

USD 505 Capacity Language and Lottery Process

Selection Process

by May 1	District capacity determined
by June 1	District capacity posted on website
June 1-30	Nonresident Application Forms made available and accepted.

Between July 1st and July 15th of each year:

1. The superintendent or representative will sort and select nonresident student applications that match the approved and published nonresident student enrollment available in the district.
2. The superintendent or representative will ensure that all eligible nonresident student applications are included in the lottery selection process.
3. The names of each nonresident applicant will be entered into the lottery and selected randomly by grade level.
 - a. The lottery selection must be done randomly, and the procedure must remain confidential.
 - b. The lottery (*may*) be done physically by selecting the names written on a card from a pool or digitally by entering names into a random selection generator.
4. All students entered into the lottery (*shall*) be drawn and listed in order of selection.
5. The superintendent or designee will review and confirm each student drawn qualifies for nonresident enrollment.
6. Each student selected for enrollment will be assigned to a school as determined by the superintendent or designee.
7. The parent or guardian of each student selected for enrollment will be notified of their acceptance as nonresident students and of the school placement.
8. The parent or guardian (*must*) acknowledge receipt of acceptance and student placement within (*five (5)*) business days from the date of notification or the nonresident enrollment will be denied.
9. The superintendent or designee will confirm that nonresident students have filled all approved open seats until the applicant list for each grade level is exhausted.
10. Applicants not selected for nonresident enrollment will be notified and provided with the reason for non-selection.
11. The district (*may*) maintain a “waiting list” of nonresident students who were not selected for enrollment but may be eligible for a seat if one becomes available.
 - a. Nonresident enrollment capacity will be determined if the resident enrollment is (*X*) below the projected enrollment.

Digital Random Lottery Options:

1. RandomResult.com
 - a. Select “Pick Items”
 - b. Enter all nonresident enrollment applicant names in the text box (one name per line).
 - c. In the second text box, enter the exact number of applicants listed in the first text box.
 - d. Click “Draw Now” and a random list of the applicants will be listed.
2. ChatGPT:
 - a. Begin a “New chat”
 - b. In the “Message ChatGPT” text box, enter the text: Randomly organize and number the names in this list:”
 - c. Below that message, enter all nonresident enrollment applicant names in the same text box (one name per line).
 - d. Click on the arrow on the right end of the text box or press “Enter”.
 - e. The result will be a randomly selected list of names.