

Boulder Valley School District Open Enrollment Lottery Procedure

The process can be divided into three aspects:

- I. Determination of available seats - an available number of seats must be determined for each school and grade level. Factors will include:
 - a. The physical capacity of the facilities
 - b. The availability of teaching and/or administrative staff
 - c. The expected enrollment for next year, based on current enrollment, retentions and expected entering students (particularly at kindergarten) (It is usually not possible to predict with any certainty the number of available seats that may be available prior to the lottery's actual run date)

- II. A hierarchy of priorities is determined. These vary from year to year and stem both from District policy and Charter contracts. The District places a high priority on allowing students who have open enrolled to a school other than their neighborhood school and wish to return, on students who have moved but wish to continue to attend their current school and on keeping families together. All first choices are processed, then second choices, then third choices, etc. In addition, students residing inside BVSD are given priority in most cases over students residing outside the district. The resulting hierarchy can have as many as 115 levels (including all four choices and in-district/out-of-district residence considerations).

- III. Applications are entered into the computerized lottery system.

- IV. On the day of the lottery a computer program works through each level of the priority list. As each level in the hierarchy of priorities is processed, the program makes random selections from the applicants in that priority group until the available seats are filled. The program then proceeds to the next level.

- V. Letters are sent offering positions to students assigned by the program. Parents must respond accepting or declining these offers. Declines, plus updated information as to available seats (retentions, etc.), create additional spaces for the second lottery, which uses the same method to assign whatever additional seat may be available.

- VI. After the second lottery, a randomized waiting list for each grade at each school is generated, again by random computer program. As seats become available, either through families moving away, the creation of additional capacity at a school, or students declining offers, students are assigned in the order they appear on the randomized list.

