

Open Enrollment: The Alternative Application Process for School Districts

1. alt app process

1.1 Title Slide




Notes:

Welcome! Today we will be talking about Open Enrollment: The Alternative Application Process. Before we begin this tutorial, let's start with some basic functions of this module.

1.4 Alternative Application Procedure

Alternative Application Procedure

- Provides parents an opportunity to apply for open enrollment outside of the regular application season.
- Allows parents, whose child meets certain criteria, to apply for open enrollment for the current school year.



Notes:

The alternative open enrollment procedure provides parents an opportunity to apply to a non-resident school district outside of the regular open enrollment application period (which runs from the first Monday in February through the last weekday in April).

Parents whose child meets certain criteria, can apply for open enrollment for the current school year using the alternative application starting July 1.

1.5 Alternative Application Procedure

Alternative Application Procedure

- Parents can apply to up to three school districts in a school year.
- If a parent submits three alternative applications during the school year, the parent cannot apply for open enrollment to any additional school districts in the upcoming regular application period.
- It does not matter that the regular application period is for the following school year.
- Parents may, however, reapply to the same three districts in the regular application period.

Notes:

Parents can apply to up to three school districts in a school year.

This means if a parent submits three alternative applications during the school year, the parent cannot apply for open enrollment to any additional school districts in the upcoming regular application period, as they have already applied to three districts in the school year.

It does not matter that the regular application period is for the following school year.

The parent may, however, still reapply to those same three districts in the regular application period.

1.6 Alternative Application Criteria

Alternative Application Criteria

The law establishes 7 criteria under which an alternative application may be submitted.

The criteria are:

- A pupil is a victim of a violent criminal offense as determined by the resident district.
- A pupil is or has been a homeless pupil in the current or immediately preceding school year.
- A pupil has been a victim of repeated bullying or harassment that has been reported to the resident district and continues in spite of action taken.

Notes:

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The criteria are:

A pupil is a victim of a violent criminal offense as determined by the resident district.

A pupil is or has been a homeless pupil in the current or immediately preceding school year.

A pupil has been a victim of repeated bullying or harassment that has been reported to the resident district and continues in spite of action taken.

1.7 Alternative Application Criteria

Alternative Application Criteria

(Criteria continued)

- A pupil's place of residence has changed due to a parent's military orders within the past 30 days.
- A pupil has moved into Wisconsin within the past 30 days.
- A pupil's residence has changed as a result of a court order or custody agreement or placement in a foster home or with a person other than the pupil's parent or removed from a foster home or home of a person other than the pupil's parent within the past 30 days.

Notes:

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1.8 Alternative Application Criteria

Alternative Application Criteria

(Criteria continued)

- A pupil's parent, the nonresident district, and the resident district all agree that attending the nonresident district is in the best interests of the pupil.

Notes:

A pupil's parent, the nonresident district, and the resident district all agree that attending the nonresident district is in the best interests of the pupil.

1.9 Receiving Alternative Applications & Providing Records

Receiving Alternative Applications & Providing Records

- Parents submit a paper application (PI-9421) to the nonresident district.
- The parent must select one or more criteria as a basis for the application.
- An explanation of the circumstances must be included. Parents may include additional documentation supporting the application. If there is no explanation, the district may contact the parent.



Notes:

The alternative open enrollment application (PI-9241 form) is a paper form that is completed by a parent, legal guardian or student who has reached the age of 18. The form is submitted to the non-resident school district. When completing the application, parents must select at least one of the 7 criteria as a basis for the application. An explanation of the circumstances leading to the application must be included. Additional documentation to support the application is acceptable. If no explanation for the application is provided, the nonresident district may deny the application as incomplete or the district may contact the parent. The resident district must first ask the parent for more information before it could deny the application as incomplete.

1.10 Receiving Alternative Applications & Providing Records

Receiving Alternative Applications & Providing Records

- If a school district has limited its open enrollment spaces for the following school year at the January board meeting, the district is then prohibited from accepting alternative applications for the remainder of the current school year.
- School districts may not approve alternative applications submitted July 1 through the 3rd Friday in September if the district did not approve all applications for the pupil's grade that were submitted in the regular application period.

Notes:

It is important to note that if a school district has limited its open enrollment spaces for the following school year at its January board meeting, the district is then prohibited from accepting alternative applications for the remainder of the current school year. Also, a school district may not approve alternative applications submitted from July 1 - 3rd Friday in September if the district did not approve all applications for the pupil's grade that were submitted during the regular application period.

1.11 Receiving Alternative Applications & Providing Records

Receiving Alternative Applications & Providing Records

- Nonresident district enters the alternative application into OPAL upon receipt (within one business day)
- Once the application is saved in OPAL, a notification is sent to the resident district.
- Additional information submitted with the application that was not included in OPAL, should be sent to the resident district.

Notes:

Upon receipt of an alternative application, the nonresident district enters it into OPAL, preferably within one business day. Once the application is saved in OPAL, a notification is sent to the resident school district. Both districts now have access to the application. Additional information submitted with the application such as letters of support or additional documentation should be sent to the resident school district.

If possible the explanation can be summarized in OPAL.

1.12 Receiving Alternative Applications & Providing Records

Receiving Alternative Applications & Providing Records

- The resident district must send special education and expulsion records to the nonresident district within 10 calendar days after the alternative application was submitted.
- If the pupil is not attending the resident school district, the nonresident district may request, and the school or school district of attendance may provide, any of the records or information from a public school the pupil attends that would otherwise be provided by the resident school district if the pupil were attending the resident school district.

Notes:


The resident district must send special education and expulsion records to the nonresident district within 10 calendar days after the alternative application was submitted.

If the pupil is not attending the resident school district, the nonresident district may request, and the school or school district of attendance may provide, any of the records or information from a public school the pupil attends that would otherwise be provided by the resident school district if the pupil were attending the resident school district.

1.13 Nonresident District - Approvals & Denials

Nonresident District – Approvals & Denials of Alternative Applications

- The nonresident district has 20 calendar days to approve or deny the alternative application. The approval or denial notification must be in writing.
- The district must enter the approval or denial of the application in OPAL.
- If the nonresident district does not act on the application within 20 days, it is assumed denied.



Notes:

The nonresident district has 20 calendar days to approve or deny the alternative application. The approval or denial notification must be in writing.
The district must enter the approval or denial of the application in OPAL.
If the nonresident district does not act on the application within 20 days, it is assumed denied.

1.14 Nonresident District Approvals

Nonresident District - Approvals

- The written notice of approval must include school assignment.
- Once the alternative application is approved, the pupil may begin attending the nonresident district immediately.
- The approved pupil must attend the nonresident district by the 15th day after the approval notification has been sent. The nonresident district may extend this deadline. If the pupil does not attend within 15 days, the nonresident district may notify the parent that the pupil can no longer attend.

Notes:

The nonresident school district must provide to the parent a written notice of approval that includes the school assignment.

Once an alternative application is approved, the pupil may begin attending the nonresident district immediately, even without receiving a response to the application from the resident school district.

Upon receipt of an approval from the nonresident district, the pupil has 15 days to begin attending. This deadline can be extended with an agreement between the district and the parent. If the pupil does not attend within 15 days, the nonresident district may notify the parent that the pupil can no longer attend.

1.15 Nonresident District Denials

Nonresident District - Denials

The nonresident district reasons for denial include:

- Space is not available in the schools, programs, classes or grades in the nonresident district.
- The special education or related services required in the pupil's IEP are not available in the nonresident district or there is no space in the special education or related services required in the pupil's IEP.
- The pupil has been expelled during the current or two preceding school years for certain conduct or is the subject of a pending disciplinary proceeding.
- The pupil has been habitually truant from the nonresident school district during any semester of the current or previous school year.

Notes:

The nonresident district can deny an alternative application for the same reasons it can deny an application completed during the regular application period. Those reasons for denial include:

Space is not available in the schools, programs, classes or grades in the nonresident district.

The special education or related services required in the pupil's IEP are not available in the nonresident district or there is no space in the special education or related services required in the pupil's IEP.

The pupil has been expelled during the current or two preceding school years for certain conduct or is the subject of a pending disciplinary proceeding.

The pupil has been habitually truant from the nonresident school district during any semester of the current or previous school year.

1.16 Nonresident District Denials

Nonresident District - Denials

(Denial reasons continued)

- Not in best interest of the pupil.
- Criteria used to apply is not applicable.
- Age ineligible.
- No comparable 4K program.
- Late or too many applications submitted.

Notes:

In addition to these reasons, the nonresident district can deny an alternative application if it does not believe the transfer is in the best interest of the pupil or if the criteria used to apply is not applicable. For example, if a parent applied under the criteria “moved into Wisconsin within the past 30 days,” but the family has been living in Wisconsin for longer than 30 days.

It is also important to remember that both nonresident and resident districts can deny an application because the pupil is age ineligible, there is no comparable 4K program, and late or too many applications were submitted.

1.17 Nonresident District Denials

Nonresident District - Denials

- **The written notice of denial must include the reason for denial.**
- **If the nonresident district has not approved or denied the application within 20 calendar days, it is presumed denied.**

Notes:

If a nonresident district denies an alternative application, the notice of denial must be in writing and it must include the reason for denial. As mentioned previously, if the nonresident district has not approved or denied the application within 20 calendar days, it is presumed to be denied.

1.18 Resident District - Approvals & Denials of Alternative Applications

Resident District – Approvals & Denials of Alternative Applications

- The resident district has 20 calendar days to approve or deny the alternative application. The approval or denial notification must be in writing.
- The district must enter the approval or denial of the application in OPAL.



Notes:

The resident district has 20 calendar days to approve or deny the alternative application. The approval or denial notification must be in writing.

The district must enter the approval or denial of the application in OPAL.

If the resident district does not act on the application within 20 days, it is assumed approved.

1.19 Resident District Approvals

Resident District - Approvals

- **Resident districts are not required to send notices of approvals.**
- **If a resident district does not respond to an application within 20 days, it is considered approved.**

Notes:

Resident districts are not required to send notices of approval for students transferring out of the district.

If a resident district does not act on an application within 20 days, it is considered approved.

1.20 Resident District Denials

Resident District –Denials

The resident district may deny an alternative application for the same reasons it may deny applications submitted during the regular application period.

- Age ineligible, no comparable 4K program, and late or too many applications submitted.

In addition, the resident district may also deny an alternative application if:

- The transfer is not in the pupil's best interest; and
- Criteria upon which the application is based does not apply to the pupil.

Notes:

The resident district may deny an alternative application for the same reasons it may deny applications submitted during the regular application period. These reasons include: the pupil is age ineligible, there is no comparable 4K program, and late or too many applications were submitted.

In addition, the resident district may also deny an alternative application if:
The transfer is not in the pupil's best interest; and
criteria upon which the application is based does not apply to the pupil.

1.21 Resident District Denials

Resident District –Denials

- A resident district cannot deny an application due to “best interest” unless the basis for the application was “best interest.”
- The resident district cannot deny an application based on the resident district’s determination that the pupil was not a victim of a violent crime.
- Written denials must include the reason for denial as well as the parents’ right to appeal.

Notes:

It is important to note that a resident district cannot deny an application due to “best interest” unless the basis for the application was “best interest.” Also, the resident district cannot deny an application based on the resident district’s determination that the pupil was not a victim of a violent crime.

Denials must be in writing, and include the reason for denial as well as the parents’ right to appeal.

1.22 Appeals

Appeals

- **Resident district denials may be appealed within 30 days of receipt of the denial.**
 - If a parent intends to file an appeal of a best interest denial, the pupil may attend the nonresident district pending the outcome of the appeal. If the parent fails to file a timely appeal or if the department affirms the resident district's decision, the pupil must cease attending the nonresident district.
- **There is no specific provision in statute for a parent to appeal a nonresident district denial of an alternative application.**

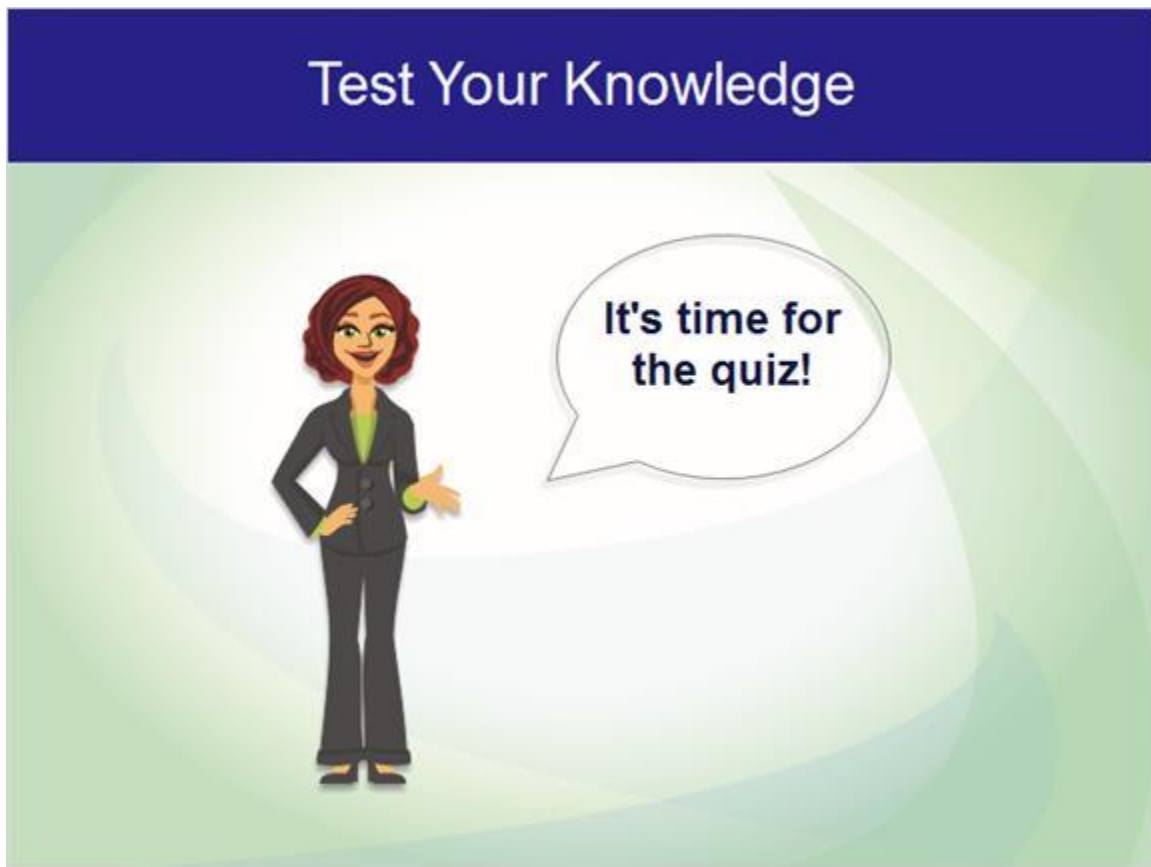
Notes:

A parent may appeal a resident district denial to DPI within 30 days of receiving notice of the denial. If a parent intends to file an appeal of a resident district's denial of an alternative application due to not in the best interests of the pupil or criteria not applicable, the pupil may attend the nonresident district pending the outcome of the appeal. However, if the parent fails to file a timely appeal or if the department affirms the resident district's decision, the pupil must cease attending the nonresident district.

It should also be noted that if the resident district does not provide a written notice of denial to the parent, then there is no deadline for the parent to file an appeal.

There is no specific provision in statute for a parent to appeal a nonresident district denial of an alternative application.

1.23 Test Your Knowledge



Notes:

Now it's time for the quiz!

1.24 Test Your Knowledge #1

(True/False, 10 points, 1 attempt permitted)

Test Your Knowledge

Parents can file an alternative application as early as July 1.

☒ True

☐ False

Correct	Choice
X	True
	False

Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

You did not select the correct response. Alternative open enrollment applications are for the current school year. The school year begins on July 1.

1.25 Test Your Knowledge #2

(True/False, 10 points, 1 attempt permitted)

Test Your Knowledge

In order for a resident district to deny an alternative application for “best interest,” the application must have been filed under the criteria of “best interest.”

☒ True

☐ False

Correct	Choice
X	True
	False

Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

You did not select the correct response. If a parent submits an application for any reason other than best interest, the resident district can only deny the application for criteria not applicable to the pupil.

1.26 Test Your Knowledge #3

(True/False, 10 points, 1 attempt permitted)

Test Your Knowledge

Once a pupil is approved by the nonresident district, the pupil must wait to receive an approval from the resident district before they can attend the nonresident district.

☐ True

☒ False

Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

Feedback when incorrect:

You did not select the correct response. Once a pupil is approved by the nonresident district, the pupil can begin attending the nonresident district immediately.

1.27 Conclusion & Survey



Notes:

Thank you for joining me today to learn about Open Enrollment: The Alternative Application Process. Be sure to join us for some of our other trainings.

Before you close the presentation, please take a moment to complete a short survey on this training.

Thank you.

