

Tenor High School Lottery Procedures

Tenor High School is open to all students regardless of race, gender, religion or ethnic origin. Tenor High School will implement the following enrollment/lottery policy:

1. Tenor High School will hold open houses for students to view the school and if interested submit a “Basic Information Sheet” (BIS) which will include the following:
 - a. Student name and grade
 - b. Parent/Guardian name(s)
 - c. Parent/Guardian address(s)
 - d. Parent/Guardian phone number and email address
 - e. Student current school
2. BIS will also be available to families on our website or can be picked up at the school.
3. A due date for returning completed BIS is provided on the sheet as well as our website and will be communicated to families who ask as well.
4. All completed BIS received by the due date are placed in alphabetical order.
5. If the number of applicants is less than or equal to the number of available seats, each applicant will be accepted and enrolled.
6. If the number of applicants is greater than the number of available seats, each applicant will be placed in a random lottery, with the exception of the following students, who will gain automatic admission to Tenor High School:
 - a. Siblings of current students enrolled at Tenor High School
 - b. Children of teachers at Tenor High School (Cannot constitute more than 10% of the school’s total enrollment)
 - c. Children of governing board members (Cannot constitute more than 10% of the school’s total enrollment)

Lottery Procedures for random drawing are as follows (Detailed example at end)

7. Each applicant (minus those automatically accepted via #6 above) will be placed in alphabetical order and random.org will be used to randomly organize the students. To do so the following procedure will be followed:
 - Go to www.random.org
 - On the top click on “lists and more”

- Click on “List Randomizer”
 - Under Part 1, place all the students in alphabetical order in box 1
 - Under Part 2, click on randomize, which will give you your random organized list of students
 - Spots for enrollment will be filled based on the random organized list of students
 - The remaining spots will be used to create a waiting list, which will occur in order of the random organized list
8. Before the lottery can be run, an ad must be posted in the Milwaukee Journal Sentinel announcing the number of available seats as well as date, time, and location of the lottery.
 9. Two administrators, one teacher, and two currently enrolled students are required to be present when the random list is generated. Any other person is also allowed to attend as well.
 10. Once the list has been randomly organized, the list should be printed with date and time stamp and signed by all parties present at the lottery.
 11. After the lottery is completed, students will be contacted in the order in which their names were randomly drawn to set up an enrollment meeting to complete necessary enrollment paperwork.
 12. As openings arise throughout the year, the next student on the waiting list will be called to offer enrollment.
 13. The parent/guardian has up to three days after the enrollment meeting to accept/refuse the placement. If the parent declines placement, the space will go to the next student on the waiting list.
 14. Parents who do not respond to phone calls after 2 attempts to contact will be removed from the list. Those parents can resubmit a BIS in the future if they would like to be considered in the future.
 15. Any completed application packets that come in after the due date are placed, in the order they come in, at the end of the applications who did meet the deadline.
 16. Students who were enrolled in Tenor High School in the prior year are not required to participate in a random selection process to enroll for future years.

Detailed Example of Lottery Procedure (Numbers will vary year to year)

- a. For the following school year Tenor High School has 50 spots available
- b. At the application deadline Tenor High School received 80 applications
- c. Of those 80 applications, 20 were of either siblings of current students, children of teachers at Tenor High School, children of governing board members
- d. There are now 30 available seats left (50 original seats minus 20 applications gaining automatic entry)
- e. 60 names will go in the lottery (80 original applications minus applications gaining automatic entry)
- f. The random.org procedure above will be used to randomly organize the students
- g. Students 1-30 will be accepted and will receive enrollment meeting phone calls
- h. Students 31-60 will be placed on the waitlist (in order) and will receive a letter indicating they were placed on the waitlist as well as their position on the waitlist. Students will be numbered starting with 1 on the waitlist