

The process for the Dual Language lottery is described below. Please note the underlined dates for communicating results to families and confirming acceptance into the program.

1. All children with completed Dual Language applications and registration are entered into “school location preference” lists as indicated by parents’ preferences on their registration form.
2. Families who indicated “either” or checked both locations on the application form have their child’s name placed on both schools’ lists.
3. Families who have twins are called before the lottery for their preference to have their children placed on the same number or on separate numbers for the lottery.
4. The lottery operates as such: each student is randomly assigned a computer-generated 6-digit number and then the computer sorts the numbers in rank order (smallest to largest) to create the list.
5. This computerized lottery process will occur for each school list.
6. Lowrie is a Two-Way Dual Language program, so there are two enrollment lists, one for Native English-speaking students and one for Native Spanish-speaking students. Approximately half of the class is represented by each native language group. At this time, there is space to accommodate all the Native Spanish-speaking children who have applied. We will hold a lottery for the Native English-speaking students, because there is more interest than space available. The program at Trillium Creek is primarily a One-Way immersion program as almost all of the students are native English speakers, learning Spanish as their second language. The lottery for Trillium will include all students who applied.
7. Staff will contact families individually to inform them of the results of the lottery. After the lottery process is complete, the lists of students will be organized by staff to: create the class lists based on rank order numbers; cross-check those marked “either” to eliminate duplication; create a wait list; and begin sending notification to parents on March 18 or sooner.
8. The lottery for Trillium Creek occurs first. A list of student names is presented before the computer randomization process occurs. A computer application is then used to assign a random number to each student and the list is sorted by rank order.
9. The lottery for Lowrie Primary occurs next. A list of student names is presented before the computer randomization process occurs. A computer application is then used to assign a random number to each student and the list is sorted by rank order.
10. Letters will be sent to all families giving notice as to whether their child is in the class or on a wait list. Parents must confirm intent to accept in the Dual Language program by April 1, 4:00 p.m.

