

## Important Dates for Public School Open Enrollment January – December 2016

	Tracking Transfers and Tuition Waivers	Processing Applications for Regular Application Period	Processing Alternative Applications & Transfers
January	<ul style="list-style-type: none"> <li>• Nonresident district (NONRES) must enter OE information for 2<sup>nd</sup> Friday in January, using 2<sup>nd</sup> Friday list in OPAL. Only pupils who were open enrolled on the 3<sup>rd</sup> Friday will be on the 2<sup>nd</sup> Friday list.</li> <li>• <u>January 15</u> – 2<sup>nd</sup> Friday list view in OPAL will be locked. Any changes after this date must be made for the individual pupil using the Change Enrollment tab.</li> <li>• Alternative application pupils who were not present on the 3<sup>rd</sup> Friday Count date will not be on the 2<sup>nd</sup> Friday list. Instead, use the Change Enrollment tab to report whether or not the pupil was open enrolled on the 2<sup>nd</sup> Friday Count date.</li> </ul> <p>Ongoing Tracking Tasks:</p> <ul style="list-style-type: none"> <li>• Enter withdrawals in OPAL using the Withdraw Pupils tab.</li> <li>• If a pupil moves to a different school district and continues OE, change the resident district for the following school year using the Change Enrollment tab.</li> <li>• If a child’s SPED status changes, either: <ul style="list-style-type: none"> <li>○ Notify DPI to make change for current year, or</li> <li>○ Change SPED status for following year using the Change Enrollment tab.</li> </ul> </li> </ul> <p>Process Tuition Waivers:</p> <ul style="list-style-type: none"> <li>• NONRES grant CYTW to complete 2015-16 school year for eligible pupils who move to a new RES.</li> </ul>	<p><u>BEGIN 2016-17 APPLICATION PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Nonresident district (NONRES) must designate regular and special education spaces at January school board meetings.</li> <li>• Amend any policies or procedures to be used during upcoming application period (must be done before February 1).</li> <li>• NONRES must notify parents if reapplication is required for middle, junior high or high school.</li> <li>• Recommend that NONRES notify parents of CYTW and AYTW pupils of upcoming application period.</li> <li>• NONRES &amp; resident district (RES) must provide application information to parents upon request.</li> <li>• DPI issues press release to announce 2016-17 application period.</li> </ul>	<p>Receive &amp; process applications for 2015-16 school year:</p> <ul style="list-style-type: none"> <li>• Parent submits paper application to NONRES, who enters application into OPAL.</li> <li>• NONRES must request SPED/EXPULSION records from RES. RES must provide these records within 10 days of receiving the request. NONRES must provide cost estimate to RES within 10 days of receiving the IEP. <ul style="list-style-type: none"> <li>○ It is not recommended that the pupil enroll in the NONRES until NONRES has received a copy of the pupil’s IEP and RES has received the cost estimate.</li> </ul> </li> <li>• NONRES must approve or deny within 20 days. <ul style="list-style-type: none"> <li>○ Enter approval or denial into OPAL using Approve or Deny tab under the Exceptions tab.</li> <li>○ If application is approved, “enroll” pupil in OPAL under All Exception Apps tab.</li> <li>○ If pupil attends, report in OPAL using Change Enrollment tab. Days of enrollment = the number of days from the first day of enrollment to the end of the school term.</li> </ul> </li> <li>• RES district not required to notify of approval; denial notices must be issued within 20 days after the application was submitted (or 10 days after receiving a cost estimate from the NONRES).</li> </ul>

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	<ul style="list-style-type: none"> <li>• See Tuition Waiver Matrix document for assistance.</li> </ul>		<ul style="list-style-type: none"> <li>○ Enter approval or denial into OPAL using Approve or Deny tab under the Exceptions tab.</li> <li>○ Parent may file appeal of denial within 30 days of notice of denial.</li> <li>○ If pupil was not included in 3<sup>rd</sup> Friday count, report using Counted by Resident District tab under the Exceptions tab.</li> </ul>
February	<p>Continue ongoing tracking tasks.</p> <p>Process Tuition Waivers:</p> <ul style="list-style-type: none"> <li>• NONRES grant CYTW to complete 2015-16 school year for eligible pupils who move to a new RES.</li> <li>• Pupils who move after February 1, should apply for OE for 2016-17 school year. AYTW not recommended (unless OE application would be denied).</li> <li>• See Tuition Waiver Matrix document for assistance.</li> <li>• DPI will send printed lists of 2015-16 AYTW pupils to NONRES and RES. Lists must be returned on or before February 26.</li> </ul>	<p><u>February 1</u> – Application period begins.</p> <ul style="list-style-type: none"> <li>• Parents submit online or paper applications. Parents may amend or delete online applications until the end of the application period.</li> <li>• RES may send SPED/EXPULSION records as applications come in (recommend sending records of new apps no more than once a month before application deadline).</li> <li>• RES need to make sure that the most recent IEP is sent to the NONRES; if the IEP was sent earlier, check to make sure it is not been revised in the meantime.</li> </ul>	<p>Continue to receive &amp; process alternative applications for 2015-16 school year.</p>
March & April	<p>Continue ongoing tracking tasks.</p>	<p>Application period continues.</p> <p>Application period ends April 29.</p>	<p>Continue to receive and process alternative applications for the 2015-16 school year.</p>

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May	<ul style="list-style-type: none"> <li>• <u>May 1</u> – by this date school districts must have entered all data in OPAL that affect 2015-16 aid transfers. The following fields will be locked to districts and all changes after that must be requested to DPI: OE status on 3<sup>rd</sup> Friday, FTE, SPED, grade and withdraw pupil. Districts may still approve and reject pending changes.</li> <li>• DPI will finalize 2015 aid adjustments and provide them to the state aids team. OE aid transfer information will be in OPAL; DPI will send final lists of AYTW pupils.</li> <li>• Pupils who are eligible for AYTW should be encouraged to apply under alternative procedure after July 1.</li> <li>• The estimated 2016-17 open enrollment transfer amount is \$6,748.</li> <li>• The 2016-17 open enrollment transfer amount for pupils with disabilities is \$12,000.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>May 1</u> – Districts may begin acting on applications.</li> <li>• Begin correcting applications, including deleting duplicate applications. Must request DPI to make changes to applications.</li> <li>• <u>May 2</u> - All applications must be entered into OPAL by the end of the day.</li> <li>• <u>May 6</u> – by this date, RES must send special education and expulsion records to NONRES.</li> <li>• Parents whose applications were denied by nonresident or resident districts may file an appeal to the DPI within 30 days of the date the notice was postmarked or delivered to the parent, whichever was later.</li> </ul>	<p>Continue to receive and process alternative applications for the 2015-16 school year.</p> <p>Alternative applications for the 2016-17 school year may not be submitted until July 1.</p>
June	<ul style="list-style-type: none"> <li>• DPI will adjust each district’s final state aid payment for 2015-16 regular education open enrollment.</li> <li>• School districts can begin to enter into OPAL withdrawals of non-continuing pupils for the 2016-17 school year.</li> <li>• Pupils who are eligible for AYTW should be encouraged to apply under alternative procedure after July 1. (However, if AYTW is granted, send form to DPI and RES.)</li> <li>• Parents may begin to file transportation reimbursement claims as soon as school is out.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>June 10</u> – deadline for NONRES to notify parents of approval/denial. Notice must be in writing and include the reason for denial.</li> <li>• <u>June 10</u> – NONRES must notify parents of school assignment.</li> <li>• <u>June 17</u> – deadline for RES to notify parents if application is denied (notification of approval is optional). Notice must be in writing and include the reason for denial.</li> <li>• <u>June 24</u> – deadline for parents to notify NONRES of intent to attend. If notice is not provided, NONRES may determine that pupil will not attend.</li> </ul>	<p>Alternative applications may not be submitted in June.</p> <p>DPI will send a list of revenue limit exemptions to districts for pupils for the 2015-16 school year who were not included in their membership report at the time the district’s levy was set. Districts should review the list and send corrections to DPI.</p>

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	<ul style="list-style-type: none"> <li>• Corrections to final state aid adjustment must be submitted by June 30.</li> </ul> <p><u>END OF TRACKING 2015-16 TRANSFERS</u></p>	<ul style="list-style-type: none"> <li>• Parents can continue to file timely appeals.</li> </ul>	
July	<ul style="list-style-type: none"> <li>• <u>July 15</u> – deadline for parents to file transportation reimbursement claims (late claims may not be paid). Claim form is on OE web site; questions should be referred to DPI.</li> <li>• <u>July 29</u> – Last day on which school districts can enter into OPAL withdrawals of non-continuing pupils for the 2015-16 school year.</li> <li>• <u>July 29</u> - All pending changes in OPAL must be approved or rejected prior to rollover.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>July 7</u> – NONRES must enter intent to attend in OPAL.</li> <li>• <u>July 11</u> – last day NONRES denial may be appealed (unless denial was untimely).</li> <li>• <u>July 18</u> - last day RES denial may be appealed (unless denial was untimely).</li> </ul>	<p><u>July 1</u> – parents can begin to submit alternative applications for the 2016-17 school year.</p>
August	<ul style="list-style-type: none"> <li>• <u>On/about August 1</u> – OPAL rolls over for 2016-17 school year. Actively Open Enrolled list is empty. All Students list contains: <ul style="list-style-type: none"> <li>○ All pupils who completed 2015-16 school year as OE and who were not withdrawn during the summer.</li> <li>○ All new applicants for 2016-17.</li> <li>○ Any alternative applicants who have been “enrolled” by NONRES.</li> </ul> </li> <li>• <u>Late August/Early September</u> - transportation reimbursement checks will be mailed in late August/early September.</li> <li>• Any AYTW forms submitted during the summer must be sent to DPI (however, alternative application should be used unless application would be denied).</li> </ul>		<p>Continue to receive and process alternative applications for 2016-17 school year.</p>

	<b>Tracking Transfers and Tuition Waivers</b>	<b>Processing Applications for Regular Application Period</b>	<b>Processing Alternative Applications &amp; Transfers</b>
September	<p><u>BEGIN TRACKING 2016-17 TRANSFERS</u></p> <ul style="list-style-type: none"> <li>• <u>September 16</u> – 3<sup>rd</sup> Friday in September <ul style="list-style-type: none"> <li>○ If any new or continuing pupil has not attended on/before 3<sup>rd</sup> Friday, OE is terminated.</li> <li>○ NONRES district enters whether pupil is or is not OE using 3<sup>rd</sup> Friday list. (OE includes any pupil who is OE on the 3<sup>rd</sup> Friday in September or, if not in attendance on 3<sup>rd</sup> Friday, at least one day before and one day after.) Alternative application pupils are not on 3<sup>rd</sup> Friday list.</li> </ul> </li> <li>• <u>September 23</u> – 3<sup>rd</sup> Friday list view is locked. Any changes made after this date must be made in the individual pupil record.</li> </ul>	<p><u>September 15</u> – last day on which NONRES may accept pupils from wait list, but only if pupil is in attendance on September 16 (3<sup>rd</sup> Friday)</p> <p><u>PROCESSING OF 2016-17 REGULAR APPLICATIONS ENDS.</u></p>	<p>Continue to receive and process alternative applications for 2016-17 school year.</p> <p><u>BEGIN TRACKING 2016-17 ALTERNATIVE APPLICANTS</u></p> <ul style="list-style-type: none"> <li>• Use the Change Enrollment tab to report 2016-17 alternative applicants who attend NONRES: <ul style="list-style-type: none"> <li>○ If pupil attended on/before 3<sup>rd</sup> Friday in September, days of enrollment = 180.</li> <li>○ If pupil began attending after 3<sup>rd</sup> Friday in September, days of enrollment = days remaining in school term.</li> <li>○ Once pupil reported as OE, tracking continues as for “regular” OE pupils.</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>• Continue ongoing tracking tasks.</li> <li>• DPI sends AYTW lists. Lists must be returned by October 28.</li> </ul>		<p>Continue to receive and process alternative applications for 2016-17 school year.</p>
November & December	<p>Continue ongoing tracking tasks.</p>	<p><u>BEGIN PREPARING FOR 2017-18 APPLICATION PERIOD</u></p> <ul style="list-style-type: none"> <li>• Review/amend policies.</li> <li>• Ensure OPAL contacts are current.</li> <li>• Ensure OPAL users are authorized.</li> <li>• Establish procedures to respond to questions and receive applications.</li> <li>• Review OE Training modules.</li> </ul>	<p>Continue to receive and process alternative applications for 2016-17 school year.</p>

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