

New Student Waiting List

1. Please visit the Monte Gardens school office on Wednesday, between 1:30-3:00 PM, to place your child on the Monte Gardens Elementary School waiting list.
2. The number of openings each year may change depending upon the number of student retentions, program changes, mobility, or those names on the sibling priority list. Sibling priority list pertains to incoming kindergartners only.
3. Inform the school office of any changes in your phone number, address, movement out of the district, or change of plans to attend our program. If you do not call yearly, your name will be removed from the waiting list for grades 1-5.
4. Children placed on the waiting list for Kindergarten will automatically be placed on the lottery list, if eligible (see below).
5. You will be contacted for enrollment when your child's name has arrived at the top of the list. If the school cannot contact you, your place will not be held.
6. If you are called to enroll and decline, your child's name will be removed from the waiting list. Should you decide to put your child's name back on the list, you must come to the office to fill out a new request for placement.
7. All classes will be filled by the last workday in August before the first day of school. No child can be accepted for attendance in our program after this date. All forms, immunizations, birth certificate, proof of residency, etc. must be verified at the time of enrollment.

In order to put a child on the waiting list, original copies of four forms must be provided as follows:

1. Birth certificate of child
2. Parent's picture id: a) driver's license; or b) passport
3. Two of the following documents: a) vehicle registration; or b) state or federal tax return or c) property tax bill; or d) current rental/lease agreement; or e) payroll stub/check with address.

Kindergarten Lottery List

1. To participate in the Kindergarten Lottery, your child must be placed on our waiting list between December 3 – December 2 of the year your child turns four (see below). Parents do not need to wait until their child is four years old to place their child on our waiting list, but the birthday must be within that time frame. After December 2nd, children will be placed on the waiting list in date order, but are not eligible for Kindergarten Lottery.
 - School Year 2012-2013 Four years old between Dec. 3, 2010-Dec. 2, 2011
 - School Year 2013-2014 Four years old between Dec. 3, 2011-Dec. 2, 2012
 - School Year 2014-2015 Four years old between Dec. 3, 2012-Dec. 2, 2013
 - School Year 2015-2016 Four years old between Dec. 3, 2013-Dec. 2, 2014
 - School Year 2016-2017 Four years old between Dec. 3, 2014-Dec. 2, 2015
2. The lottery is held annually on the second Tuesday in December.
3. If your child gets a lottery number that guarantees a kindergarten space and you decide to wait another year for your child to enter kindergarten, you will be guaranteed a space for the following year if you still reside within the district boundaries.
4. If you were not offered a kindergarten space and you choose to wait another year to enter kindergarten, your child will participate in the lottery for the following year.
5. If your children are twins, they will be given consecutive lottery numbers. If there is only one space available, you will be offered that space. If you decline, you can decide to remain on the waiting list and will be offered the first opportunity to attend our program when two spaces are available.

Sibling Priority Waiting List

Sibling priority is only for incoming kindergarten students.

- The following criteria must be met in order for a child to be identified as a sibling on the Kindergarten sibling priority list:
 - Student must attend Monte Gardens Elementary with their older sibling for a minimum of one year.
 - Student must be put on the sibling priority waiting list the year of their fourth birthday within the enrollment period.
- It is the responsibility of the parents to notify the office of any sibling relationships.

Call our office if you have questions about these procedures: 925 685 3834.