



Lottery Procedure

General Rules:

We are required to do a lottery by law if we have more applications than slots. It is a separate lottery by each grade. We have sibling/staff preference. We cannot guarantee a slot, but they move up (this happens after enrollment paperwork is complete for enrolling sibling). We cannot carry wait lists from year to year. It is a new process each December. We cannot accept future year's applications. Sometimes families will submit for future years on a current year application. These are not accepted and families are contacted that this application is disregarded.

All kindergarteners need to be 5 by 9/1. No exceptions. This is board action. See information that is on website for more information.

Step 1: Set dates to get approved

- Application Launch
- Deadline set
- Lottery data set
- Schedule 2 Prospective Parents Open Houses

Step 2: Communication

- Send staff email
- Send current wait list reminders
- Information out to community, website, Facebook, newspaper ad
- Keep website updated

Step 3: Intent to Return

- Send out current families the Intent to Return form with due date
- We cannot take parent word and drop students. Once we officially get the Request for Records the students will be dropped.

Step 4: Collect Applications

- As applications come in-eliminate doubles or currently enrolled
- Close application after deadline

Step 5: After Application Deadline
Organize Applications by Grade Level
Pull current families to top of all lists
Alphabetize the separate tab lists
Double check all in database
Double check Intent To Returns are in

Step 6: Create Grade Level lists for Lottery Names

Step 7: Hold practice lottery to prepare

Step 8: Night of Lottery

Step 9: Notify families of status next day