



Step by Step Lottery Process

1. Lottery applications are received by the school/program through the application deadline date.
2. Applications are divided by grade level.
3. Applications in each grade level are reviewed to identify applicants with a sibling or attendance area preference.
Sibling Preference: A sibling preference is granted to those with a sibling currently enrolled in that specific school or program. To qualify for a preference, the enrolled student must still be in the program at the time the sibling would enter. For the K-12 language immersion programs, a sibling preference is granted so long as the enrolled student will still be enrolled at any level of the program (elementary, middle, or high) regardless of the entrance level of the sibling.
4. A draw slip is created for each applicant. The draw slip will be one of two colors. Green will be used for those applicants without a preference. Yellow will be used for those applicants with a preference. If the applicant has a sibling preference, the yellow draw slip will include the name of any other sibling in the current lottery and that sibling's grade. Do not include the names of siblings for applicants with an attendance area preference.
5. Conduct the lottery in a location where parents can observe the process.
6. Conduct the grade level draw first. Place each grade level into an envelope or container. Order drawn will determine order for the lottery.
7. Two envelopes or other form of container will be utilized for the lottery, one for those with a preference and a second for those with no preference. At the start of the lottery for each grade, place the applicant draw slips into the appropriate envelope or container. [Green slips into no-preference container; yellow slips into preference container]
8. At each grade level, names are first drawn from the preference envelope/container. These names are placed, in order of draw, on the wait list below the names of applicants from prior lotteries. Names are then drawn from the second envelope/container (no-preference) and placed on the wait list below those who were drawn during the preference drawing.
9. For each name on the list, indicate the date of the lottery, whether the student has a sibling or attendance area preference, and the student's gender.
10. Once a grade has been completed, determine if any of the yellow preference slips just drawn indicate the applicant has a sibling(s) in the lottery. Remove the sibling's draw slip from the sibling's respective grade pile and place the sibling on his or her respective grade wait list. The sibling will be added below the names of applicants from prior lotteries but above the names to be placed on the list when the sibling's grade is drawn.
11. Repeat this process for each grade.
12. Enrollment begins from the approved wait list in numerical order, unless preempted (see back).

Draw Slips

The draw slips for each applicant will be formatted as follows:

No Preference

Grade _____ Name _____

Preference

Grade _____ Name _____
Sibling Preference* Attendance Area Preference (select one)
*Sibling(s) in Lottery: _____ Grade _____
 none _____ Grade _____

Wait List

The following is a simplified version of the wait list for each grade:

Grade 5

Number	Student Name	Lottery Date	Preference?	Sex
1	John	August 10, 2009	None	M
2	Kelly	March 30, 2010	Attendance area	F
3	Dawn	March 30, 2010	Sibling	F
4	Carlos	March 30, 2010	None	M
5	Harold	August 12, 2010	Sibling	M
6	Frank	August 12, 2010	Sibling	M
7	Mary	August 12, 2010	None	F
8	Shawna	August 12, 2010	None	F
9	Ted	August 12, 2010	None	M

Assume Harold, who is in the lottery for grade 5, also has a sister, Sarah, in the lottery for grade 1. Harold and Sarah have sibling preference because their brother is already enrolled in the same alternative program. Once the drawing is complete for grade 5, Sarah's name would be pulled from the grade 1 lottery pile. She would be immediately entered on the grade 1 wait list. Her name would be placed after students who were entered on the list during the March 30, 2010 lottery but she would be the first grade 1 student for the August 12, 2010 lottery:

Grade 1

Number	Student Name	Lottery Date	Preference?	Sex
1	Max	August 10, 2009	None	M
2	Kevin	March 30, 2010	Attendance area	M
3	Amber	March 30, 2010	Sibling	F
4	Paul	March 30, 2010	None	M
5	Sarah	August 12, 2010	Sibling	F

If Frank, who was drawn after Harold in grade 5, also has a sibling in the grade 1 lottery, Frank's sibling would be placed immediately after Sarah on the grade 1 list. Both Sarah and Frank's sibling would be placed above the current lottery applicants for grade 1 whose names have yet to be drawn.

At the end of each school year, the wait list becomes the list for the next higher grade. For example, the wait list for grade 4 during the 2010-11 school year will become the wait list for grade 5 for the 2011-12 school year.

Preempting the Lottery Process

The lottery process may be preempted for the following reasons:

1. Grade level balance
2. Documented hardship (extenuating circumstances, medical, safety, psychological, or curriculum considerations)
3. Gender balance

All preemptions require advance approval of the appropriate Instructional Division Executive Director.