



# Blackstone Valley Prep Mayoral Academy

**PERSEVERANCE. RESPECT. INTEGRITY. DISCIPLINE. ENTHUSIASM.**

## 2018-19 Lottery Enrollment Data Cleaning Process

The outline below documents the processes taken by Blackstone Valley Prep to receive, follow-up, and clean incoming applications.

Since the fall of 2015, BVP has been using [SchoolMint](https://blackstonevalleyprep.schoolmint.net), a web-based lottery & enrollment platform, with a goal of streamlining the application process and improving communication with families. The 2018-19 School Year lottery application is available through BVP's SchoolMint site (<https://blackstonevalleyprep.schoolmint.net>) and through the SchoolMint apps on Android and iOS devices.

Process	Date(s)	Details
BVP SchoolMint site is live	October 18, 2018	<ul style="list-style-type: none"> <li>• Paper applications are not being provided</li> <li>• All that is required to apply is an email address and/or phone number</li> <li>• Applicants who have applied in the past already have their information in the system and simply need to submit a new application for the next school year.</li> <li>• Application kiosks are available at all BVP school locations.</li> <li>• Online application is in English, Spanish &amp; Portuguese.</li> </ul>
Receive Incoming Online Applications	Ongoing	<ul style="list-style-type: none"> <li>• Applicants are automatically notified via email or text message after submitting an application.</li> <li>• Applicants have the ability to return to their SchoolMint account to make updates to their contact information, communication preferences, and the application itself.</li> </ul>
Alert applicants of duplicate applications	Monthly	<ul style="list-style-type: none"> <li>• SchoolMint has built in tools to identify duplicate applications.               <ul style="list-style-type: none"> <li>◦ A targeted email goes out to people who have submitted duplicate applications by creating multiple SchoolMint accounts.</li> <li>◦ Individuals are informed that after the application deadline, duplicate applications will be cancelled.</li> <li>◦ Individuals are encouraged to identify and cancel duplicate applications themselves to ensure they are properly notified post-lottery.</li> </ul> </li> </ul>
Follow-up/Edit Applications by Request	Ongoing	<ul style="list-style-type: none"> <li>• Receive email and phone communication from families that requires an edit to an application</li> <li>• Follow-up with families about issues on their application via email or phone</li> <li>• Record all changes to application to Lottery Communication Log</li> </ul>
Full applicant pool clean-up	Starting January	<ul style="list-style-type: none"> <li>• Flag Grade-School mismatches (if a grade is listed for a correct corresponding school)</li> <li>• Flag Date of Birth mismatches/ineligibility (date of birth is written incorrectly, age of child make application ineligible for grade applying</li> </ul>



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		<ul style="list-style-type: none"> <li>• Flag Current Siblings listed that are not enrolled in a BVP school→ Deny sibling preference for flagged applications</li> </ul>
Follow-up on Full Applicant Pool Cleanup	Starting January	<ul style="list-style-type: none"> <li>• Follow-up regarding any ineligibilities</li> <li>• Follow-up regarding sibling issues (current &amp; concurrent)</li> <li>• Record updates as necessary</li> </ul>
Run test lottery	2/28/2018	<ul style="list-style-type: none"> <li>• Ensure priorities (Sending District, Sibling) are properly factored into.</li> </ul>
Run Lottery	3/1/2018	<ul style="list-style-type: none"> <li>• See the attached sheet for instruction on how software program is designed and implemented</li> </ul>
Notify Families	3/3/2018-3/14/2018	<ul style="list-style-type: none"> <li>• Communicate via email, text message, and SchoolMint to alert family of a seat offered, or their status on waitlist.</li> <li>• Accepted Family will be asked to acknowledge in SchoolMint receipt of their notification and to rsvp for the Accepted Scholar event in late March.</li> <li>• Identify families who have not rsvp'ed by 3rd week in March <ul style="list-style-type: none"> <li>○ Print and mail out notification to these families.</li> </ul> </li> </ul>

## **Blackstone Valley Prep Lottery Design & Implementation**

Since the fall of 2015, Blackstone Valley Prep (BVP) began using [SchoolMint](#), a web-based lottery & enrollment platform, with a goal of streamlining the application process and improving communication with families.

While all application data is collected via SchoolMint, BVP continues to run the lottery itself through a custom software application that's been used since 2012. After the lottery application deadline window closes, all application data is exported from SchoolMint and reformatted to the requirements of the lottery software. The lottery software generates an excel sheet for each grade level (K through 12) which rank-orders each application, based on the pre-defined preferences, detailed further below. The lottery results are then re-imported back into SchoolMint for the purpose of notifying families of their status and keeping track of responses and moving families through the enrollment and registration process.

BVP shares with auditors the raw application data from SchoolMint, the cleaned data prior to running the lottery, and the post lottery results data.

### **Application preferences**

The first preference is town. By the terms of the charter, each town served by BVP is allotted 25% of the available seats for each grade and school. If a town has fewer applications than spots allotted, the remaining spots will be distributed among the other towns.

The second preference is siblings. In an effort to keep families together, BVP preferences applicants who are siblings of current scholars over applicants who do not have any current siblings in our schools. BVP also gives preference to a concurrent sibling. If one applicant gets accepted through the lottery tool, it will place his or her sibling in the next available spot (after accounting for the town preference).

### **Separate School Lotteries**

Each BVP school and each grade level within that school is effectively run as a separate lottery. Any applicant applying to a grade level that is available at multiple BVP schools is automatically applied to all BVP schools offering the desired grade level.

After the lottery is conducted, the applicant will be assigned to a school based on the lottery results where the applicant is ranked highest.

### **Siblings and School Track**

In the 2018-19 school year, BVP will have two fully grown elementary schools that feed into two BVP middle schools. Students from Elementary School 1 transition to Middle School 1, while students at Elementary School 2 will transition to Middle School 2. In the case that an applicant in the lottery has a sibling currently attending BVP, the lottery software will factor this into its algorithm, and award preference to the applicant. In the case that the applicant is applying for a grade within the same school as their current sibling, the applicant will be assigned to the same school. Otherwise, siblings will be awarded a seat or waiting list spot in a school that offers an appropriate grade, regardless of track.