

Master Waitlist and File Drawer Procedure – Preschool

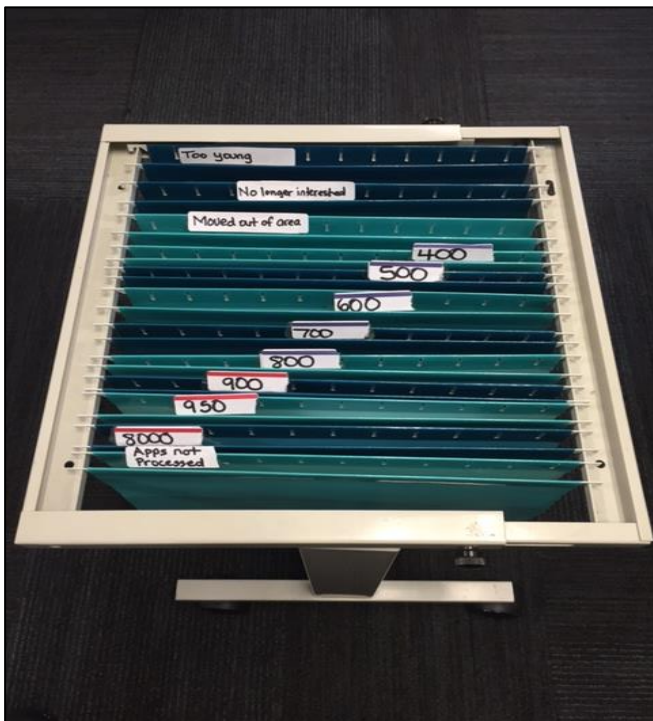
Purpose

This document provides a visual procedure to follow to setup a filing system that reflects the waitlist of eligible children in your program in order to ensure the equitable process of every application.

Procedure

The picture below shows a sample of the centralized filing system needed to keep all required files in one location. Keep all sensitive information locked and secure at all times.

Note: A file drawer key should be accessible to PSED staff during monitoring and file review.



Key:

- 1 = Apps not yet processed
- 2 = 8000
- 3 = 950
- 4 = 900
- 5 = 800
- 6 = 700
- 7 = 600
- 8 = 500
- 9 = 400
- 10 = Moved out of area
- 11 = No longer interested
- 12 = Too young