PRE-REGISTRATION TIMELINE

Jan. 15- Random Selection Drawing

March 1 - 31

March Random Selection Drawing-April 15

April 16 - 18

Beginning April 19

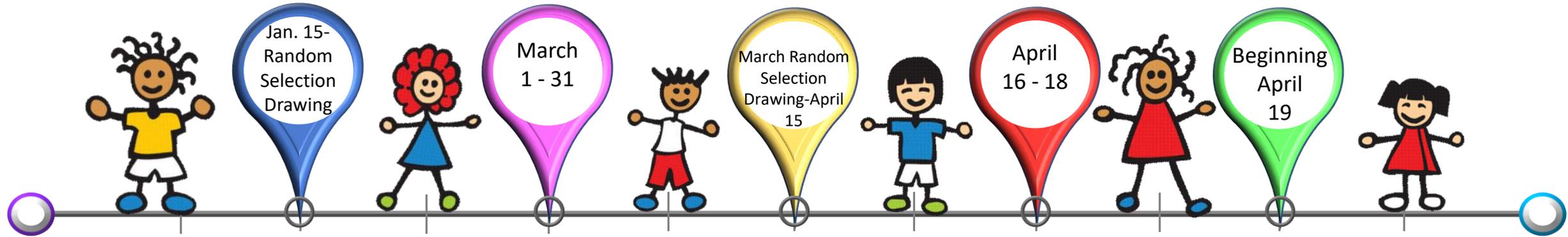## Advertising and Pre-Registration

- Recruitment flyers posted in community
- Parents/Guardians provide proof of residence and date of birth and pre-register children in ASAP
- Directors can view and monitor pre-registrations in ASAP

Random Selection Drawing

- Each program chooses a date and holds a random selection drawing

Random Selection Drawing Results Marked

- Directors mark each pre-registered child's status in ASAP as *Pending (selected in drawing for an available position)* or *Waitlisted (not selected in drawing for an available position)*

Parent/Guardian Notification

- DECE triggers emails notifying families of Pending or Waitlisted status
- Pending status families asked to accept or decline

Enrollment Completion and Class Creation

- Directors change status of children marked as Pending in ASAP to Completed status (if position is accepted) or Dropped status (if position is declined) based on parent responses
- Directors assign students with Completed Status specific classes in ASAP