



**Guidelines for use of the NYSED Weighted Lottery Generator**

PRIOR TO USING THE NYSED WEIGHTED LOTTERY GENERATOR ALL SCHOOLS

## Use of the NYSED Weighted Lottery Generator

### USING THE NYSED WEIGHTED LOTTERY GENERATOR ([Also see instructional video](#))

1. Develop a list of all student applicants including the following information: student first and last name, at-risk identification and grade level in the upcoming school year.
2. Upon opening the NYSED Weighted Lottery Generator, read the tabs entitled Introduction, Purpose, Guidelines and Use. Click “Confirm.”
3. Select ONE at-risk weighting category to weight educationally disadvantaged students: economically disadvantaged, English language learners, or students with disabilities.<sup>5</sup>
5. Enter or copy and paste student information into the Applicant Information Worksheet and identify those students who are eligible for weighting criteria (enter "1" for at-risk identification).
6. Submit the applicant information worksheet to run the lottery. NOTE: Schools cannot run the lottery more than once to preference for more than one category of at-risk student.
7. Weighting proportions for educationally disadvantaged enrollment will appear.
8. Each weighting strata is given an applied weight based on selected criteria and the composition of the applicant pool.
9. Students are randomly assigned a number which is multiplied by the associated strata weight; the product is linked to the students’ information and ranked in a new admissions list in lottery results generated in a PDF. Information linking students to each weighting strata is removed from the PDF for the purposes of public lottery display.
10. Schools must save detailed lottery records, including but not limited to printed and electronic documentation of the process, inputs and results for a period of no less than 3 years after the date of the lottery. Again, lotteries may only be run once for each academic year.
11. Schools should have readily available copies of the saved PDF generated from the lottery as required by the Commissioner's regulations.
12. If the enrollment policy changes in any way schools must obtain approval from its authorizer and the NYSED Charter School Office before using the NYSED Weighted Lottery Generator in future CSP years.

**PLEASE NOTE: Failure to strictly follow the procedures set forth above may jeopardize CSP funding.**