

Lottery Observation Tool Instructions

The Lottery Observation Tool (LOT) is a form designed to aid representatives of the Arkansas Department of Education's Charter School Unit in completing successful and meaningful observations of charter school lottery procedures that occur in an effort to fairly distribute grade level classroom seats when the number of students applying for those seats exceeds the number of seats available. Accordingly, the form should be completed with care and accuracy.

After scheduling and confirming lottery observation visits with the appropriate school leaders, the representative will use the LOT as a guide during the site visit. Prior, during, and following the visit, the representative needs to ensure that he/she has paid close attention to the items that require completion on the LOT, making comments of any concerns that arise in the notes sections provided.

Upon completing the LOT, the representative should initial the bottom of the LOT. Also, the representative needs to scan and save the document with any other pertinent documentation gathered during the lottery observation visit. Most importantly, the representative must follow up on concerns or future points of collaboration with the appropriate parties of interest within five (5) business days. Finally, a copy of the completed LOT should be forwarded to all appropriate personnel at the observed school.

Lottery Observation 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 Members of the Public 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. _____