

FULL-TIME OPEN ENROLLMENT PROCEDURES

Application Submitted During Regular Open Enrollment Application Period

A. Nonresident Student Open Enrollment Applications

1. Determination of Space Availability

- a. The district administrator, along with other members of the administrative staff, shall review the District's projected enrollment, including the projected number of occupied spaces in each grade, program and school for the subsequent school year during the month of December each year. Projections specific to individual classes may be made to the extent appropriate. Projected enrollment may include reserving spaces for expected growth in the number of students entitled to attend school in the District, to the extent appropriate, for a given class, grade, program or school.
- b. The number of openings in a particular class, grade, program or school for nonresident open enrollment students will be determined using existing class size guidelines (as applicable), including consideration to desired student-teacher ratios, overall building capacity, and the effect of enrollment levels on District expenditures relative to revenue. Space availability determinations should include regular education and special education programs.
- c. Space availability information will be compiled and presented to the Board for action at the regular Board business meeting in January.

2. Application Review and Approval Process

- a. The parent(s) or guardian of a student who wishes to attend school in the District as a nonresident open-enrollment student may apply online from the Wisconsin Department of Public Instruction (DPI) website (<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application to the district administrator or designee. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted within the DPI approved application period of the school year immediately preceding the school year in which the student wishes to attend. Parents and guardians who complete the online application via DPI's website will receive a confirmation number. Paper applications shall be date stamped upon receipt. Although the District may make an effort to allow an applicant to revise an incomplete application, it is the applicant's sole responsibility to ensure that the application is complete and timely. Any application received prior to or after the deadline dates, other than those submitted pursuant to the alternative application procedures specified in state law, are to be returned to the applicant with a notice of the proper application dates.
- b. Upon receipt, the application will be forwarded to the district administrator for review and recommendation. The district administrator, along with other members of the administrative staff, shall review all the applications using the acceptance/denial criteria outlined in Board policy, and determine which school or program, if any, the nonresident student could attend the following year, if accepted. The district administrator shall submit recommendations regarding acceptance or denial of

applications to the Board for action. No action shall be taken on any application before May 1.

- (1) If there is sufficient space available to approve all of the open enrollment applications of those students who meet the remaining acceptance criteria, all such applications shall be approved. Following approval, the district administrator or designee shall notify the applicants in writing of their acceptance and the specific school or program that they may attend in the following school year. This notification will be made in accordance with DPI regulations.
- (2) If there are more applications than spaces available for a particular school, grade or program, the District will accept all students who are already attending school in the District. For purposes of this paragraph, attendance in the District does not include part-time attendance, for example, a student who is enrolled in another school district, private school or home-based private educational program.
- (3) If there are still more applications than spaces available, the following selection procedure shall be used:
 - Identify the applications of students who do not meet one or more of the remaining criteria (other than space availability) for acceptance established in Board policy. This group of applications may be denied, but the applications should be assigned a number in the random process identified below in the event the District's determination with respect to the other criteria is overturned.
 - Siblings of currently enrolled students that apply to open enroll into the District and meet all open enrollment criteria will be placed at the top of the list for the requested grade.
 - Assign a number to each remaining application. Using a random selection process conducted in the presence of at least two (2) staff members (such as placing the application numbers in a container and conducting a blind drawing); the application numbers shall be listed according to the results of the random selection process.
 - Based on the results of the random selection, determine which applications are to be accepted, starting with the first application number listed. If, at any time in the random selection process one student application from a family is chosen and is eligible for acceptance under all remaining criteria, the District shall give immediate consideration to the applications of remaining siblings in the family who applied for open enrollment at the same time, and admit all such otherwise eligible siblings for whom there is a space available at that point in the process.
 - The District shall notify the parents and guardians of all students who were accepted for open enrollment using the random selection process, in writing, of their acceptance and of the specific school or program that they may attend the following school year in accordance with DPI regulations. The District shall also notify all parents and guardians of student applications that have been denied under any of the District's criteria. This notification must include

the reasons for the denial and be completed in accordance with DPI regulations.

- A waiting list will be created for those students initially denied open enrollment in the regular application period due to space availability, maintaining the same application order as resulted from the random selection process initially used to order applications, as described above in these procedures. As any spaces become available, applications will be accepted from the waiting list. This shall be done until the third Thursday in September, provided the student accepted for enrollment from the waiting list will be in attendance in a school or program in the District on the third Friday in September. Parents and guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned, the date by which the parent must notify the board whether the student will attend and the procedures for doing so. If the District notifies a parent or guardian of acceptance on or after 10 days prior to the last Friday in June, the parent or guardian shall have 10 calendar days to respond to the placement offer provided the student is also in attendance by the third Friday in September; otherwise, the parent or guardian must respond to the notice no later than the last Friday in June. If the parent or guardian does not respond in the allotted time, the student's application will be placed at the end of the waiting list and the space will be offered to the next student on the waiting list.

The District's regular enrollment procedures are to be followed when enrolling a nonresident student.

- c. The nonresident student's parent(s) or guardian shall notify the district administrator or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance, except as noted above for nonresident students accepted for enrollment from the waiting list.
- d. Annually by July 7, the resident district shall be notified of the names of the students from the resident district who will be attending school in the District the following school year.

B. Resident Student Open Enrollment Applications

1. Upon notification of a resident student's application to attend a school or program in another public school district, the District shall send the nonresident school district to which the open enrollment application was made a copy of the resident student's IEP and/or any relevant disciplinary records in accordance with DPI regulations.
2. All applications shall be reviewed by the district administrator, along with other members of the administrative staff, using the acceptance/denial criteria outlined in Board policy. The district administrator shall submit recommendations regarding acceptance or denial of applications to the Board for action. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made in accordance with DPI regulations. The notice shall include the reason(s) for denial.

3. The District shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.

Applications Submitted under Alternative Open Enrollment Criteria and Procedures

A. Eligibility Criteria – A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application outside of the regular open enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent or guardian describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process and (b) in spite of action taken by the board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interest of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.

B. Application Review and Approval Process

1. When the District receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the district administrator for review and recommendation.
 - a. If the application involves a nonresident student seeking to attend school in the District under open enrollment, the District will:

- (1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district.
 - (2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and
- b. If the application involves a resident student who is attending, or who previously attended, school in the District, the District shall send the nonresident school district to which the open enrollment application was made a copy, if applicable, of the student's IEP and any expulsion or other relevant discipline-related records within 10 days of receiving application.
2. The district administrator, along with other members of the administrative staff, shall review the application using the acceptance/denial criteria outlined in Board policy.
 - a. The District may deny an application of a resident student if (1) it determines that the criteria relied on by the parent or guardian to submit the application do not apply to the student.
 - b. The District may deny an application of a nonresident student:
 - (1) For the same reasons it may deny an application submitted during the regular open enrollment application period; or
 - (2) If the application relies on the best interest of the student criteria and the District determines that open enrollment is not in the student's best interest.
 - (3) The application was submitted prior to the 3rd Friday in September and the Board did not approve all applications for the student's grade that were submitted in the regular application period for the same school year; or
 - (4) The application was submitted after the January Board meeting for a current school year and the Board limited the number of spaces available for applications submitted under the regular application procedure for the following school year.
3. If the application involves a nonresident student seeking to attend school in the District, the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 days after receiving the application.

- a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, acceptance of an application may be contingent or subject to revocation.
 - b. If the District has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance. If the nonresident student has not enrolled in or attended school in the District or attended school in the District by that date, the District may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend the school or program in the District.
 - c. To the extent that there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will review and act upon such records promptly, and, if necessary, inform the student that the District's ability to confirm or deny the application is contingent upon the District's receipt and review of such records. If the DPI allows the District to conditionally approve such an application subject to that contingency, the District may do so. Otherwise, such application may be held in abeyance until the relevant records are received, or, if necessary, the application may be denied.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the District's receipt of the application. In addition:
 - a. If the application has been denied, the notification shall include the reasons for the denial. To the extent consistent with state law and District policy, approval of an application may be contingent or subject to revocation.
 - b. To the extent that there is a delay in the District's receipt of any relevant records or information such that the District is unable to determine whether the criteria upon which the application was based apply to the student, the District will act upon such records/information promptly upon receipt and notify the applicant of its decision to approve or deny the application within five (5) days of making the determination.
 - c. A student with a disability may be denied open enrollment under the alternative open enrollment guidelines if it is determined that the special education program or related services required in the child's individualized education program (IEP) are not available in the District or there is no space available in the special education or related services, including any class size limits, pupil-teacher ratios or enrollment projections established by the Board.

Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Transportation

Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation at the time of application for the program.

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