

---

## **HCPA LOTTERY PROCEDURE - Updated 10/21/20; Board Approved 10/21/20**

If the number of applications received during the open enrollment period exceeds available enrollment established by the Board for any grade after siblings/foster children of an enrolled pupil's parents and children of employees have been enrolled, the school conducts a general lottery within one week after expiration of the Open Enrollment period. All applications for each such grade(s) from current residents of Minnesota received before the expiration of the Open Enrollment Period are included in the general lottery.

Purpose: During the open enrollment period (January 1 to January 31) if HCPA receives more applications for any grade than space available, Hmong College Prep Academy will select students for that grade using a lottery system. The lottery ensures that all interested students have an equal chance of getting into the school.

Process: A random number generator in Excel is utilized to assign a lottery number to each applicant. The formula is =RANDBETWEEN(1,9999)

### Instructions/Steps:

1. All applications are exported into an excel spreadsheet.
2. With two staff members present the following process will take place. In a new column, enter the following formula to create a random number and drag it down to each applicant:  
=RANDBETWEEN(1,9999). Each applicant will get a 4 digit number (to avoid duplication).
3. The applicants are then sorted by grade and lottery number.
4. The students with the smallest lottery numbers are at the top of the list and those with larger numbers are at the end of the list.
5. Record of students and assigned waiting list numbers will be signed and dated by two staff members and kept in enrollment file
6. Wait-list number assignments recorded in database.

Waiting List Priorities: There is one waiting list with two determinations of preference. Students who are siblings/foster children of an enrolled pupil's parents of currently enrolled students are given preference over all other students on the waiting list. The students of current employees are given next priority on the waiting list. Students who are children of current employees have priority over the general waiting list, but not over siblings/foster children of an enrolled pupil's parents on the waiting list. A student may only be kept on the current employees' waiting list while their parent is employed at Hmong College Prep Academy. All other students are put on the waiting list after those with a preference after all open places in grades are filled. The order of the waiting list is determined by the random numbering from the lottery. Applications received after the lottery are added to the end of the applicable waiting list for each such grade, in the order received.