

## PART-TIME OPEN ENROLLMENT

### 1. Part-Time Enrollment Into the District

- a. The parent/guardian of a nonresident public high school student who wants to take a course(s) at Parkview shall submit the required application. The application shall specify the course or courses in which the student wants to enroll. Parents and students may obtain an application from the resident or non-resident school district or from the Dept. of Public Instruction open enrollment website <https://dpi.wi.gov/oe>. The application must be signed by the parent/guardian if the student is not 18 years of age. The application can be signed by the student if they are at least 18 years of age.
- b. The application shall be submitted to the Parkview District Office not later than six weeks prior to the date the course is scheduled to commence. The district administrator or designee shall send a copy of the application to the student's resident school board along with a request for a copy of the student's academic and disciplinary records.
- c. The district administrator or designee shall review and take action on all applications using the acceptance/rejection criteria authorized by law and outlined in related Board policies and procedures. The criteria used for enrolling a part-time student into a course shall be the same used for enrolling resident students, except that preference for enrollment shall be given to resident students.

If more applications are received than the District can accommodate, a random selection procedure shall be used.

- d. No later than one-week prior to the date the course is scheduled to commence, the district administrator or designee shall notify the applicant and the resident school board, in writing, of whether the application has been accepted or denied.

If the application is accepted, the notice shall include the name of the school at which the student may attend the course and that the enrollment is valid only for the upcoming semester, school year or special time period during which the course(s) are offered. The notice must also state if the resident school board determined that the course to be taken at Parkview satisfies high school graduation requirements in the resident district.

If the application is denied, the notice shall include the reason for the rejection. Reasons for denying enrollment into a course will be the same as for resident students. Resident students get first preference regarding enrollment.

- e. The parent/guardian of a nonresident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence. The parent/guardian shall abide by the District's enrollment procedures.
- f. The parent/guardian of a nonresident student participating under the part-time open enrollment program is responsible for providing transportation to the non-resident district.

## 2. **Part-Time Open Enrollment Out of the District**

- a. Upon receipt of a Parkview high school student's request to participate in part-time open enrollment and enroll in a course(s) in another public school district, school office staff shall determine if the request meets the criteria for consideration. If the request meets the part-time open enrollment criteria the request will be forwarded to the district administrator or designee of the non-resident district for review and action.
- b. Requests will be denied by the resident district for the following reasons:
  1. The requested course is similar to a course offered at Parkview High School
  2. The requested course conflicts with the student's IEP
  3. Approving the requested course would place undue financial burden on the resident school district considering the District's total economic circumstances as further defined by law.

If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for rejection.

- c. If the student is accepted into the course or courses in the non-resident district, the parent /guardian must notify the non-resident district and Parkview whether or not the pupil will attend the course or courses by the last weekday (excluding state/federal holidays) before the course starts.
- d. The parent/guardian of a Parkview student is responsible for providing transportation to the non-resident district.
- e. A student attending a course in public school in another school district has all of the rights and privileges of students residing in that school district and is subject to the same rules and regulations as students residing in that district.

### **Appeal of Rejection**

If an application for enrollment is rejected as outlined above, the student's parent/guardian may appeal the decision to the Department of Public Instruction within 30 days after the decision.

Legal Ref.            115.28 (59)(a) - Wisconsin State Statutes  
                             115.787 - Wisconsin State Statutes  
                             118.33 - Wisconsin State Statutes  
                             118.52 Wisconsin State Statutes  
                             2017 Wis. Act 59

**APPROVED:    APRIL 23, 2018**