Lottery

Last Modified on 10/19/2026 2:14 pm CDT

Tool Search: Lottery

Once the application deadline has passed and all the eligible applications are entered, the Lottery generally takes place.

Using the weights for each application, the top-ranked applications get approved. The grouping is typically by “Choice” and grade level, but other groupings may be used as well (e.g., some only include applications that are the 1st Choice in the initial Lottery).

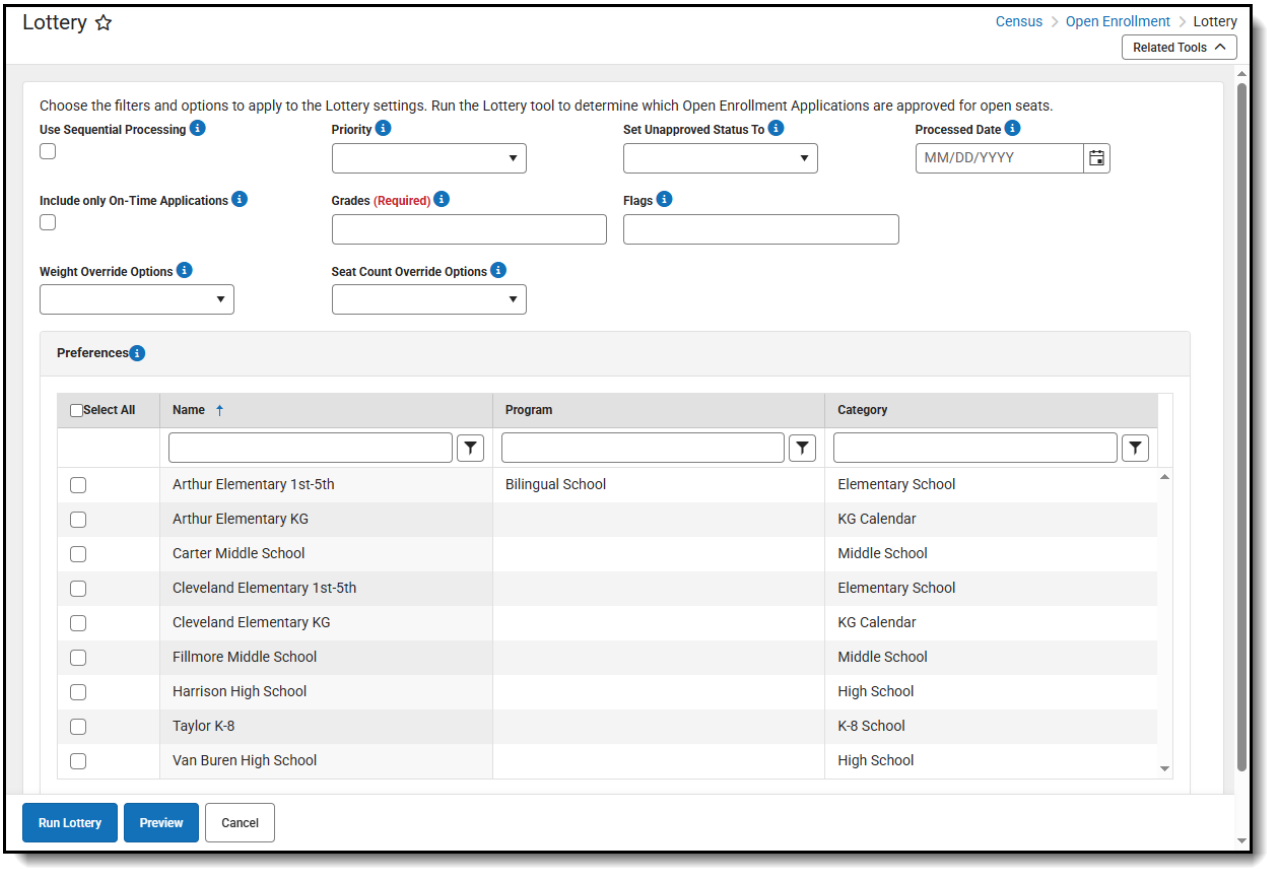
If there is a tie for weight, a random number (which is assigned when the application is first processed and doesn’t change) is used as a tie breaker (lowest wins).

See the Open Enrollments Tool Rights article for information on rights needed to use this and related tools.

Before the Lottery is run, the following must be completed:

- Seat Counts must be entered for each grade within each preference in the lottery.
- Enrollments must be rolled forward for all grades with each preference in the lottery.

Once these have been completed, the total available seats for each Grade Level will be known.



Create a New Lottery

Choose the filters and options to apply to the Lottery settings. Run the Lottery tool to determine which Open Enrollment Applications are approved for open seats.

If you have previously created a template for your lottery using the Lottery Template, you can use that as a starting point by selecting it from the list of lotteries in the Lottery tool.

1. Click **New**.
2. Check **Use Sequential Processing**.
    - If Sequential Processing is selected, only applications that are the currently highest priority for the student will be included.
3. Select a **Priority**.
    - Only applications for the selected Priority will be included. If blank, all priorities will be included.
4. Select **Set Unapproved Status To**.
    - Applications that are not approved will be set to this status.
5. Enter a **Processed Date**.
    - If left blank, the date will default to today's date.
6. Check **Include only On-Time Applications**.
    - If selected, only applications that were submitted within the On-Time Windows will be

included.

7. Select the **Grades**.
    - Only applications for the selected Grades will be included. At least one Grade is required.
8. Select any of the available **Flags**.
    - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
9. Select a **Weight Override Option**.
    - This is used to override the default weighting options for the lottery run. The default is to include all weights applied to the rules, plus the weight in the Addition Weight field in the Application.
10. Select a **Seat Count Override Option**.
    - This is used to either limit(Max) or force(Min) for this lottery run.
    - When using a Seat Count Override, you must also fill out the Seat Count Override Number.
    - Minimum Seat Override allows you to extend the number of seats available past the seat count set for the grade (for example, if the available seat count is 5 and you set the minimum to 10, then 10 seats will be filled). Maximum Seat Override allows you to limit the number of seats available more than the seat count set for the grade (for example, if the available seat count is 10 and you set the maximum override to 5, then only 5 seats will be filled).
11. Enter the **Seat Count Override Number**.
    - If Seat Count Override Options have been selected, this is the required number of seats set for the Seat Count Option calculation.
    - When using a Seat Count Override, you must also fill out the Seat Count Override Number.
    - Minimum Seat Override allows you to extend the number of seats available past the seat count set for the grade (for example, if the available seat count is 5 and you set the minimum to 10, then 10 seats will be filled). Maximum Seat Override allows you to limit the number of seats available more than the seat count set for the grade (for example, if the available seat count is 10 and you set the maximum override to 5, then only 5 seats will be filled).
12. Select any **Preferences**.
    - Only applications for the selected Preferences will be included. At least one Preference is required.
13. Click **Preview** to run a mock lottery to ensure all the correct settings have been selected.
    - The Preview can be downloaded by clicking Export to PDF or Export Excel.
14. When everything is set, click **Run Lottery**.
    - Applications that have been approved will appear with an Approved status. The results can be downloaded using the export buttons.