Idaho Department *of* Education

CHARTER SCHOOL LOTTERY

General lottery hints
- Check, double check, triple check
- One point of contact and data entry
- Provide explanation of the process and preference groups on application site, at the lottery, and where lists are posted.
- Define and post timelines
- Get approvals and declines in writing or email
- Anticipate unique situations and develop a plan before the lottery
- Make it clear the draw lists are not the final lists
- Call with questions or uncertainties

Process Steps
1. Determine the lottery format (drawing, spreadsheet, etc.)
2. Applications available to public
3. Completed applications collected
4. Applications checked for completeness, accuracy, address location, preference groups, age verification, grade
5. Information entered into database/spreadsheet
   a. Can have one sheet with all information
   b. Organized by grade with lottery information
6. Determine if lottery is necessary – if one grade has more applications than spots available lottery must be conducted for all grades

Day of lottery
1. Conduct draw for grades – this will determine the order the grades are drawn, which is important for the preference groups
   a. Determine number of spots available per grade
   b. This is helpful to share to audience
2. Draw Grade A (the first one from the draw order)
   a. Can be done by preference group
      i. Founders
      ii. In boundary
      iii. Out of boundary
   b. If drawn with all students from grade, order by preference group

      c.   Determine "cut off point" for spots available

      d.   Print draw list, if doing so.
- i. Mask information as appropriate – First initial, Last name or something similar. No birthdays, addresses, …
- ii. Printing and/or posting lists is not required.

3. Draw Grade B
   a. Once drawn reorder for preference groups, if not drawn in the groups.
   b. Reorder for any siblings drawn in Grade A. They will move up the list based on their draw order.
   c. Determine "cut off point" for spots available
4. Draw Grade C
   a. Once drawn reorder for siblings drawn in Grade A first, then Grade B.
   b. Determine "cut off point"
5. Continuing draw for each grade in order of the "grade draw" until all are completed.
   a. Reorder list based on siblings, maintain the order the grades were drawn: Grade A, Grade B, Grade C…

Days following the lottery

1. Contact parents for Grade A in order of the preference group were drawn to offer position.
   a. If parent accepts for that student that grade proceed to next parent.
   b. If there are siblings, leave in the order on the list.
   c. If parent declines for that student and grade, move to next student on list.
      - i. The sibling preference associated with this student is removed.
      - ii. The sibling would move to the original draw order for the grade and preference group they are in.
   d. If parents aren't available or want to take the allowed time to respond, DO NOT fill that spot.
2. Continue through the list until all spots are filled.
3. Contact parents for Grade B in order of preference groups, including changes due to sibling acceptance from Grade A.
   a. Follow acceptance/decline process until spots are filled.
   b. May need to wait to offer last few spots until the parents from Grade A respond.
4. Continue through the grades, once the parents from the previous grades have responded.
   a. Be cautious of overfilling grades.
   b. Leave room for responding parents.
5. Once offers are made, they should not be rescinded,

After the offers are made

1. Collect acceptance and enrollment documentation
2. Develop waitlists
    a. By grade
    b. Maintained and revised throughout the year