



**DEPARTMENT OF PUBLIC INSTRUCTION  
 ATTN: SCHOOL MANAGEMENT SERVICES  
 P.O. BOX 7841  
 MADISON, WI 53707**

Collection of this data is a requirement of s. 118.51, Wis. Stats. and Ch. PI 36, Wis. Admin. Code.

**I. APPEAL**

*To be completed by the DPI*

In the matter of the appeal of \_\_\_\_\_ (appellant) File: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State WI Zip \_\_\_\_\_  
 v. \_\_\_\_\_ School District Board of Education relating to the denial of the open enrollment application  
 for \_\_\_\_\_ (name of pupil)

**II. RECORD OF DECISION**

*To be completed by nonresident school district*

The nonresident school board must submit to the DPI the record of the school board's decision in this matter. The record includes all of the following:

- a copy of the pupil's open enrollment application, the school board's notice of denial and proof of mailing
- a copy of the school board's open enrollment policy and administrative rules
- a copy of the school board's written space criteria, including any policies, rules and/or guidelines, for all grades in the district
- all data and calculations, for all grades, used to determine the number of spaces available
- a description of all procedures used to determine which applications to approve or deny, including the granting of guarantees and/or preferences and random selection
- the number of applications received in all grades, the number approved, the number denied, the number of currently-attending students and siblings, the number granted guarantees and/or preferences and the number selected randomly
- a copy of the minutes of the January board meeting at which the number of spaces was determined, as well as any school board minutes, tapes or transcripts and of any other meetings at which the open enrollment policy, criteria, space availability and approval/denial were discussed (including copies of any materials provided to the board)
- a copy of any committee minutes, notes, tape or transcripts relating to the decision
- any other information pertaining to the denial of the appellant's application.

Date of January Board Meeting Mo./Day/Yr.

**III. NET OPEN ENROLLMENT APPLICATION AND DENIAL**

*To be completed by nonresident school district*

Provide all of the following information about the open enrollment application and denial

Date of Application Mo./Day/Yr.	Pupil's Grade	Pupil is: <input type="checkbox"/> attending nonresident district <input type="checkbox"/> sibling of a currently attending pupil <input type="checkbox"/> neither currently attending nor sibling	Date On Which Notice of Denial Was Mailed Mo./Day/Yr.	Is this a reapplication required upon entering middle school, junior high or high school?  <input type="checkbox"/> Yes <input type="checkbox"/> No
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**IV. SCHOOL BOARD POLICY**

*To be completed by the nonresident school district*

Provide the following information about the board's open enrollment policy:

- Yes     No    Does the board's policy allow the board to consider whether space is available in the schools, programs, classes or grades within the school district? *If yes, which of the following does the policy permit or require the board to consider:*
- class size limits or pupil-teacher ratios
  - enrollment projections
  - other *Explain*
- 
- Yes     No    Does the policy either require or permit the board to include any of the following pupils in its count of occupied spaces? *If yes, which of the following pupils are included:*
- pupils who are currently attending public school in the nonresident school district
  - pupils who are currently attending an underlying elementary school district of the nonresident union high school district
  - siblings of pupils who are currently attending public school in the nonresident school district
  - pupils attending the school district for whom tuition is paid by another school district under s. 121.78 (1)(a)

**IV. SCHOOL BOARD POLICY (cont'd)**  
*To be completed by the nonresident school district*

- Yes     No    Does the policy either require or permit the board to approve applications from any of the following pupils even if space is not otherwise available (i.e., guarantee approval)?
- currently-attending pupils
  - siblings of currently-attending pupils
  - both currently-attending pupils and siblings of currently-attending pupils
- Yes     No    Does the policy require the board to grant preference for available spaces to currently-attending pupils and siblings (if such pupils are not guaranteed approval as described above)?
- Yes     No    Does the policy require the board to fill remaining spaces by random selection?

**V. SPACE CRITERIA AND CALCULATION OF SPACES**  
*To be completed by the nonresident school district*

- Yes     No    Has the board established class size limits or pupil-teacher ratios upon which to base open enrollment spaces?  
*If no, attach a detailed explanation of any other criteria used to determine the number of spaces for each grade.*  
*If yes, provide the class size limits or pupil-teacher ratios below.*

Grade	Class Size Limits	Grade	Class Size Limits	Grade	Class Size Limits	Grade	Class Size Limits
Prekindergarten		Second		Fifth		Eighth	
Kindergarten		Third		Sixth			
First		Fourth		Seventh			
Ninth <i>List Classes</i>	Class Size Limits	Tenth <i>List Classes</i>	Class Size Limits	Eleventh <i>List Classes</i>	Class Size Limits	Twelfth <i>List Classes</i>	Class Size Limits

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment	Spaces Capacity minus Projected Enrollment <input type="checkbox"/> New Spaces <input type="checkbox"/> All Spaces
				<input type="checkbox"/> includes current <input type="checkbox"/> includes siblings	
Prekindergarten					
Kindergarten					
First					
Second					
Third					
Fourth					
Fifth					
Sixth					
Seventh					
Eighth					
Ninth					

**V. SPACE CRITERIA AND CALCULATION OF SPACES (cont'd)**

*To be completed by the nonresident school district*

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment	Spaces Capacity minus Projected Enrollment <input type="checkbox"/> New Spaces <input type="checkbox"/> All Spaces
				<input type="checkbox"/> includes current <input type="checkbox"/> includes siblings	
Tenth					
Eleventh					
Twelfth					

**VII. APPLICATIONS, APPROVALS AND DENIALS**

*To be completed by the nonresident school district*

Grade	Spaces	Total Applications	Current Approved	Siblings Approved	Other Approved	Current Denied	Siblings Denied	Other Denied
	<input type="checkbox"/> New <input type="checkbox"/> All Spaces		<input type="checkbox"/> Guarantee <input type="checkbox"/> Preference	<input type="checkbox"/> Guarantee <input type="checkbox"/> Preference				
PreK								
K								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
<b>Totals</b>								

Yes  No

Were any spaces filled by random selection?

*If yes, describe the random selection process. Include the date on which the random selection was held, the method of random selection, the results of the random selection, the name(s) of the person(s) conducting the random selection and any witnesses. Attach additional pages, if necessary.*

**VII. APPLICATIONS, APPROVALS AND DENIALS (cont'd)**

*To be completed by the nonresident school district*

Yes     No

Were any nonresident pupils permitted to attend the school district who were not open enrolled, chapter 220, tuition waiver, or whose tuition was paid by another school district?

*If yes, explain.*

**VIII. CERTIFICATION AND CONTACT INFORMATION**

*To be completed by the nonresident school district*

**I CERTIFY**, the information contained herein is complete and correct.

Name of Contact Person		Email	Phone Number Area Code/No.
Name of Authorized Official	Title of Authorized Official	Email of Authorized Official	
Signature of Authorized Official ➤			Date Signed Mo./Day/Yr.