



## Waiting List Procedure

If your student has been placed on the waiting list, please note that there is still a possibility that he/she will be placed before school begins for the 2024-2025 year.

We continually check to see if all of the families that have been accepted have declined or have not responded by the deadline indicated on their acceptance letter. When we find that someone has declined or not responded by the deadline, then we backfill the available seat.

Here is how that is accomplished:

1. ACES places according to your students 'wait list number. If your student is the next person to be eligible, we look at the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice that you have applied to. **Please be sure that you are only applying to schools that you are interested in for your student to attend. Placement could be made to any one of the schools on the application.** If your student is placed, we will send out an acceptance letter with instruction on the next steps that you must follow and an acceptance form for you to completed and returned. **Please be aware, that if your student is placed and your decline the placement, they will be placed at the end of the waiting list for the other schools that you have chosen.**
2. If you have not chosen a school that has a seat that has opened up, your student will continue to be on the waiting list.

We will continue to place students through September 16, 2024. Your application will no longer be valid after September 16, 2024. You may re-apply for the 25-26 school year starting March 1, 2025.

Please let me know if you have any questions. I can be reached by email at [lbailey@aces.org](mailto:lbailey@aces.org) or by calling 203-498-6843.

Sincerely,

Lynn Bailey,  
Coordinator of Choice & Regional Transportation

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