

CHARTER SCHOOL OFFICE

Guidelines for use of the NYSED Weighted Lottery Generator

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.⁵
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.