


Run Lottery

Running the lottery places students randomly into their selected choice program based on the priority ranking chart, taking into consideration the student's ranking of programs on the application.

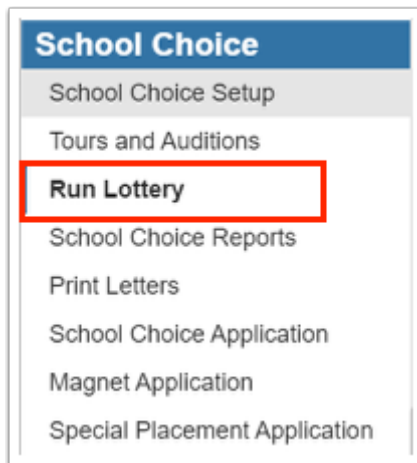
 The lottery must be run with the upcoming school year selected at the top of the screen.

Running the Standard Lottery

Before running the standard lottery, verify the following:

- In Setup > School Choice Setup > [Programs](#) tab, ensure the seat availability is set in the grade level columns or All Grades column.
- In Setup > School Choice Reports in the [Student List](#) tabs, review all information and ensure verification for active military, siblings, course requirements, etc. has been done.
- In Setup > [Tours and Auditions](#), ensure all completed tours/auditions have been entered for students.
- In Setup > School Choice Reports in the [Student List](#) tabs, run "Refresh Choice Data" to ensure all students are receiving the correct priority rankings for the programs they have applied to.

1. In the **Setup** menu, click **Run Lottery**.



The Standard tab is opened by default.

2. To run the lottery only for specific programs, select the **Program(s)**.

If no programs are selected, then the lottery will run for all programs.

3. Click **Run Magnet**, **Run SPA**, or **Run Choice**.

A screenshot of a web form titled 'Run the lottery for the following:'. The form has two tabs: 'Standard' (selected) and 'Specialized'. Below the title is a dropdown menu labeled 'Program(s)' with a blue arrow icon. Below the dropdown are three green buttons: 'Run Magnet', 'Run SPA', and 'Run Choice'.

When the lottery is finished running, a completion message is displayed.

A screenshot of a web form titled 'Run the lottery for the following:'. The form is a simple white box with a black border. The text 'Completed' is centered in the box.

Running the Specialized Lottery

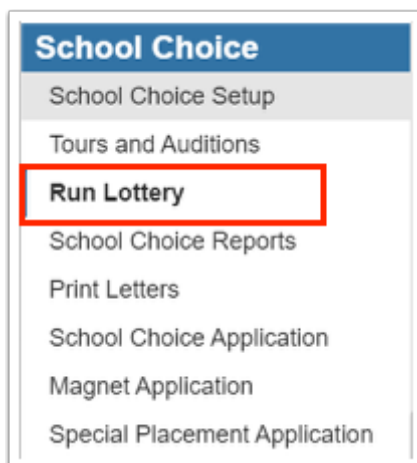
The specialized lottery uses the priorities High Applicant Pool, Medium Applicant Pool, and Low Applicant Pool set in Setup > School Choice Setup > [Priority Chart Rankings](#). A student meets the priority requirement when they have an address in-district (present in the address_to_district table) and the "choice_pool" column on the associated address_to_district row has been marked as "High," "Medium," or "Low."

Before running the specialized lottery, verify the following:

- In Setup > School Choice Reports in the [Student List](#) tabs, review all information and ensure verification for active military, siblings, course requirements, etc. has been done.
- In Setup > [Tours and Auditions](#), ensure all completed tours/auditions have been entered for students.
- In Setup > School Choice Reports in the [Student List](#) tabs, run "Refresh Choice Data" to ensure all students are receiving the correct priority rankings for the programs they have applied to.

For the specialized lottery, seat counts do not need to be defined on the Programs tab in School Choice Setup.

1. In the **Setup** menu, click **Run Lottery**.



2. Click the **Specialized** tab.

Standard
Specialized

Acceptance Year *
2022-2023

Choice Type *
Please choose

Grade Level *
PK

Priorities *
Program *
Choice

Race Options

☐ Sibling
☐ Deadline Met

Seats *

Run Lottery

3. Select the **Acceptance Year**, the school year for which applications are being accepted.
4. Select the **Choice Type**, the application type for which to run the lottery.
5. Select the **Grade Level** to include in this lottery run. Only one can be selected.
6. Select the **Priorities** to include in this lottery run. One or multiple can be selected.
7. Select the **Program** to include in this lottery run. Only one can be selected.
8. Select the **Choice** number to only include students who ranked the program with that number.
9. Select the **Race Options** to only include students with a value of 1 in the applicable race student system fields. One or multiple race options can be selected.
10. Select the **Sibling** check box to only include students who have been verified as having a sibling in the program.
11. Select the **Deadline Met** check box to only include students who have been verified as having met the district deadline.
12. Enter the number of **Seats** available in this lottery run.
13. Click **Run Lottery**.

Standard
Specialized

Acceptance Year*
2023-2024

Choice Type*
Magnet

Grade Level*
09

Priorities*
High Applicant Pool [HAP]

Program*
French Immersion, Focus High School - 0041

Choice

Race Options

☒ Sibling
☒ Deadline Met

Seats*
50

Run Lottery

14. In the confirmation message, click **Yes**.

X

You are about to run the Lottery with selections:


Acceptance Year - 2023
Choice Type - Magnet
Choices -
Program - French Immersion, Focus High School - 0041
Priorities - HAP
Grade Level - 09
Race Options - N/A
Seats - 50
Sibling - Yes
Deadline Met - Yes

Would you like to continue?

Cancel Yes

A confirmation message is displayed when the lottery run has completed, with the list of students who were accepted. Continue this process until all students have been placed.

Rollover Considerations


-  Once the lottery has been run, each student's Status is updated. The blind logic of the lottery placement process places students randomly in their selected choice program based on the Priority Ranking Chart, taking into consideration the student's ranking of programs.

If a student ranked a program as 1, that student will be placed in their desired program over a student who ranked the program as 3. If a student is placed in their first choice program, they will not receive a placement or waitlist ranking for their second choice. If a student is placed in their second choice program, they will not receive a waitlist ranking for their first choice.

After the lottery, the district can review the student's Status and Waitlist ranking in Setup > School Choice Reports > [Student List](#) tabs or Students > [Magnet/Special Assignment](#).

The lottery can be run a second time to place students in their desired programs to fill empty seats based upon the first lottery's waitlist ranking determination.

The district can update a student's Status from Waitlist to Accepted in Setup > School Choice Reports > [Student List](#) tabs or Students > [Magnet/Special Assignment](#).

-  The student's Rolling/Retention Option and EduChoice status are not automatically populated by the lottery and the student's application Status. Therefore, regardless of the student's application Status, the student will not be rolled as expected if the Rolling/Retention Option and EduChoice status are not set correctly.

A nightly scheduled job should be run to populate the applicable student enrollment fields prior to running the Set Next School or Rollover scheduled jobs. Focus will provide your district with the appropriate query to populate this job.

If the student's application Status is Accepted, the job will populate the student's Rolling/Retention Option to the program school and the EduChoice field to Choiced. This will roll the student into the next school year at the correct school.