

Lottery Monitoring Tool

General Information

Name of School: _____ Address of Lottery: _____

Date of Lottery: _____ Time of Lottery: _____

Environment Description

Location of Lottery: _____

Estimated Number of School Officials Present: _____ Estimated Number of Parents Present: _____

Estimated Number of Students Present: _____

Other information that may be important to note: _____

Lottery Process Description (when applicable, check all that apply).

Who organized and facilitated the lottery process? Please list all pertinent names and positions/titles/affiliations. Continue on back of page if needed.

How was the random selection conducted? manually electronically

Describe: _____

How was the process described to attendees? in writing verbally If written, please attach a copy to this report.

If not included in the written attachment, describe how siblings and students of employees/founders/board members were handled in this process.

Was the process explained and demonstrated to the attendees prior to being officially conducted? yes no

Were attendees given the opportunity to ask questions regarding the process? yes no

Other information that may be important to note: _____

Documentation and Directive Action Required

Please indicate that the following documentation has been attached to this report: list of all students who applied for the lottery with selected students, unselected students, and waitlist order indicated a copy of the lottery application

Initial on the line provided to indicate that the school administration has been informed that the school may be required to supply all lottery applications at the request of the ADE at any time. _____