Procedure for Automated Lottery

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This procedure will be followed for each grade of applicants. Please see “Notes” at bottom of page for detail about spreadsheet setup.

Procedure

a. Copy-and-paste the two cells in worksheet “Calc” to cells F2 and G2 of current Worksheet
b. Paste the special cells down all of columns F and G by scrolling, so every line with an applicant has identical data
c. Remind observers about the meaning of Twin-Adjusted Rank
d. To Calculate Formulas go to ‘Formulas’ and hit “Calculate Now”
e. Scroll down and back up
f. Copy all of columns F and G
g. Use Paste Values command (Paste Special - Paste Values – Values) to replace formulas number values into the same cells
h. Scroll down and back up
i. Sort by “Preliminary Rank” (Select entire Worksheet (Data – Sort – Sort by Preliminary Rank))
j. Adjust for twins
   i. Inspect for Twins. Verify that twins are highlighted yellow
   ii. Move the later twin up to directly below earlier one by:
      1. Select entire row of later twin and Cut
      2. Select row below earlier twin and Insert Copied Cells
   iii. Repeat for all twins
   iv. Generate “Twin-Adjusted Rank” by entering 1 and 2 in first two cells and then pulling down to complete the table
k. Protect the worksheet from future editing using secret password
l. Scroll down and back up
m. Save Document
Notes

- **Preliminary Rank:** The numbers generated in the Preliminary Rank are randomly assigned using two formulas. These formulas are documented below, under the heading “Formulas Used”

- **Twin-Adjusted Rank:** This lottery is to determine the rank order of applicants who do not have siblings who are current students at PCS. The order that is assigned in the Twin-Adjusted Rank column will determine the order that applicants are accepted off the Waiting List, once the current Sibling Waiting List for that grade has been exhausted.

- **Formulas Used**
  - Random function `=RAND()` - Generates evenly distributed random number between 0 and 1
  - Rank function `=RANK(INDIRECT("RC[-1]",0),INDIRECT("R2C[-1]",0):INDIRECT("R999C[-1]",0),0)` - Ranks the number in the cell to the left, within the set of numbers in that column, in order from 1 to the total number of data in the set.

- **Error Policy** If any mistakes are made that would affect the outcome of the lottery, either by the people administering the lottery or by the computer during the lottery for a specific grade, the operators will clear all data for that grade only and begin the lottery for the affected grade from the beginning.