

Lottery Procedures

Electronic Lottery

Approved on September 10, 2009

Summary

This procedure will use application data previously entered into an Excel spreadsheet as the basis for resequeing values using the Excel random number generator.

Setup

The space in which the lottery is to be conducted should be setup for viewing by interested members of the public. It should include:

- Applicant list in spreadsheet
- List of class openings
- Computer system
 - Microsoft Excel installed
- Video Projector
 - Connected to Computer System
- Projection Screen
- Table and Chairs for
 1. Enrollment Coordinator
 2. Administrator
 3. Computer Operator
 4. Governance Committee Member
- Chairs for Observers
- Lottery Certification Document

Spreadsheet Format

The spreadsheet is organized in a series of individual sheets of a workbook. Each sheet represents a single grade level waiting list. Waiting lists are manually updated to the new year's grade.

Columns:

Preference

A "Y" (or "Yes") if applicant qualifies for admission preference because of Child of Beacon Teacher status or sibling status (per statute)

Data Received- (date application received)

PREF Date

Date Preference achieved

Student First Name

Student Last Name

Parent F Names and Last name

Address

City

State

Zip

Phone #

Birthdate

Sibling name/grade to list applying siblings

Detailed Description of Lottery Steps

The procedure will be the same for each grade involved in a complete lottery.

1. Load spreadsheet of applications received and maintained by the school. Load the file from a *copy* of the original to protect from data loss in the event of an error.

2. Insert three new columns into the class spreadsheet, before the "Last Name" column. Label columns:

Working

Lottery Order

Lottery Value

3. Turn off the auto calculate function of the Excel spreadsheet.

Excel 2003:

Click on the "Tools" menu and select "Options". In the new window select the "Calculation" tab and select "Manual" under the "Calculation" heading and uncheck "Recalculate before save".

Excel 2007:

Click on the "Office" button (Office logo sphere in the upper right corner) and click on the "Excel Options" button. Select the "Formulas" category and click on "Manual" under the "Calculation Options" header and uncheck "Recalculate workbook before saving".

Excel 2010:

Click on the "File" tab and select "Options". Select the "Formulas" category and click on "Manual" under the "Calculation Options" header and uncheck "Recalculate workbook before saving".

4. Generate Lottery Numbers

This step will calculate a series of random numbers for applications. *The calculated values in the "Working" column will change each time the spreadsheet is recalculated. This is why it is critical to copy the **values** and not the contents (functions) for the lottery values.*

In the "Working" column, enter the function =**RANDBETWEEN(1,5000000)** for the first name on the list.

Copy the formula down the column for all applications listed.

Calculate the values by pressing F9.

Select all of the values from the first application to the bottom of the list.

Copy the selected values.

Select the cell for the first application under the "Lottery Value" column.

Paste/Special/Values to copy the calculated values from the "Working" column.

5. Sort Applications by Preference and Lottery Order

Select the entire spreadsheet by clicking in the top-left corner of the sheet, at the intersection of the row and column labels.

Click on **Data** then **Sort** to open the sort data dialog.

For the **first sort field** select the **Preference column** in **Ascending** order.

For the **second sort field** select the **"Lottery Order"** column in **Ascending**

order.
Click Okay

6. Record New Order of List

This step will preserve the new lottery ordering of applications.
In the "Lottery Order" column, **enter the number "1"** for the first name on the list.

Beneath that **enter the formula** "=A2+1".

Copy the formula down the column for all applications listed.

Select all of the values from "1" to the bottom of the list.

Copy the selected values.

Select the cell for the first application under the "Lottery Order" column.

Paste/Special/Values to copy the calculated values from the "Working" column.

Multiples Procedure

If during the lottery process an applicant is chosen who has a sibling also seeking entrance *in the same grade* all multiples will be offered enrollment.

7. Click **File / Save-As** to save the newly changed workbook under a new name.

Return newly changed file to Enrollment Coordinator.

8. Certify Results.

A certification document shall be signed by school board members present at the lottery to attest that the lottery was conducted according to the adopted procedures and policies.

9. Publishing Results

The easiest way to notify families of their students' positions on the waiting list will be by mail. A letter should be drafted or updated to inform families of the new waiting list results. The computerized process may be summarized, "Because of the broader requirements introduced by the Minnesota Department of Education and the large size of our waiting list we are now conducting the lottery by computer. The entire process is still overseen and certified by school staff and the Governance Committee, and interested community members may still observe." A phone call will be made to families that have been offered an open spot.

Mailing labels may be easily produced in Word with the **Mail Merge** feature, using the waiting list spreadsheet as the data source. In addition to the parents' names and address, the top line of the label can include the student's new waiting list position and name. This information can be referenced in the letter without need to customize the letters for each family.

Correcting Errors of classification (e.g. a sibling-marked student found to not qualify for sibling status): Since this process assigns a random number to each student, sibling or not, just remove the sibling flag on this student and resort, then change the "Lottery Order" numbers to reflect the change. There is no need to re-lottery since the student which is changed already has a lottery number.

Waiting List Maintenance

After the annual lottery has been conducted, waiting list maintenance does not end.

Preference status changes through the year as enrolled students leave, or new students are enrolled. New applications are also accepted, families move into (or out of) a location qualifying for enrollment preference.

Two columns in the spreadsheet record enrollment preference: **PREF** just uses a marker symbol to show preference status (“ * ” if preference is active, blank if not) and **PREF TYPE** to record which preference category (or categories) applies, if any. The only reason to record the preference type is to facilitate waiting list management when a pupil's status may change. The PREF marker simply makes it easier to sort records into the lottery order.

Changing Preference Status: Simply change the values in the PREF and the PREF TYPE columns; do *not* change the lottery position value. Next select the entire sheet and sort the page with the first sort field PREF (ascending) and the second sort field LOTTERY VALUE (ascending). This will place all of the pupils with preference at the top of the list, and retain all lottery orders. If a student loses preference, then he or she will be relocated into the non-preference portion of the list according to the Lottery Value relative to the other non-preference pupils. If the student gains preference (e.g. the pupil's sibling is admitted), then he or she will be relocated into the preference portion of the list according the Lottery Order relative to the other preference pupils.

Removing Pupils from Waiting List: Simply cut the pupil's record (row) and paste into “Dropped” folder. In upper left corner of the physical application, write “decline-drop” or “no reply-drop”. Initial and date and place in the “dropped” folder.

Adding Pupils to the Waiting List: Add a new row for the pupil. Either add the row and re-sort the sheet (see **Changing Preference Status** above) or add the row at the end of the preference or non-preference portion of the list, depending upon the pupil's status. For the new applicant's Lottery Value enter the word “New”. Now, when you re-sort the sheet the new students will be at the end of their respective portions of the list.

We will *not* relottery the waiting list every time a new student is added. We will relottery once a year as previously determined, and add new applicants to the end of the list for the next annual lottery.

Preference for Admissions

Notes on January 26, 2009

Beacon Academy will accept and give preference to children of any teachers(s) currently employed at Beacon Academy.

Teacher's children include:

1. All children of a family unit related biologically, by marriage or adoption to one or both parents.
2. All Children in 'long-term' placement within a foster-care situation. *Note: Parents must provide documentation from their case manager, judge, or court.*

Teachers include: any licensed faculty or administrator currently employed at Beacon Academy.

The state statute re. Charter Schools seems to change regularly. Even a simple change in words or phrases may affect our enrollment policies. The following comments are based on understanding of the currently posted statute, 124D.10 Subd. 9, focused on Preferences for Admissions

Subd. 9. Admission requirements.

A charter school may limit admission to:

- (1) pupils within an age group or grade level;
- (2) people who are eligible to participate in the graduation incentives program under section [124D.68](#); or

(3) residents of a specific geographic area where the percentage of the population of non-Caucasian people of that area is greater than the percentage of the non-Caucasian population in the congressional district in which the geographic area is located, and as long as the school reflects the racial and ethnic diversity of the specific area.

A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. If a charter school is the only school located in a town serving pupils within a particular grade level, then pupils that are residents of the town must be given preference for enrollment before accepting pupils by lot. If a pupil lives within two miles of a charter school and the next closest public school is more than five miles away, the charter school must give those pupils preference for enrollment before accepting other pupils by lot.

A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents before accepting other pupils by lot.

A charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

First, please note that there is no *precedence* identified for the three categories of admission *preference*. This seems to imply that all three are of equal preference, e.g. that the charter school cannot give siblings preference above teacher children. If a waiting list is established, then the category (or categories) of preference may be noted so continued qualification can be more easily determined if the pupil rises to the top of the waiting list.

Furthermore, it is the *school's responsibility* to follow the law, not the responsibility of

the parent to ask for preference. We need to solicit sufficient information from the parents to determine if the pupil qualifies for a preference. These items are not addressed in the school's current enrollment policy (other than indirect reference to the statute), but they may impact the lottery procedures.

1. Siblings

“A charter school shall give preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents before accepting other pupils by lot.” Our understanding regarding sibling preference is :

- A. The sibling of a student currently attending Beacon Academy
- B. Whose said sibling’s application has been received by the school prior to the lottery application deadline.

Qualifications for this preference are fairly clear and well understood by Beacon Academy.

2. Teacher’s Children