@mechanicville.org](mailto:mwarren@mechanicville.org)  
or 518-664-5727 x1106