

# Managing Lotteries





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# What are we reviewing in this webinar?

1

By Grade or Entire Run

**Publishing Results**

2

Moving students or updating status

**Managing Placements**

3

Adding new students to list

**Running Additional Pools**

4

Reviewing placements

**Troubleshooting**

# Logistics

Slides, recording, and related resources will be shared in a follow up email tomorrow

## Live Q&A Throughout

- Ask webinar related questions by clicking Q&A on Zoom



## Need More Specific Help?

- Send your questions to [schoolmint.zendesk.com](https://schoolmint.zendesk.com)

## Two Survey Options

# This webinar is for Admins with full Lottery access

- In order for a user to manage lotteries, they must be part of a user group that has these permissions enabled.
- By default, all Super Admin user groups will have these settings enabled

## Lottery

-  Run Lotteries
-  Manage Cutoff Numbers
-  View Lottery Dashboard
-  Delete Lotteries
-  View Cutoff Numbers
-  Move Individual Placements
-  Manage Priorities
-  Manage Lottery Dashboard
-  Remove Individual Placements



# Lottery Dashboard



# Dashboard Management

- This is where you can find your lottery lists, as well as manage them. Actions from here include: Bulk Publish Results, Bulk Export Results, filter for your lottery lists, access your lottery lists, and depending on your admin access, delete lottery lists



## Lotteries

### Lottery Dashboard

View real-time lottery runs for each program, showing offered lists and waiting lists.

[Lottery Settings](#) ▼

Show Inactive

Bulk Actions ▼ 0 / 14 Selected

Program(s) ▼ School Level(s) ▼ Program Category(s) ▼

<input type="checkbox"/>	Run Date	Program	Category	Pool <span>i</span>	User	Published	Actions
<input type="checkbox"/>	2025-08-08 09:05:29	Oak Elementary School	<a href="#">Open Enrollment Programs</a>	1	Meg Ardoin	Yes	<a href="#">View</a> 
<input type="checkbox"/>	2025-05-19 06:39:22	Applewood Elementary School	<a href="#">Open Enrollment Programs</a>	1	Mallory Juneau	No	<a href="#">View</a> 
<input type="checkbox"/>	2024-10-08 12:45:53	Spruce Elementary School	<a href="#">Open Enrollment Programs</a>	2	Mallory Prejean	Partially	<a href="#">View</a> 

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# Lottery List



# Lottery List Management

- This is where you can manage your individual lottery lists. Actions from here include: Publish Results or Publish by Grade, View the Settings used on run, and Export Results. We can also see details of our placed students, and available seats

## Spruce Elementary School

Lottery Design: Tiered Lottery

Publish Lottery Run ↑

Filter by Lottery Lists ▾ Filter by Grade Levels ▾ Apply Saved View Standard View ▾  Add View

Grade: K

### General Lottery

OFFERED LIST *1 Assigned, 1 Seat(s) Available*

Publish by Grade

Rank	ID#	Student Name	Status	Sub-Lottery	Weight	Score	Priority	Published	Actions
1	 1012728	Pedro Gonzales		5	1	-	No Priority	No	⋮

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Publish Lottery Run ↑

Publish by Grade



# Lottery Views





Create This View!



OFFERED LIST *4 Assigned, 3 Seat(s) Available* Grade Pu

Expiration Date	sublottery	Status	Original Rank	Rank	Timestamp Notified Offered	Timestamp Initial Notification	Accepted Declined By	Manual Movement
	1	✔	1	1	2023-12-06 10:55:52	2023-12-06 10:55:52	A	0
	3	✔	2	2	2023-12-06 10:55:53	2023-12-06 10:55:53	P	0
	3	✔	3	3	2023-12-06 10:55:53	2023-12-06 10:55:53	P	0
	4	✘	4		2023-12-06 10:55:53	2023-12-06 10:55:53	P	0
<del>01/09/2024 10:00 AM</del>	3	✘	5		2024-01-03 10:18:05	2024-01-03 10:18:05	S	1



# Lottery Seats



# #Assigned / #Seats Available Count

Assigned seats = the number of seats that have been offered and NOT Declined

Available seats = the number of seats available that are remaining to be filled based on the cutoff number that was set for the **most recent lottery pool**

Grade	Group	Cutoff Numbers	Current	Available
K	General Lottery	25	0	25
1	General Lottery	0	0	0
2	General Lottery	7	3	4

OFFERED LIST **3 Assigned, 4 Seat(s) Available**

ID#	Student Name	Priority	Expiration ...	sublottery	Status	Original Rank	Rank
7186288	East, South	Multiple Priorities (3)		1	✓	1	1
2608717	Bennett, Enid	Multiple Priorities (2)		3	✓	2	2
2608710	Bennett, Emmal...	Multiple Priorities (2)		3	✓	3	3
2531507	West, Katie	Multiple Priorities (2)		4	✗	4	



# Lottery Placements



# Bulk Offer

Use the Bulk Offer button to select the number of applications to be moved to the Offered List from the Waiting List

## General Lottery

OFFERED LIST *2 Assigned, 0 Seat(s) Available*

[Publish by Grade](#)

Rank	ID#	Student Name	Expiration Date	Status	Sub-Lottery	Weight	Score	Actions
1	2709317	<a href="#">Barton, Paul</a>			2	1	-	⋮
	2698296	<a href="#">East, Jeremiah</a>		✖	2	1	-	⋮
2	2542005	<a href="#">Robin, Alec</a>		✔	2	1	-	⋮

WAITING LIST *1 Waitlisted*

[Bulk Offer](#)

Rank	ID#	Student Name	Status	Sub-Lottery	Weight	Score	Actions
1	2551341	<a href="#">Robin, Angelle</a>		3	1	-	⋮

# Bulk Offer

Use the Bulk Offer button to select the number of applications to be moved to the Offered List from the Waiting List

## General Lottery

OFFERED LIST *2 Assigned, 0 Seat(s) Available*

Rank	ID#	Student Name	Expiration Date
1	 2709317	<a href="#">Barton, Paul</a>	
	2698296	<a href="#">East, Jeremiah</a>	
2	 2542005	<a href="#">Robin, Alec</a>	

WAITING LIST *1 Waitlisted*

Rank	ID#	Student Name	Status
1	2551341	<a href="#">Robin, Angelle</a>	

## Make Offer(s)

How many applications would you like to move from the waiting list to the offered list?

1

*2 seat(s) filled, 2 seat(s) available*  
Notes / Reason (not visible to guardian(s))\*

This is an example

Notify guardian(s) of offer(s)

Cancel

Make Offer(s)

Publish by Grade

Bulk Offer

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Use the Bulk Offer button to select the number of applications to be moved to the Offered List from the Waiting List

## General Lottery

OFFERED LIST *2 Assigned, 0 Seat(s) Available*

Rank	ID#	Student Name	Expiration Date
1	 2709317	<a href="#">Barton, Paul</a>	
1	2551341	<a href="#">Robin, Angelle</a>	

### Notify Guardians

Administrators managing lottery list placements are able to choose to notify a guardian when moving a student to the offered list

### Make Offer(s)

How many applications would you like to move from the waiting list to the offered list?

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Notify guardian(s) of offer(s)

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Publish by Grade

ore Actions

⋮  
⋮  
⋮

**Bulk Offer**

re Actions

⋮

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Rank	ID#	Student Name	Expiration Date
1	 2709317	<a href="#">Barton, Paul</a>	
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Publish by Grade

ore	Actions
-	⋮
-	⋮
-	⋮
re	Actions
	⋮

Bulk Offer

### Make Offer(s)

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1

*2 seat(s) filled, 2 seat(s) available*  
Notes / Reason (not visible to guardian(s))\*

This is an example

Notify guardian(s) of offer(s)

Cancel Make Offer(s)

**Overseat an Offered List**  
If you select more seats to offer than seats are available, there will be a warning that pops up to indicate before making offers.

# Adjust Placement

Admins have the ability to move the student to a different lottery list, as well as where they are placed on the waiting list. When moving a student to offered, admins can also choose to continue to update their offered status before saving. Any changes made to the applicant's placement requires a Note/Reason to be input.

## General Lottery

OFFERED LIST *1 Assigned, 6 Seat(s) Available*

Grade Published

Rank	ID#	Student Name	Expiration Date	Status	Sub-Lottery	Weight	Score	Actions
1	2608710	<a href="#">Bennett, Emmalise</a>			3	1	-	
	2531507	<a href="#">West, Katie</a>			4	1	-	Adjust Placement

- Change Lottery Status
- View Placement History
- View Application

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## General Lottery

OFFERED LIST *1 Assigned, 6 Seat(s) Available*

Rank	ID#	Student Name
1	2608710	<a href="#">Bennett, Emmalise</a>
	2531507	<a href="#">West, Katie</a>

### Adjust Application Placement

**Finch, Atticus** Birthdate: 01/01/2020 Grade: PreK Guardian(s): No associated guardian accounts

Current Position: #1 on Waiting List

Move Atticus on to the offered list

Move Atticus to  on the waiting list

Notes / Reason \*  
Test

Notify Guardians - (The Guardian Dashboard will update and the Lottery Placement email template associated with the lottery list program will be sent to the guardian with updated lottery results for this student.)

**Grade Published**

Score	Actions
-	
-	<b>Adjust Placement</b>
	Change Lottery Status
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## General Lottery

OFFERED LIST [1 Assigned, 6 Seat\(s\) Available](#)

Rank	ID#	Student Name
1	2608710	<a href="#">Bennett, Emmalise</a>
	2531507	<a href="#">West, Katie</a>

### Notify Guardians

Administrators managing lottery list placement adjustments are able to choose to notify a guardian when updating the status

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Move Atticus on to the offered list

Move Atticus to  on the waiting list

Notes / Reason \*  
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Grade Published

Score Actions



Adjust Placement

Change Lottery Status

View Placement History

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# Impacts of Manually Adjusting an Application's Placement on the Waiting List

When an application's placement on the waiting list is changed manually by an admin, this action overrides the lottery logic for the application moving forward. This means that the manual adjustment locks in the application's order on the lottery list.

## Best Practice: Create Saved Views

WAITING LIST 5 Waitlisted

ID#	App id	Student Name	Priority	sublottery	Status	pool	Rank	Original Rank	Manual Indicator
2443543	46987	Blües, Jake	Multiple Priorities (3) ⓘ	4		1	1	4	1
7714158	648095	Grape, Green	Multiple Priorities (3) ⓘ	4		1	2	3	0
7186288	648112	East, South	Multiple Priorities (3) ⓘ	4		1	3	4	0
7714146	648094	Apple, Red	Multiple Priorities (2) ⓘ	5		1	4	5	0
7714161	648096	Grape, Purple	Multiple Priorities (3) ⓘ	4		1	5	6	0

[Click Here:](#)  
Learn more

# Change Lottery Status

Admins have the ability to update the offered status (or wait list status if applicable). Any changes made to the applicant's status requires a Note/Reason to be input.

## General Lottery

OFFERED LIST *1 Assigned, 6 Seat(s) Available*

Grade Published ✓

Rank	ID#	Student Name	Expiration Date	Status	Sub-Lottery	Weight	Score	Actions
1	 2608710	<a href="#">Bennett, Emmalise</a>		✓	3	1	-	
	 2531507	<a href="#">West, Katie</a>		✗	4	1	-	

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Rank	ID#	Student Name
1	2608710	<a href="#">Bennett, Emmalise</a>
	2531507	<a href="#">West, Katie</a>

## Update Placement Status

**Finch, Atticus** Birthdate: 01/01/2020 Grade: PreK Guardian(s): No associated guardian accounts

Current Position Status/Position: Pending Offered List

Select New Status\*  
Accepted

Notes / Reason\*  
Test

Notify Guardians - (This notification uses a Lottery Status Change communication template determined by the selected status.)

Cancel Save Placement Status

Grade Published

Actions



- Adjust Placement
- Change Lottery Status
- View Placement History
- View Application

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Rank	ID#	Student Name
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### Notify Guardians

Administrators managing lottery list placement adjustments are able to choose to notify a guardian when updating the status

## Update Placement Status

Finch, Atticus

Birthdate:  
01/01/2020

Grade:  
PreK

Guardian(s)  
No associated guardian accounts

Current Position Status/Position: Pending Offered List

Select New Status \*

Accepted

Notes / Reason \*

Test



Notify Guardians - (This notification uses a Lottery Status Change communication template determined by the selected status.)

Cancel

Save Placement Status

Grade Published

Actions



Adjust Placement

Change Lottery Status

View Placement History

View Application

# Choosing to Not Notify Guardians When Adjusting Lottery Placements/Statuses

When an application's placement list is changed manually by an admin, and the admin chooses NOT to notify, the following message will appear. Admins will also be able to see that the guardian has not been notified both in the list and in the application.

The screenshot displays the 'Adjust Application Placement' form on the left and the application details for 'Birch Daycare PreK' on the right. The form includes options to move the student to the offered list or the waiting list, a notes field, and a 'Notify Guardians' checkbox. A warning box explains the consequences of not notifying guardians. The application details show the submission status, eligibility, and lottery status, with a warning that the guardian has not been notified of the latest placement status.

ID	Guardian Name	Checkmark	Count 1	Count 2	Count 3	Priority	Yes	Yes	More
6860140	Veronica Larson	✓	2	1	-	No Priority	Yes	Yes	⋮
7213300	Deanna Knight	✓	2	1	-	No Priority	No	⚠	⋮

**Adjust Application Placement**

Current Position: # on Waiting List

Move Enid on to the offered list

Move Enid to [ ] on the waiting list

Notes / Reason\*

Moving this student to offered list.

Required

Notify Guardians - (The Guardian Dashboard will update and the Lottery Placement email template associated with the lottery list program will be sent to the guardian with updated lottery results for this student.)

When updating placement without notifying a guardian, the following will happen:

- The Guardian dashboard will **NOT** reflect the updated lottery placement.
- The offer expiration timeline (auto-decline) will **NOT** start.
- The lottery list will need to be republished for Guardians to receive a notification with the updated lottery placement.
- Click the "Save Placement & Continue to Lottery Status" button to immediately update the acceptance status for this placement
- Workflow notifications with a custom trigger for lottery placement and/or lottery status **will still be sent** to guardians.

Cancel Save Placement & Continue to Lottery Status Save Placement

**Application to:** Birch Daycare PreK #3 on Offered List

**Application Status**

Submission:  Submitted  Not Submitted

Eligibility:  Eligible  Ineligible  In Processing

Submitted On: 12/20/2022 01:48 PM Eastern Time

Guardian has not been notified of the latest placement status. Expiration timeline has not started. To notify the guardian and start the offer expiration timeline please publish the lottery for this application.

The status on the guardian dashboard is: Ranking: #1 on Waiting List Status: Pending

**Lottery Status**

Ranking: #3 on Offered List

Status:  Accepted  Declined  Pending

Placement History



# Adding Seats



# Updating Cutoff Numbers Post Lottery Run

Lottery cutoff numbers may need to be updated after running the initial lottery due to changes in seats available in a class/program/school.

## Settings > Manage Lotteries > Cutoff Numbers

Elementary School: [School Choice](#)  
Earth Elementary School

Grade	Group	Cutoff Numbers	Current	Available
1	General Lottery	10	0	10
2	General Lottery	8	0	8
3	General Lottery	5	0	5
4	General Lottery	19	0	19
5	General Lottery	10	0	10
K	General Lottery	9	0	9
Total		61	0	61

### Save Cutoff Numbers?

Save cutoff numbers and update lottery list

- Waitlisted applications will be moved to the Offered List in existing placement order.
- If an offer expiration deadline is in the past, the lottery list update will not occur.
- If the lottery list has been published, guardians will be notified of the change.
- This only applies to grades where the lottery has been run in the 2024-2025 school year.

Save cutoff numbers but do not update lottery list  
*Save cutoff numbers but do not update lottery list*

Cancel Save

[Click Here to Learn More](#)

# Adding Students to the Lottery

## Auto-Add:

Enable “Auto-add eligible applications” setting enabled in Global Lottery Settings.

This will add applications to the lottery list automatically without having to run a new lottery pool.

## Additional Pools:

This is where you will continue to run lotteries throughout the year to place students.

This allows you to choose if you would like to merge or not merge new applicants into existing priorities.

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# What are Pools?



A lottery “pool” is a grouping of applications that were run through the lottery **at the same time.**

You can use the **Show Inactive** filter on your Lottery Dashboard to see **oreviously run** lottery pools

Show Inactive



# Merge vs. No Merge for Additional Lottery Pools

If you are an organization that runs multiple lottery pools, you will have the option to either merge your additional lottery pool, or not merge your additional lottery pool

## Multiple Lotteries i

### Merge Waitlist

Merge new applications into existing priority groups

## New Students:

- Walter - Priority 1
- Alexis - Priority 2

## Merged Lottery:

If checked, merges applications to the end of their priority group (applies to waitlist placements only).

Billy - pool 1 Priority 1  
Sally - pool 1 Priority 1  
Harry - pool 1 Priority 2

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Sally - pool 1 Priority 1  
**Walter - pool 2 Priority 1**  
Harry - pool 1 Priority 2  
**Alexis - pool 2 Priority 2**

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## Multiple Lotteries i

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- Alexis - Priority 2

## Not Merged Lottery:

If not checked, students are added in priority order after the first pool.

Billy - pool 1 Priority 1  
Sally - pool 1 Priority 1  
Harry - pool 1 Priority 2

# Merge vs. No Merge for Additional Lottery Pools

If you are an organization that runs multiple lottery pools, you will have the option to either merge your additional lottery pool, or not merge your additional lottery pool

## Multiple Lotteries i

### Merge Waitlist ?

Merge new applications into existing priority groups

## New Students:

- Walter - Priority 1
- Alexis - Priority 2

## Not Merged Lottery:

If not checked, students are added in priority order after the first pool.

Billy - pool 1 Priority 1  
Sally - pool 1 Priority 1  
Harry - pool 1 Priority 2  
**Walter - pool 2 Priority 1**  
**Alexis - pool 2 Priority 2**

# Show Inactive

If enabled, this will show previous pools of your lottery lists, which you can then access to see what those lists looked like before the next pool was run

## Lottery Dashboard

Show Inactive

View real-time lottery runs for each program, showing offered lists and waiting lists.

**Bulk Actions** ▼ 3 / 7 Selected    Program(s) ▼    School Level(s) ▼    Program Category(s) ▼

<input checked="" type="checkbox"/>	Run Date	Program	Category	Pool <i>i</i>	User	Published	Actions
<input checked="" type="checkbox"/>	2024-02-08 13:50:09	Birch ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	3	Anthony Playmith	No	<a href="#">View</a>
<input type="checkbox"/>	2024-02-08 13:00:01	Birch ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	2	Anthony Playmith	No	<a href="#">View</a>
<input type="checkbox"/>	2024-02-08 12:55:09	Birch ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	1	Anthony Playmith	No	<a href="#">View</a>
<input checked="" type="checkbox"/>	2024-01-29 11:24:20	Dogwood ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	2	Alexis Robin	Yes	<a href="#">View</a>
<input type="checkbox"/>	2024-01-29 11:23:17	Dogwood ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	1	Alexis Robin	No	<a href="#">View</a>
<input checked="" type="checkbox"/>	2024-01-29 10:46:38	Cedar ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	2	Alexis Robin	Yes	<a href="#">View</a>
<input type="checkbox"/>	2024-01-29 10:45:07	Cedar ES Open Enrollment	<a href="#">Open Enrollment Programs</a>	1	Alexis Robin	No	<a href="#">View</a>



# Lottery Movements



# Post-Lottery Movements

Sibling Offered +  
Accepted

Auto-Dcline on  
Acceptance

If you want to set up some automation on your lottery, we have features that help keep things moving after run.

Auto-Dcline  
Expiration

Auto-Rollup

# Post-Lottery Sibling Movements

Many schools will grant a sibling priority only **after** their sibling has been offered + accepted.

  Always Keep Lottery Lists Grouped by Lottery Design

To ensure that your post-lottery sibling movements take place, you can reach out to your CX or our Zendesk Support team.

**NOTE:**  
Siblings placed  
in order of  
original lottery rank

Rank	ID#	Student Name	Status	Sub-Lottery	Weight	Score	Priority	Published	Actions
1	 1657091	<a href="#">Mischa Simon</a>		1	1	-	Sibling Attending	<span>No</span>	⋮
2	 1714097	<a href="#">Emerald Buras</a>		5	1	-	No Priority	<span>No</span>	⋮
3	 1512316	<a href="#">Jill Meaux</a>		5	1	-	No Priority	<span>No</span>	⋮
4	 3613381	<a href="#">Marissa Miller</a>		5	1	-	No Priority	<span>No</span>	⋮
5	 1657072	<a href="#">Drake Smith</a>		5	1	-	No Priority	<span>No</span>	⋮

# Updated Auto-Dcline Date or Days

Sometimes, schools will have different deadlines for different lottery pools. Admins are able to adjust the auto-decline date/days, however, they are not retroactive and will only be applicable to students placed **after** the date/days have been adjusted.

Auto-decline **APPLICATIONS** if **OFFER** is not accepted by:

Days After Published Offer  Date \*   Time of Day

*If the "Days After Published Offer" extends past the date in the "Date" field, then the auto-decline occurs on the earlier of the two dates.*

Auto-decline **APPLICATIONS** if **REGISTRATION** is not submitted by:

Days After Accepting Seat  Date \*   Time of Day

*If the "Days After Accepting Seat" extend past the date in the "Date" field, then the auto-decline occurs on the earlier of the two dates.*



# Lottery Audit



# Reviewing Change Logs

Change logs for lotteries (Application Placement History) will keep track of movements that completely change the order of the lottery list from the original ranking. For example, if a student is moved from the waiting list to the offered list, then that would be logged. The action taken by a guardian to accept/decline a placement is also found in the Application Placement History. However, if a student is moved from #5 to #4 on the waiting list due to auto-rollup movements, that action would not be logged.

## General Lottery

OFFERED LIST *1 Assigned, 6 Seat(s) Available*

Grade Published ✓

Rank	ID#	Student Name	Expiration Date	Status	Sub-Lottery	Weight	Score	Actions
1	 2608710	<a href="#">Bennett, Emmalise</a>		✓	3	1	-	
	 2531507	<a href="#">West, Katie</a>		✗	4	1	-	

Adjust Placement

View Placement History

View Application

# Reviewing Change Logs

Change logs for lotteries (Application Placement History) will keep track of movements that completely change the order of the lottery list from the original ranking. For example, if a student is moved from the waiting list to the offered list, then that would be logged. The action taken by a guardian to accept/decline a placement is also found in the Application Placement History. However, if a student is moved from #5 to #4 on the waiting list due to auto-rollup movements, that action would not be logged.

## General Lottery

OFFERED LIST [1 Assigned, 6 Seat\(s\) Available](#)

Rank	ID#	Student Name
1	2608710	<a href="#">Bennett, Emmalise</a>
	2531507	<a href="#">West, Katie</a>

## Application Placement History

**West, Katie** Birthdate: 02/03/2014 Grade: 2 Guardian(s): 1252941: Wanda West

**Program:**  
Birch ES Open Enrollment

Date	User & IP	Movement	Reason
12/06/2023 11:00:47 AM	Wanda West 24.125.219.244	Katie West was moved from Pending to Declined	

Grade Published

Score Actions



- Adjust Placement
- View Placement History**
- View Application



# Not Placed Applicants

After running a lottery, applications that were not included in the lottery run may be identified by navigating to the Applications module and using the `Not Placed` filter + the Programs included in your lottery run.

**Filter by Status**

**Show applications:**

Submitted

Not Submitted

**With Status:**

Eligible

Ineligible

In processing

**Submission Date Range:**

From  To

**Withdrawn:**

Withdrawn

Not Withdrawn

**Lotteries:**

Lottery List:  Lottery Status:

Submitted Timestamp

Application Status

Grade Not Run

Click Here to Learn More

# Correct a Student Placed on the Wrong List

A guardian submitted an application for their student for the wrong grade. That student was already placed on a lottery list. How do I correct this so that the student can be placed on the lottery list for the right grade?

## ral Lottery

OFFERED LIST *10 Assigned, -3 Seat(s) Available*

Publish by Grade

Rank	ID#	Student Name	Status	Sub-Lottery	Weight	Score	Priority	Published	Actions
1	1512274	<a href="#">Mason Prejean</a>	✓	5	1	-	No Priority	<input type="button" value="Yes"/>	
2	1745935	<a href="#">Mia Juneau</a>	✓	5	1	-	No Priority	<input type="button" value="Yes"/>	Adjust Placement
3	1512291	<a href="#">Karina Boyd</a>	✓	5	1	-	No Priority	<input type="button" value="Yes"/>	Change Lottery Status
4	1657950	<a href="#">Minnie Prejean</a>	✓	5	1	-	No Priority	<input type="button" value="Yes"/>	Remove Placement
5	1738667	<a href="#">Anna Grimes</a>	✓	1	1	-	Sibling Attending	<input type="button" value="Yes"/>	
	3498900	<a href="#">Marcy Prejean</a>	✗	5	1	-	No Priority	<input type="button" value="Yes"/>	
6	1596362	<a href="#">Macy Juneau</a>	✓	5	1	-	No Priority	<input type="button" value="Yes"/>	

# Correct a Student Placed on the Wrong List

A guardian submitted an application for their student for the wrong grade. That student was already placed on a lottery list. How do I correct this so that the student can be placed on the lottery list for the right grade?

## ral Lottery

OFFERED LIST 10 Assigned, -3 Seat(s) Available

Rank	ID#	Student Name	Status
1	1512274	Mason Prejean	✓
2	1745935	Mia Juneau	✓
3	1512291	Karina Boyd	✓
4	1657950	Minnie Prejean	✓
5	1738667	Anna Grimes	✓
	3498900	Marcy Prejean	✗
6	1596362	Macy Juneau	✓

## Remove Placement

**Mason Prejean** Birthdate: 02/04/2014 Grade: 2 Guardian(s): 33263: Mallory Prejean

Current Position: Offered List

**Please confirm placement removal.** This will remove Mason Prejean from the lottery list and blank out the lottery status. Then, this student can be ran again in a lottery.

Notes / Reason \*

Notify Guardians - (This notification uses the Application Removed from Lottery template).

Cancel

Yes, Remove Placement

Publish by Grade

Actions

⋮

Adjust Placement

Change Lottery Status

Remove Placement

⋮

# Admin Resources



## Zendesk

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Help Articles  
Release Notes  
Webinar Calendar  
Submit Tickets



## Walk Me

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Step-by-Step guides  
within your Enroll  
platform. Access by  
clicking the  
**Need Help** button



## Community

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Enroll Forum  
Feature Requests  
Beta Groups and  
Surveys

# THANK YOU!



SCAN ME