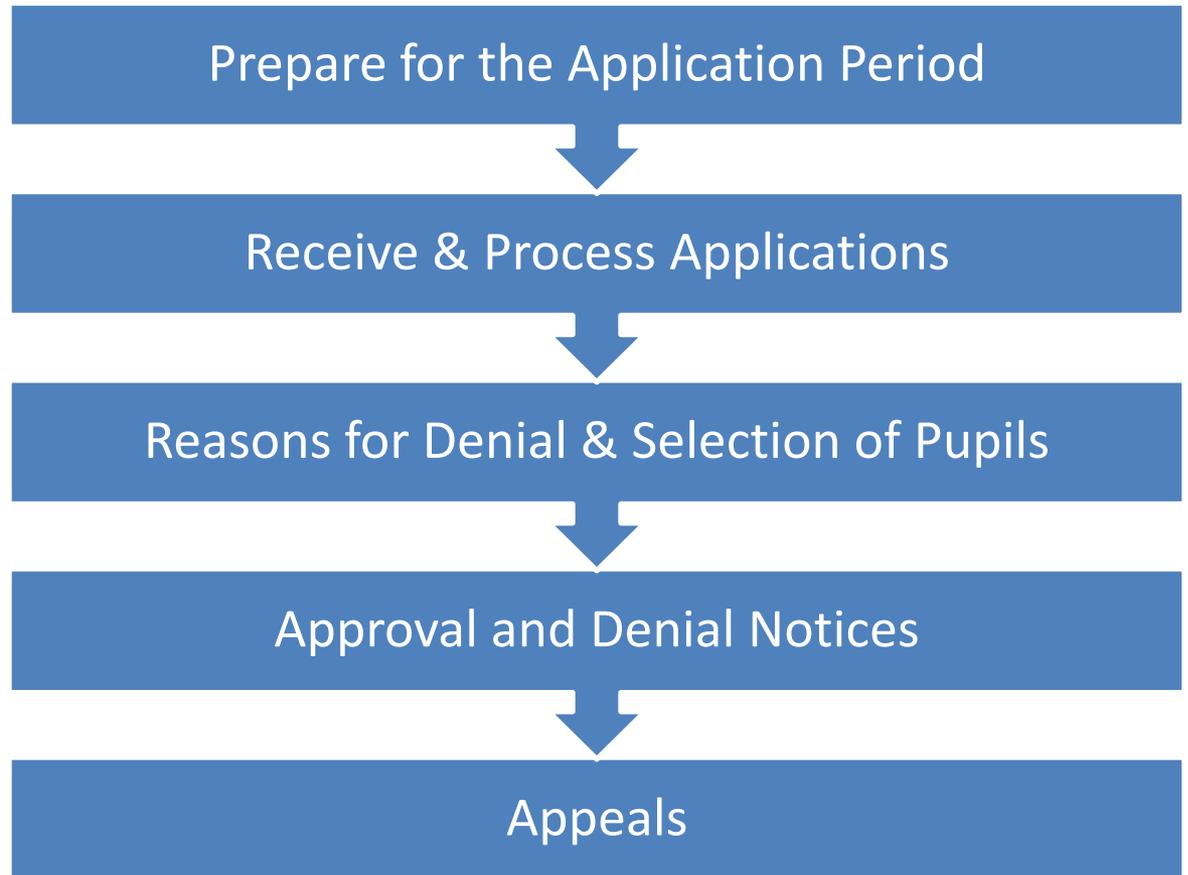


Administering the Regular Open Enrollment Application Process: Overview



Administering the Regular Open Enrollment Application Process



Prepare for the Application Period

Review & Amend Policies

- Approval and Denial Criteria
- Space Criteria
- Preferences and Guarantees

Authorize OPAL Users

- Superintendent
- OPAL Contact
- Others

Establish Procedures

- To Provide Information
- To Receive Applications
- Notify Parents of Requirement to Reapply

Designate Spaces

- At January Board Meeting
- Regular and Special Education Spaces
- If Spaces Not Designated, May Not Deny Due to Space

Receive & Review Applications

Application Period

- 1st Monday in February to Last Weekday in April at 4:00 pm.

Enter into OPAL

- Parent enters online
- Nonresident district enters paper applications
- Do not enter reapplications.

Review

- Correct District
- K4
- VCS
- Grade
- Timely (paper)
- Duplicates

Records & Cost Estimate

- Resident district sends records
- Nonresident district sends cost estimate

Special Situations

4K

- Only if resident district also offers 4K.
- Only if pupil is eligible in resident district.

Early Admission

- Nonresident may evaluate for 4K or 5K.
- Must also be eligible for early admission in resident district for 4K.

Early Childhood/Special Education

- Same type of program as defined in IEP.
- 2-year-old may apply; must be 3 and receiving services on or before 3rd Friday.

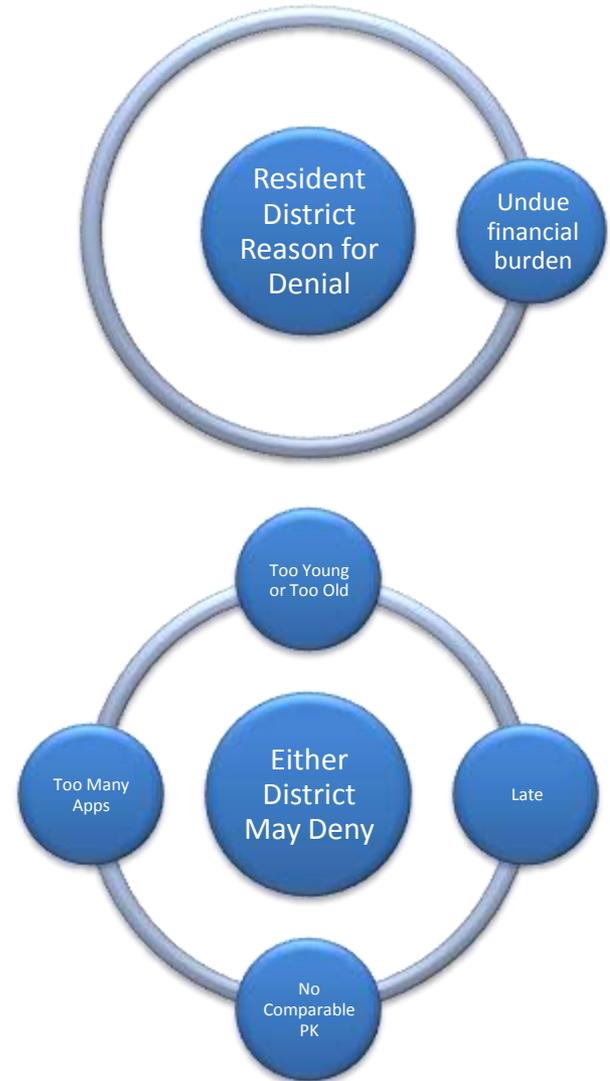
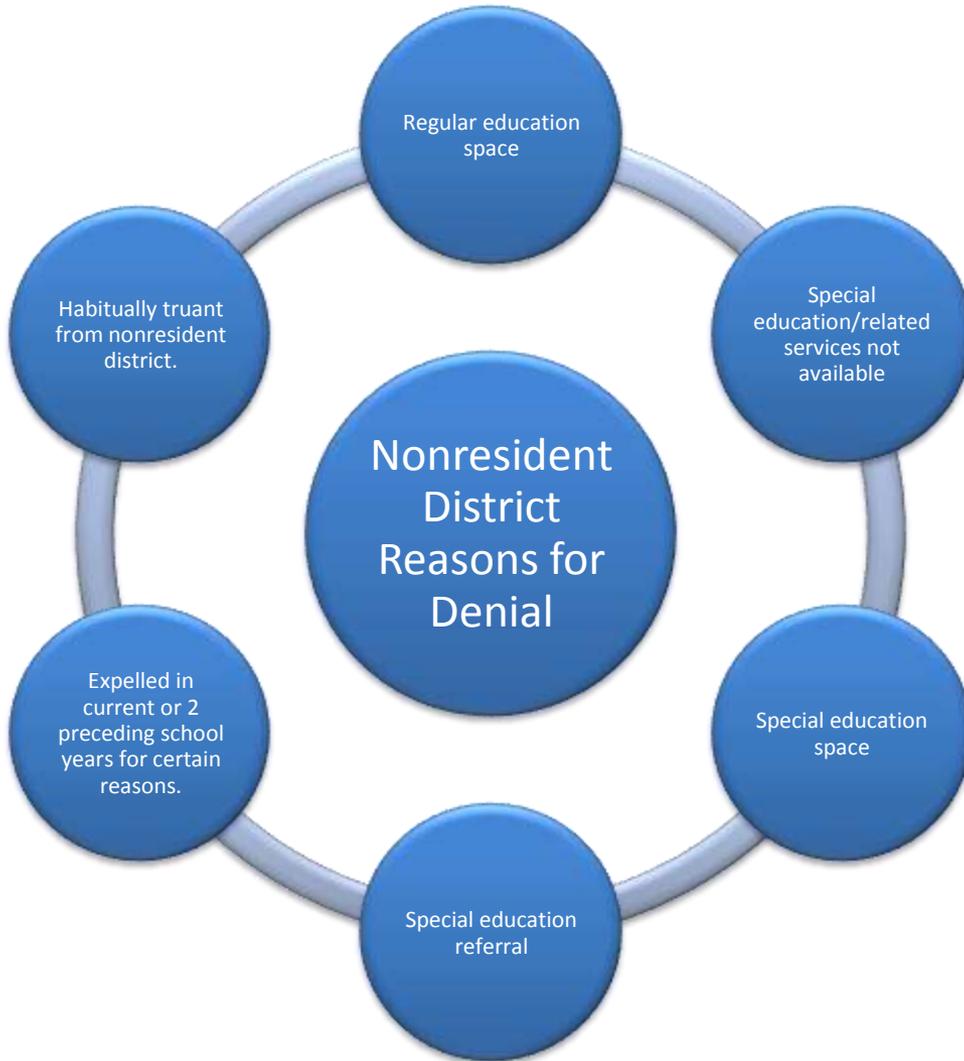
Anticipated Move

- Parent should indicate expected resident district on 3rd Friday.
- Not necessary to reside in resident district or in Wisconsin to apply.

Private School, Home-Base, Other Non-Enrolled

- Not required to enroll in public school before applying.

Reasons for Denial



Notifications and Appeal

Nonresident District

- Must Notify of Approval or Denial
- If Approved, Must Notify of School Assignment
- If Approved, Parent Must Notify of Intent to Attend.
- If Denied, Parent May Appeal to DPI

Resident District

- Must Notify of Denial
- If Denied, Parent May Appeal to DPI

DPI

- Must Affirm Unless Decision was Arbitrary or Unreasonable