**Lottery Process Script Template**

# Introduction/Welcome Families

# Lottery Process

To protect students’ privacy, each applicant was assigned a student ID. After the lottery is completed, you can email (insert email address) for lottery results. Lottery results will also be posted to SchoolMint by (insert time/date). We will conduct an electronic lottery using SchoolMint, our online enrollment system.

You can view the lottery dashboard on the screen now. Applicants have been grouped by grade. The number of available seats by grade is listed as well. We will have a lottery for each grade using the SchoolMint lottery function. This function will run a completely randomized lottery with our preferences.

Our enrollment policy and charter require us to give enrollment preference to:

1. Siblings of existing students at (insert school)
2. Students residing in Community School District (insert number), which is where the school is located.
3. Children of the employees of the charter school or charter management organization (optional, list if applicable)
4. (List additional preferences unique to your school)

Today, we will have a lottery for (insert grades).

We are ready to conduct the lottery and begin with the (insert grade).

# Lottery Execution

* Grade K
	+ Seats available:
	+ (Applicants not accepted through the lottery will automatically be added to the waitlist OR All applicants will be accepted to the school)
* Grade 1
	+ Seats available:
	+ (Applicants not accepted through the lottery will automatically be added to the waitlist OR All applicants will be accepted to the school)
* Grade 2
	+ Seats available:
	+ (Applicants not accepted through the lottery will automatically be added to the waitlist OR All applicants will be accepted to the school)
* Grade 3
	+ Seats available:
	+ (Applicants not accepted through the lottery will automatically be added to the waitlist OR All applicants will be accepted to the school)

This concludes the lottery for the 2023-2024 school year. These results are preliminary. Formal results will be communicated to families by (insert date). Thank you.