

## Enrollment Policy for Students Selected in the Lottery

- The “live” lottery for the upcoming school year runs on the second Monday in February in the Computer Lab. **Parents do not need to be present.**
- Families whose children are selected in the random lottery are notified via e-mail and have 5 days from the date of the lottery in which to confirm attendance.
- If TCMS is their child’s second or third choice, and the parents or guardians are waiting to hear if their child has been accepted at the other schools, no extensions for additional time in which to confirm attendance at TCMS are allowed. There are no exceptions.
- It is the responsibility of the parents or guardians to check junk/spam folders for any e-mails from Lotterease and/or TCMS. Please enter [tcms@lotterease.com](mailto:tcms@lotterease.com) in your Contacts.
- **If there is no response to the selection notice from Lotterease by the deadline, the parents or guardians have forfeited the seat, the child’s name is moved to the end of the waiting list, and a child on the waiting list is contacted immediately by Lotterease. There are no exceptions.**
- The parents or guardians will receive an e-mail notifying them that the seat has been forfeited and the student’s name was placed at the end of the waiting list.
- A link to a pre-registration form is located within the body of the email that was sent to you when you registered your child. If the form was not filled out by a family whose child was selected, the parents will receive a link to the document in an e-mail from the school (not Lotterease). It must be completed as it contains important information that TCMS needs in order to request assignment (i.e., name of school, date of birth, 7-digit student ID number).
- Once the lottery has taken place and the parents or guardians of a student selected in the lottery have confirmed their child’s attendance at TCMS, the data processor at the child’s elementary or middle school shall be contacted to request assignment to TCMS for the upcoming school year.
- Once assigned to TCMS, any student who also applied to and was accepted to a magnet or choice school is automatically withdrawn from TCMS by the school district and assigned to the magnet or choice school.

- Because the school district overrides the charter school, TCMS does not receive notification that the student has been removed from its roster. **TCMS monitors the roster on a weekly basis until the new school year begins.**
- Once it has been discovered that the child has been removed from the school's roster, TCMS will contact the parent or guardian via e-mail and/or phone to confirm where the student will attend school.
- If the parents or guardians confirm that the child will attend TCMS, it is the responsibility of the parent or guardian to contact the Choice Office (not the magnet or choice school) to decline the seat at the magnet school.
- Once the Choice Office has been contacted, it is the responsibility of the parents or guardians to TCMS to notify the school so that we can request re-assignment by the school district to TCMS. TCMS cannot request assignment until it verifies, by phone, with the Choice Office that the parent or guardians have officially declined the magnet school offer.
- If a situation arises where a child who had previously been assigned to TCMS was re-assigned to a magnet or choice school, and the parents do not respond within five (5) working days to either e-mails or phone calls asking where the child will attend middle school, the parents forfeit the child's seat at TCMS. (effective with the 2016-2017 school year).
- If a situation arises that a parent notifies TCMS that they have declined the seat at the magnet school, and it is discovered that they have accepted it instead, the school will contact the parent(s) to request confirmation of such. If the parent does not return phone calls or e-mails within 3 working days, the child is removed from the selected students list on Lotterease and a child on the waiting list shall be contacted.
- Once a parent or guardian of a student declines or forfeits the seat at TCMS, that student may not re-enter TCMS. The parent or guardian may request that the child be placed at the end of the waiting list.
- If siblings apply for admission to TCMS (regardless of grade level) and the lottery selects only one of them, the non-selected student will be placed at the top of the waiting list for his/her grade level only when the selected student has become officially enrolled at TCMS by attending school. Being placed at the top of the waiting list will result in acceptance to TCMS only at such time as a space becomes available (effective 2016-2017 school year).

## Enrollment Policy for Students from the Waiting List

### First Monday in June until the second week in February

- The lottery for the upcoming school year takes place in February.
- Once a space becomes available, families whose children are on the waiting list are notified via e-mail and will have 3 working days (starting the first Monday in June) from the date of notice in which to confirm attendance and then 2 working days, starting on the first Monday in July until the second week in February.
- It is the responsibility of the parents or guardians to check junk/spam folders for any e-mails from Lotterease and/or TCMS. Please enter [tcms@lotterease.com](mailto:tcms@lotterease.com) in your Contacts.
- If there is no response to the selection notice from Lotterease by the deadline, the parents or guardians have forfeited the seat, the child's name is moved to the end of the waiting list, and a child on the waiting list is contacted immediately by *Lotterease*. There are no exceptions.
- The parents or guardians will receive an e-mail notifying them that the seat has been forfeited and the student's name was placed at the end of the waiting list.
- A link to a pre-registration form is sent to all applicant families prior to the lottery. If the form was not returned to the school by a family whose child was selected, the parents will receive a link to the document in an e-mail from the school (not Lotterease). It must be completed as it contains important information that TCMS needs in order to request assignment (i.e., name of school, date of birth, 7-digit student ID number).
- Once the parents or guardians of a student selected from the waiting list have confirmed their child's attendance at TCMS, the data processor at the child's elementary or middle school shall be contacted to request assignment to TCMS for the upcoming school year.
- *Once assigned to TCMS, any student who also applied to and was accepted to a magnet or choice school is automatically withdrawn from TCMS by the school district and assigned to the magnet or choice school.* Because the school district overrides the charter school, TCMS does not receive notification that the student has been removed from its roster. TCMS monitors the roster on a weekly basis until the new school year begins.

- Once it has been discovered that the child has been removed from the school's roster, TCMS will contact the parent or guardian via e-mail and/or phone to confirm where the student will attend school.
- If the parents or guardians confirm that the child will attend TCMS instead of the magnet or choice school, it is the responsibility of the parent or guardian to contact the Choice Office (not the magnet or choice school) to decline the seat at the magnet school.
- Once the Choice Office has been contacted, it is the responsibility of the parents or guardians to contact Student Services at TCMS to notify the school so that Student Services can request re-assignment by the school district to TCMS. TCMS cannot request assignment until it verifies, by phone, with the Choice Office that the parent or guardians have officially declined the magnet school offer.
- If a situation arises where a child who had previously been assigned to TCMS was re-assigned to a magnet or choice school, and the parents do not respond within five (5) working days to either e-mails or phone calls asking where the child will attend middle school, the parents forfeit the child's seat at TCMS. (effective with the 2016-2017 school year).
- If a situation arises that a parent notifies TCMS that he or she has declined the seat at the magnet school, and it is discovered that it has been accepted it instead, the school will contact the parent(s) to request confirmation of such. If the parent does not return phone calls or e-mails within 3 working days, the child is removed from the selected students list on Lotterease and a child on the waiting list shall be contacted.
- Once a parent or guardian of a student declines or forfeits the seat at TCMS, that student may not re-enter TCMS. The parent or guardian may request that the child be placed at the end of the waiting list.
- If siblings apply for admission to TCMS (regardless of grade level) and the lottery selects only one of them, the non-selected student will be placed at the top of the waiting list for his/her grade level only when the selected student has become officially enrolled at TCMS by attending school. Being placed at the top of the waiting list will result in acceptance to TCMS only at such time as a space becomes available.

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