

# Lutz Pre-Prep

## Frequently Asked Questions

A private preschool serving:  
Early Childhood (3 Year Olds) and VPK (4 Year Olds)

### **How does the Lottery work?**

Lotterease will randomly sort all applicant names in each grade level.

No criteria are used to select students at Lutz Pre-Prep.

Example: If there are 80 applicants for VPK and there are only 60 available slots, Lotterease will randomly sort all student names and the first 60 will be offered a seat. The remaining 20 students will make up the waiting list, in the order in which they were randomly selected.

### **How many openings are there in each program? How is the number of openings determined?**

In EC3, there are 45 available slots. In VPK, there are 60 available slots.

Families currently enrolled in the Pre-Prep program will have the opportunity to register first. Following current families will be families of Pre-Prep alumni as well as students with siblings in the Charter. Once these registrations have been completed, the number of spots left available for the lottery will be offered to the public during the lottery process.

### **What happens if there are no openings at Lutz Pre-Prep after preferences have registered?**

The lottery will still be held; however, the applicant names will be randomly selected to create the waiting list.

Sometimes we experience changes during the summer months, when this occurs we will contact the next family on the waiting list.

You can monitor your student's progression on the wait list via the Lotterease website 24 hours a day, 7 days a week.

### **How will I be notified where my student ends up in the Lottery process? How can I check the status of my student on the wait list?**

Lotterease sends automated emails after the lottery is run with results that include offers for enrollment or wait list position numbers.

You can check your student's status 24 hours a day, 7 days a week by logging into your Lotterease parent account. Login to your Lotterease account by the link on the Admissions tab of [www.lutzprep.org](http://www.lutzprep.org) or go directly to [www.lotterease.com](http://www.lotterease.com). Once logged on, click on your student's name on the left hand side of the screen, then select, "View Lottery Applications", and Submit.

The next window will give you a snapshot of your current applications for that student.

School Name	Lottery Name	Lottery Status	Position	Preference Group	Admission Status	Parent Confirmation	Action
The school(s) you have applied for	The specific lottery you have applied for: in-county or out-of-county, grade level, and school year	Active (current Lottery or waitlist), Archived (Past Lottery), Pending (Lottery has not been run yet)	Position on waitlist (this will be a specific number or the dash sign (-) meaning not applicable)	Enrollment Defined Preference Group by FSS 1002.31 or 1002.33 or internal Lotterease system (i.e. applicant sibling, confirmed sibling)	Waitlisted, Accepted, or Pending	Not Applicable (no offer has been made yet), Confirmed, or Declined	Edit (click this option to make changes to your student's application: Delete, Add, Change, etc.)

In addition to manually checking your student's status, the Lotterease system sends automated emails to notify you when your student has moved into the top 5, as well as each time he or she moves into a ten position (i.e., 50, 40, 30, 20, and 10) on any waiting list

We strongly recommend that you enter [Lutz\\_Pre-Prep@lotterease.com](mailto:Lutz_Pre-Prep@lotterease.com) into your Contacts to prevent the e-mail from being recognized as spam.

We also recommend that you check your junk/spam folders on a regular basis for future notifications from Lotterease, especially if your student was placed on the wait list.

### **What is the time frame to confirm or decline a spot when it is offered to me?**

Initially, families will have 24 hours to confirm or decline the student's spot once it is offered.

This time frame includes weekends and holidays.

### **How am I notified if there is an opening?**

Once a parent declines a seat, Lotterease will automatically generate an e-mail to notify the next student on the wait list. Parents have a set window outlined in the email in which to confirm or decline attendance.

If there becomes an opening in Lutz Pre-Prep after the initial lottery is run, you may be contacted by phone or e-mail and given a deadline to respond.

### **My student was selected. What is the next step?**

After the initial lottery has been run, you will have 24 hours in which to "confirm" (accept) or "decline." These 24 hours include weekends and holidays.

Please visit our website to see the scheduled date of our lottery each school year.

- If you do nothing by the deadline, your student's name will be automatically moved to the bottom of the waiting list.
- If you accept the offer, you will receive a welcome e-mail from the school containing information about receiving a registration packet. Your registration is not complete until you have completed all required registration materials and have paid any required fees.
- If you decline attendance, the next student on the waiting list will immediately be contacted.

#### **What if I decline and then change my mind?**

Unfortunately, once you decline enrollment into Lutz Pre-Prep, the next student on the waiting list is immediately contacted. You can re-apply again for Lutz Pre-Prep, but your student's name will be added to the end of the waiting list. If you decline a specific class that is offered to you, you will remain on the wait list for a different class if desired.

#### **What if I want to confirm attendance but don't do it within the time frame defined in the acceptance email?**

Once the defined timeframe has passed, the slot is automatically offered to the next student on the wait list. There are no exceptions to the deadline.

#### **I registered for the Lutz Pre-Prep Lottery via Lotterease, but I've changed my mind and do not want my student to be entered in the lottery. What should I do?**

Please remove your student's information by using your Lotterease account before the lottery is run.

#### **My e-mail address has changed and I need to revise it so that I receive e-mail notices from you. What do I do?**

You can update your e-mail address and phone number by logging into your Lotterease account and making the change(s) yourself.

#### **I submitted applications for multiple children in the lottery. What happens if one of my children gets in and another does not?**

If one child from your family is accepted into the program, any other child you submitted an application for will automatically move to the top of the preference list for Lutz Pre-Prep. We do our best to accommodate our current families as much as possible in order to keep all students enrolled in the same school.