

PART-TIME OPEN ENROLLMENT

Wisconsin public high school pupils may apply to attend one or two courses in nonresident school districts, while remaining enrolled in their district of attendance for the majority of their classes.

A. How to Apply

Parents and pupils may obtain application forms from any school district, from the Department of Public Instruction or from the open enrollment website at <https://dpi.wi.gov/oe>. The pupil must apply to the nonresident school district (the district in which the pupil wishes to take the course) no later than six weeks before the scheduled start of the course. The application form must be received in the nonresident school district by that date – a postmark is not sufficient. Late applications will not be accepted. It is the responsibility of the parent and pupil to find out the starting date for the course.

B. Release of Records

The pupil's parent or guardian is required to sign the application form (pupils who are 18 years of age or older may sign for themselves). By signing the form, the parent grants permission for the nonresident school district to request and obtain from the resident school district (or district of attendance for open enrollment pupils) records that are necessary to determine whether or not the pupil is in high school and whether the pupil meets the prerequisites for the course. State statute also permits the nonresident school district to request any records relating to a pupil's expulsion during the current or preceding two school years. Separate parental permission is not required to release these records.

C. Approval or Denial Nonresident School District

No later than one week before the start date of the course, the nonresident school district is required to notify the pupil if the application is approved or denied.

The nonresident school district may deny a pupil's application only for the following reasons:

- Space is not available in the course.
 - The pupil is not in the high school grades.
 - The pupil does not meet the nonresident school district's criteria for being admitted to the course.
 - The pupil is not enrolled in a public high school in Wisconsin.
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D. Approval or Denial Resident School District

No later than one week before the start date of the course, the resident school district is required to notify the pupil:

- If the application is denied (notification is not required for approval)
- If the course does not meet the high school graduation requirements in the resident school district (although the pupil may attend the course even if it does not meet the high school graduation requirements)

The resident school district may deny a pupil's application only for the following reasons:

- The cost of the course creates an undue financial burden on the resident school district.
- The course conflicts with the individualized education program (IEP) for a pupil who needs special education.

E. Notification of the Pupil's Intent to Attend the Course

If the pupil has been notified that she or he is accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts.

F. Appeals

If the application is rejected by either the resident or nonresident school district, the parent may appeal the decision to the Department of Public Instruction within 30 days. The Department is required to uphold the school board's decision unless the Department finds that the decision was arbitrary or unreasonable. The Department's decision is final.

G. Transportation

The parent is responsible for transporting the pupil to and from the course in the nonresident school district. The parent may apply to the Department of Public Instruction for a prorated reimbursement of the actual transportation costs. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program. Claims for transportation reimbursement may be submitted to the Department of Public Instruction at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

LEGAL REF: 118.52

Adopted: _____ February 26, 2018 _____

Last Revision: _____

Last Review: _____



Wisconsin Department of Public Instruction
**APPLICATION FOR
 PART-TIME PUBLIC SCHOOL OPEN ENROLLMENT**
 PI-9412 (Rev. 01-18)

INSTRUCTIONS: Fill out all information completely and accurately. Missing or inaccurate data may hinder processing or result in errors relating to acceptance/denial. Deliberately providing false data may be grounds for denial of the application.

Submit completed form to the district administrator of the nonresident school district.

School Year _____

Collection of this data is a requirement of s. 118.52, Wisconsin Stats.

I. GENERAL INFORMATION

To be completed by the parent, legal guardian or pupil (if age 18 or older) and submitted to the nonresident school district. The application must be received in the nonresident school district office no later 4:00 p.m. on the date that is six weeks before the scheduled start of the course for which the pupil is applying. A postmark **does not** constitute timely submission.

Pupil Name <i>Separate application form is required for each pupil</i>	Email Address	Telephone Area/No.	Grade <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
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Residence Street Address	City WI	Zip Code
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School District in which the Pupil Resides (Resident District) or District of Attendance for Open Enrolled Pupils	Public School Pupil is Currently Attending
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School District in which the pupil is applying to attend a course or courses (Nonresident District)	If the pupil wishes to attend the course in a specific school in the nonresident district, indicate the name of the school. Note: assignment to a specific school for the course is not guaranteed.
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Name of the Course or Courses the Pupil is Applying to Attend	Course Number if applicable	Scheduled Course Start Date
1.	1.	1.
2.	2.	2.

Yes No

1. Does the pupil currently receive special education in accordance with an individualized education program (IEP)?

2. Has the pupil been expelled any time during the current or preceding two years?

3. Are disciplinary proceedings pending that could lead to expulsion?

Transportation: Parents are responsible for transporting the pupil to and from the course that the pupil is attending. If the parent is unable to pay the cost of transportation, the parent may apply to the Department of Public Instruction (DPI) for reimbursement of the transportation costs. The DPI must give preference to pupils who meet the income criteria to be eligible for a free or reduced price lunch. Wis. Stat. 118.52(11)(b)

Will you be applying for the transportation reimbursement: Yes No

If yes, you must submit an online claim for reimbursement of transportation costs (PI-9413) to the DPI *at the end of the school year* that the pupil attends a course. The online claim form will be available on our website starting June 1 at <https://dpi.wi.gov/oe>.

II. PARENT SIGNATURE AND RELEASE OF RECORDS

Note to parent: Your signature on this form grants permission for the nonresident school district to request from the resident school district transcripts necessary to determine whether the pupil is a high school pupil and whether the pupil meets the nonresident district's prerequisites for the course. Further, s. 118.52 (10), Wis. Stat., authorizes the nonresident school district to request any pupil records relating to expulsion. This consent is effective until the pupil completes the course or until the application is withdrawn by the parent.

Signature of Parent/Guardian or Pupil <i>if 18 or older</i>	Parent/Guardian Name <i>Please print</i>	Date Signed
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III. FOR SCHOOL DISTRICT USE ONLY

The cost of providing a course to a pupil shall be determined by first dividing the total number of hours of instruction provided to the pupil in the course by 1,137, then multiplying the result by the regular annual tuition rate of the school district providing the course as determined by s. 121.83(1), Stat.

Nonresident school district must send a copy of the completed form to the resident school district.

IV. NONRESIDENT SCHOOL DISTRICT APPROVAL/DENIAL

To be completed by the nonresident school district and sent to the parent no less than one week before the scheduled start of the course (a postmark of at least three days before the parent is required to receive it shall constitute timely notification).

Name of Course
[] Approved
School at which the pupil will attend the course:
[] Denied
Reason for Denial: Required
[] Space is not available in the course.
[] Pupil does not meet the school district's policies and criteria for entrance into the course.
[] Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name of Course
[] Approved
School at which the pupil will attend the course:
[] Denied
Reason for Denial: Required
[] Space is not available in the course.
[] Pupil does not meet the school district's policies and criteria for entrance into the course.
[] Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name and Title of Nonresident School District Official

Signature
[]

Date Signed Mo./Day/Yr.

V. RESIDENT SCHOOL DISTRICT OR DISTRICT OF ATTENDANCE DENIAL AND NOTICE OF NOT MEETING HIGH SCHOOL GRADUATION REQUIREMENTS

To be completed by the resident school district or district of attendance and sent to the parent no less than one week before the scheduled start of the course (a postmark of at least three days before the parent is required to receive it shall constitute timely notification).

Name of Course
[] Approved
[] Denied
Reason for Denial: Required
[] The course conflicts with the pupil's individualized education program (IEP).
[] The cost of the course constitutes an undue financial burden on the resident school district.
[] Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name of Course
[] Approved
[] Denied
Reason for Denial: Required
[] The course conflicts with the pupil's individualized education program (IEP).
[] The cost of the course constitutes an undue financial burden on the resident school district.
[] Ineligibility: The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or homeschool; or the pupil is not in a high school grade.

Name and Title of Resident School District or District of Attendance Official

Signature
[]

Date Signed Mo./Day/Yr.

[] The course does not meet the high school graduation requirements in the resident school district or district of attendance.
NOTE: This notification is provided for the pupil's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.

[] The course does not meet the high school graduation requirements in the resident school district or district of attendance.
NOTE: This notification is provided for the pupil's/parent's information. Whether the course meets the high school graduation requirements is not grounds for denial by the resident district.

VI. NOTICE OF RIGHT TO APPEAL

If the pupil's application is denied by either the resident or the nonresident school district, the pupil or parent may appeal the denial to the Department of Public Instruction within 30 days of receipt of the notice of denial. The appeal may be in the form of a letter or a legal brief and shall state the decision being appealed, the specific reasons for the appeal, including why the appellant believes the school board's decision was arbitrary or unreasonable, and any other facts relevant to the appeal. The appeal shall be signed by the appellant or the representative of the appellant. A copy of this completed form must be included with the appeal. The Department's decision is final and may not be appealed to circuit court. The appeal should be sent to: Open Enrollment Consultant, School Management Services, Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841

VII. NOTIFICATION THAT PUPIL WILL/WILL NOT ATTEND COURSE

To be completed by the parent and a copy provided to both the resident and nonresident school districts no later than the last week day (excluding state holidays) preceding the scheduled start of the course.

(Name of Pupil)
[] will [] will not
attend (Name of Course)

(Name of Pupil)
[] will [] will not
attend (Name of Course)

Signature of Parent/Guardian or Pupil if 18 or older
[]

Date Signed Mo./Day/Yr.