

Instructions for Using Microsoft Word Mail Merge and OPAL Exports to Approve and Deny Open Enrollment Applications

Step 2: Create the Templates

There are three steps for preparing approval and denial letters using a Microsoft Word mail merge with data exported from OPAL.

Step 1: Export the Data

Step 2: Create the Templates

Step 3: Prepare the Letters Using Mail Merge

Basic Steps for Creating the Templates

The basic steps for creating your own letter templates for approvals and denials are:


1. Sign into OPAL.
2. Go to the Exports tab.
3. Download the appropriate letter template from OPAL.
4. Match the template to the export file you created in Step 1 (each letter will have a number, such as L101, that corresponds to an export file with the same number).
5. Make your desired changes.
6. Save as your own template.

Following is a list of the export files, the matching letter templates and the page on this document where the instructions are located:

Name of Export File	Name of Letter Template	Page
Resident Approvals L101	L101 Resident District Approval Letter	2
Resident Denials L102	L102 Resident District Denial letter—Reg and Alt Apps	11
Nonresident Approvals and School Assignments L103	L103 Nonresident District Approval and School Assignment letter	24
Nonresident Denials L104	L104 Nonresident District Denial letter	34
Alternative App Nonresident Approvals and School Assignments L105	L105 Nonresident District Alt App Approval and School Assignment	24
Alternative App Nonresident Denials L106	L106 Nonresident District Alt App Denial letter	34


Creating the Template for Resident School District Approvals

1. From the Exports page, select and click on letter L101 Resident District Approval Letter.



OPAL Open Enrollment for
Rhineland (4781)

Logged in as Mary Jo Cleaver



OPAL
[Logout](#)
[Contact DPI](#)

Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Returning Students](#)

Alt Apps
[All Alternative Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted in](#)
[Membership](#)
[Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts
[Open Enroll Contacts](#)

Mailbox	Students	Alt Apps	Apps	Exports	Contacts
---------	----------	----------	------	---------	----------







Exports

To help you customize letters, we provide exports that can be used with the appropriate letter template.







Year:

Grade:

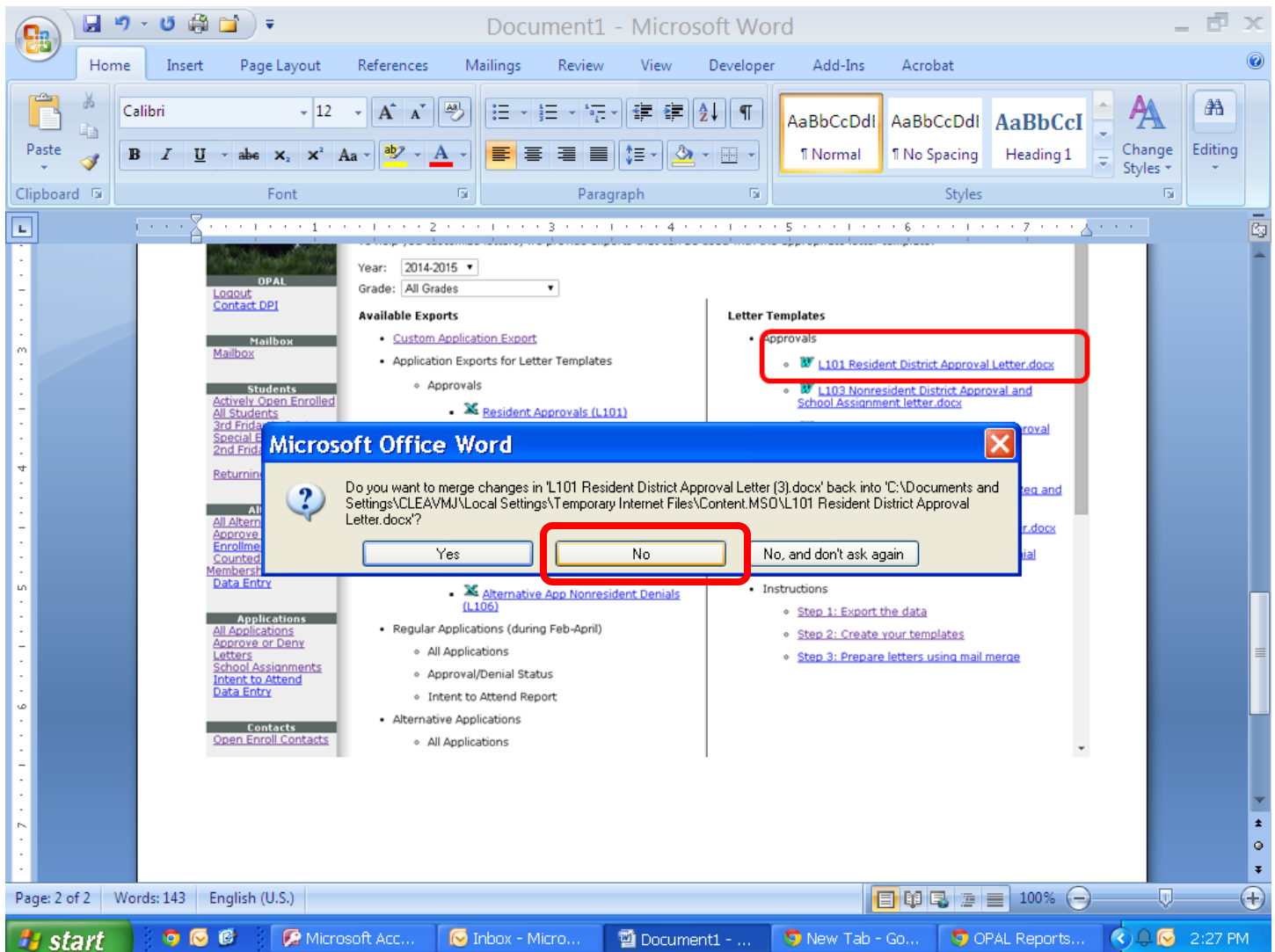
Available Exports

- [Custom Application Export](#)
- Application Exports for Letter Templates
 - Approvals
 -  [Resident Approvals \(L101\)](#)
 -  [Nonresident Approvals/School Assignments \(L103\)](#)
 -  [Alternative App Nonresident Approvals/School Assignments \(L105\)](#)
 - Denials
 -  [Resident Denials \(L102\)](#)
 -  [Nonresident Denials \(L104\)](#)
 -  [Alternative App Nonresident Denials \(L106\)](#)
- Regular Applications (during Feb-April)
 - All Applications
 - Approval/Denial Status
 - Intent to Attend Report
- Alternative Applications
 - All Applications

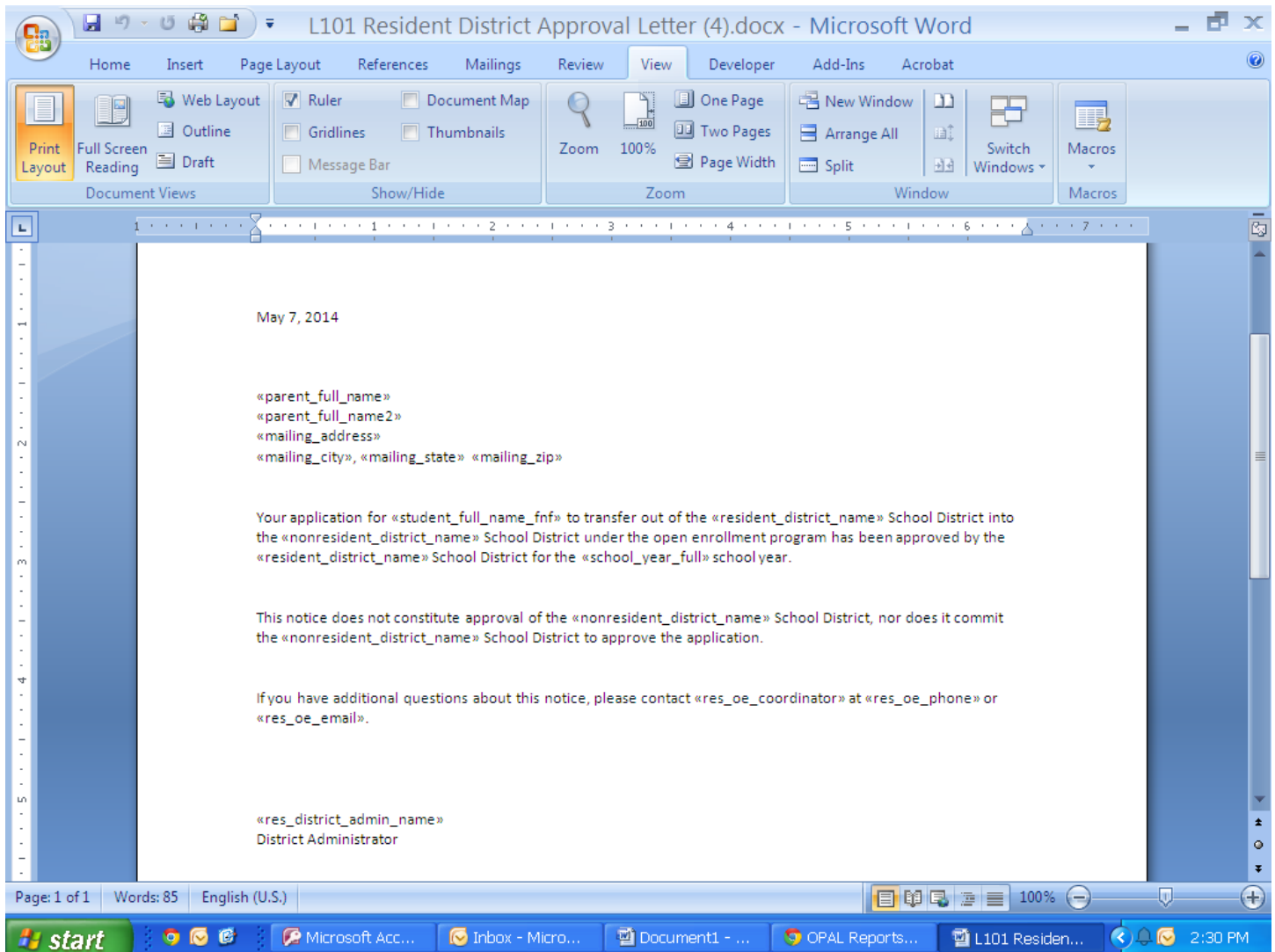
Letter Templates

- Approvals
 -  [L101 Resident District Approval Letter.docx](#)
 -  [L103 Nonresident District Approval and School Assignment letter.docx](#)
 -  [L105 Nonresident District Alt App Approval and School Assignment.docx](#)
- Denials
 -  [L102 Resident District Denial letter--Reg and Alt Apps.docx](#)
 -  [L104 Nonresident District Denial letter.docx](#)
 -  [L106 Nonresident District Alt App Denial letter.docx](#)
- Instructions
 - [Step 1: Export the data](#)
 - [Step 2: Create your templates](#)
 - [Step 3: Prepare letters using mail merge](#)

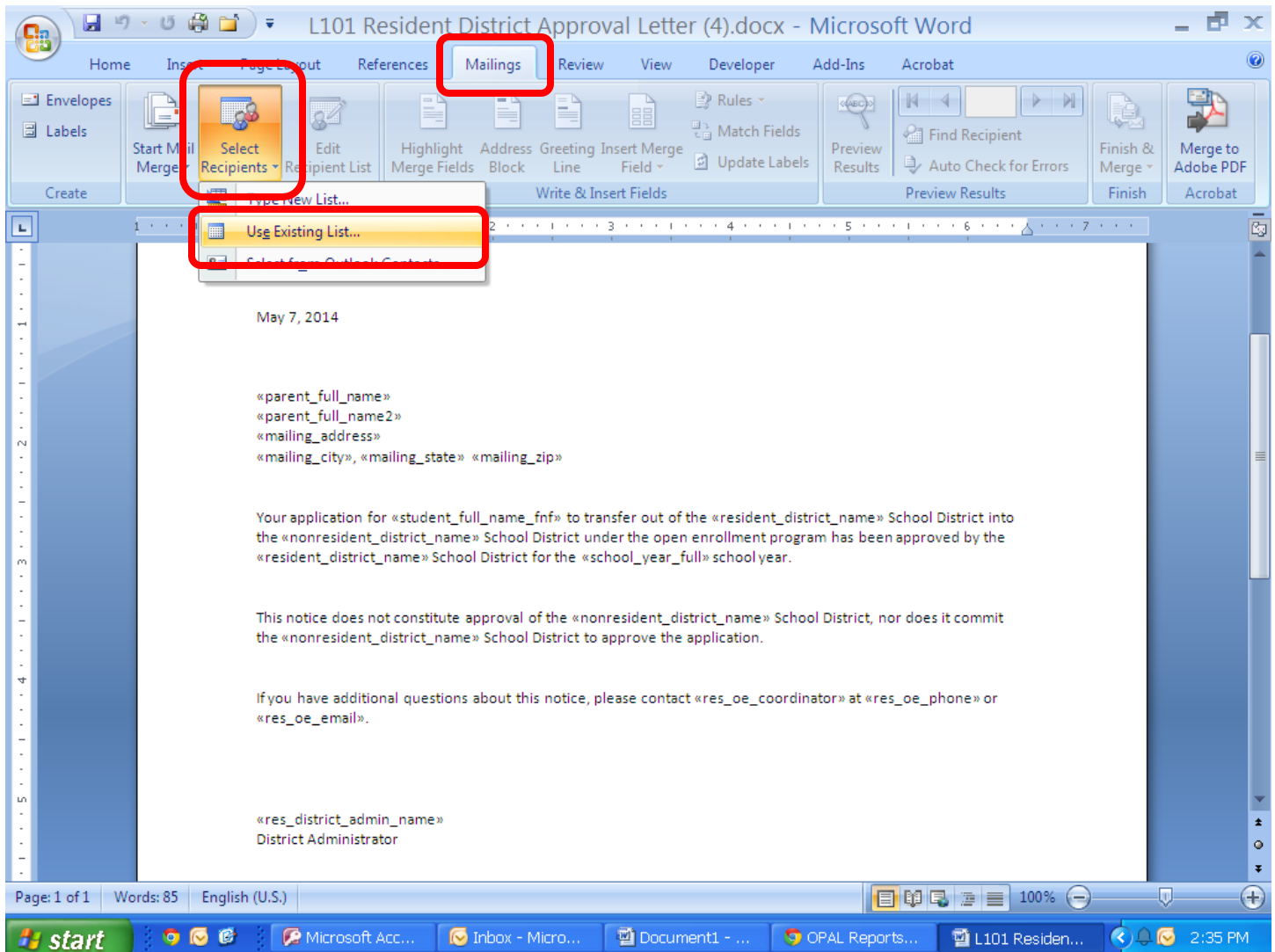
2. You may get a page asking if you want to merge this document into another document. If so, click “No.”



3. Open the letter.

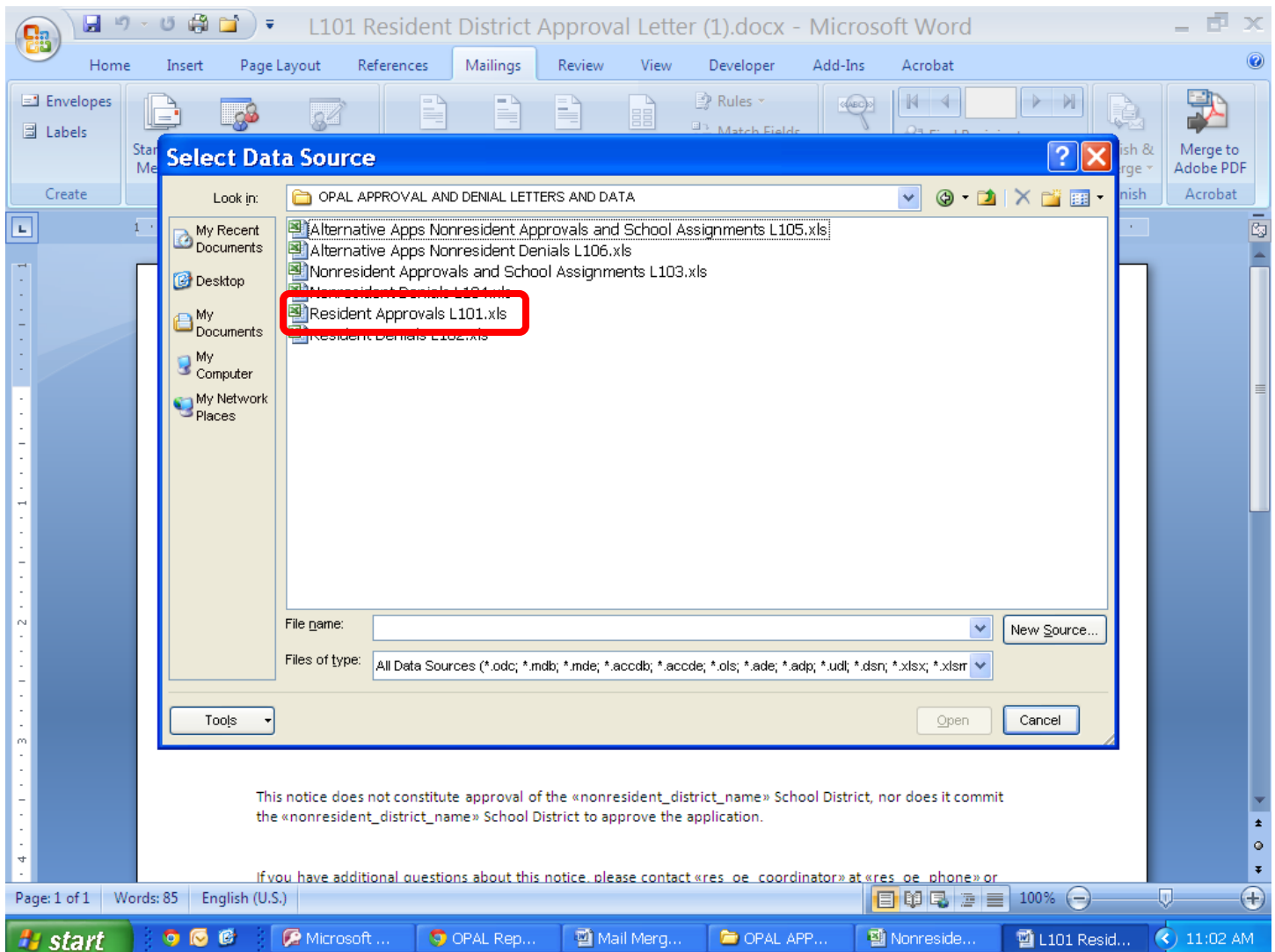


4. Click on Mailings, Select Recipients and Use Existing List.

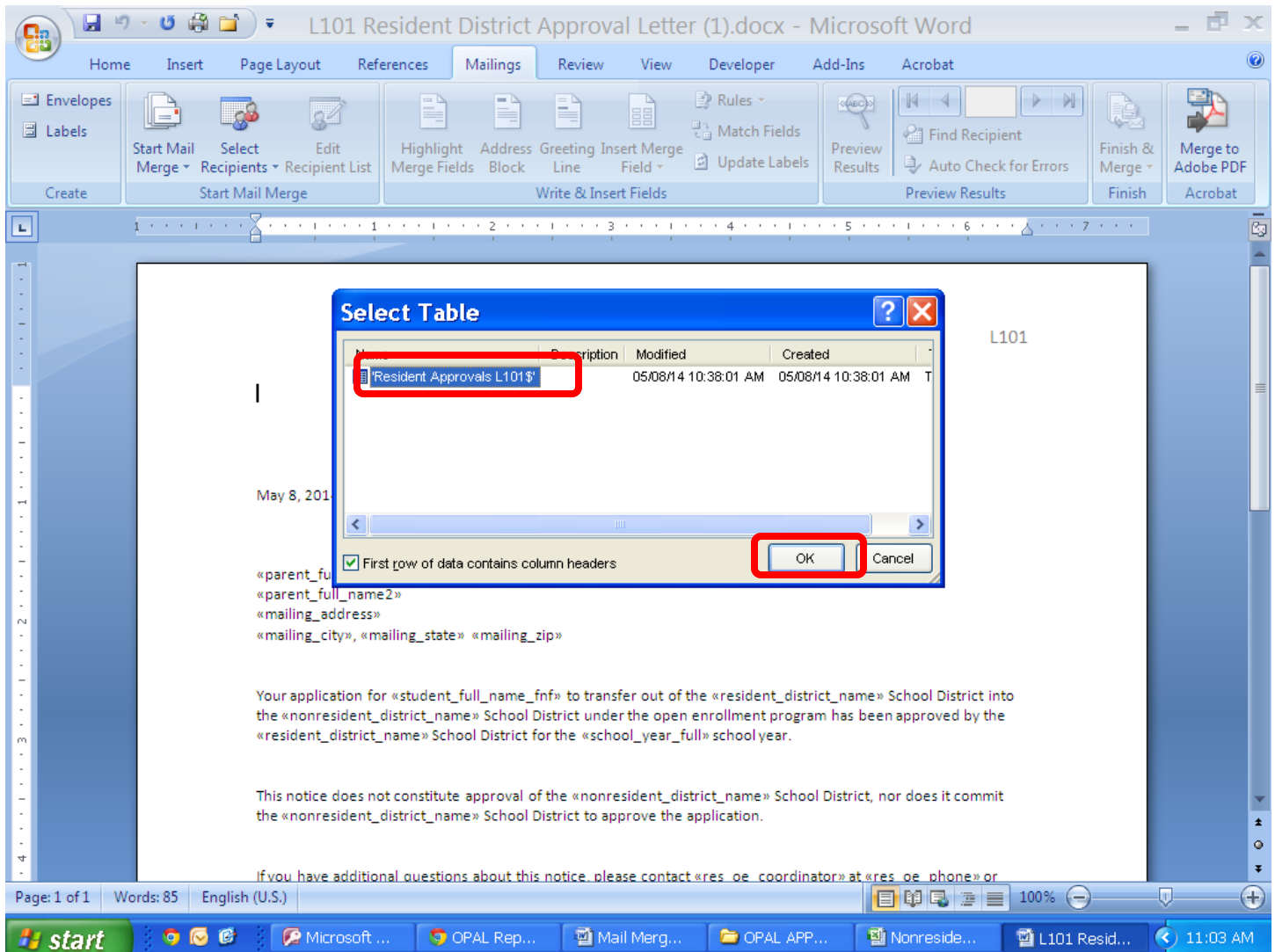


(If you prefer, you may click on Start Mail Merge and use the Step by Step Mail Merge Wizard rather than these instructions.)

5. Find the location on your computer where you stored your export file (in Step 1). Select and click on Resident Approvals L101.

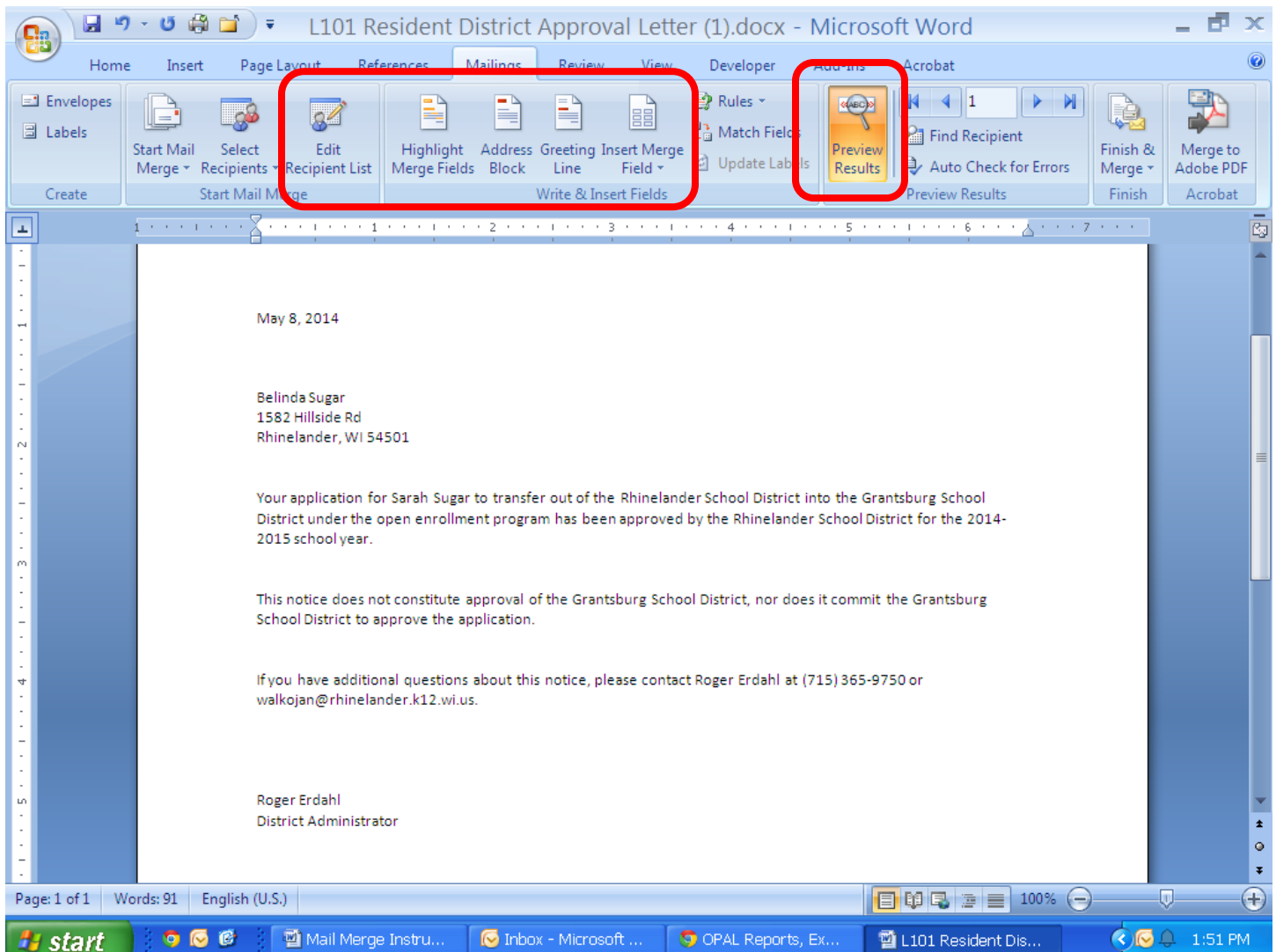


6. Select the file and click “OK”.



7. Click on Preview Results.

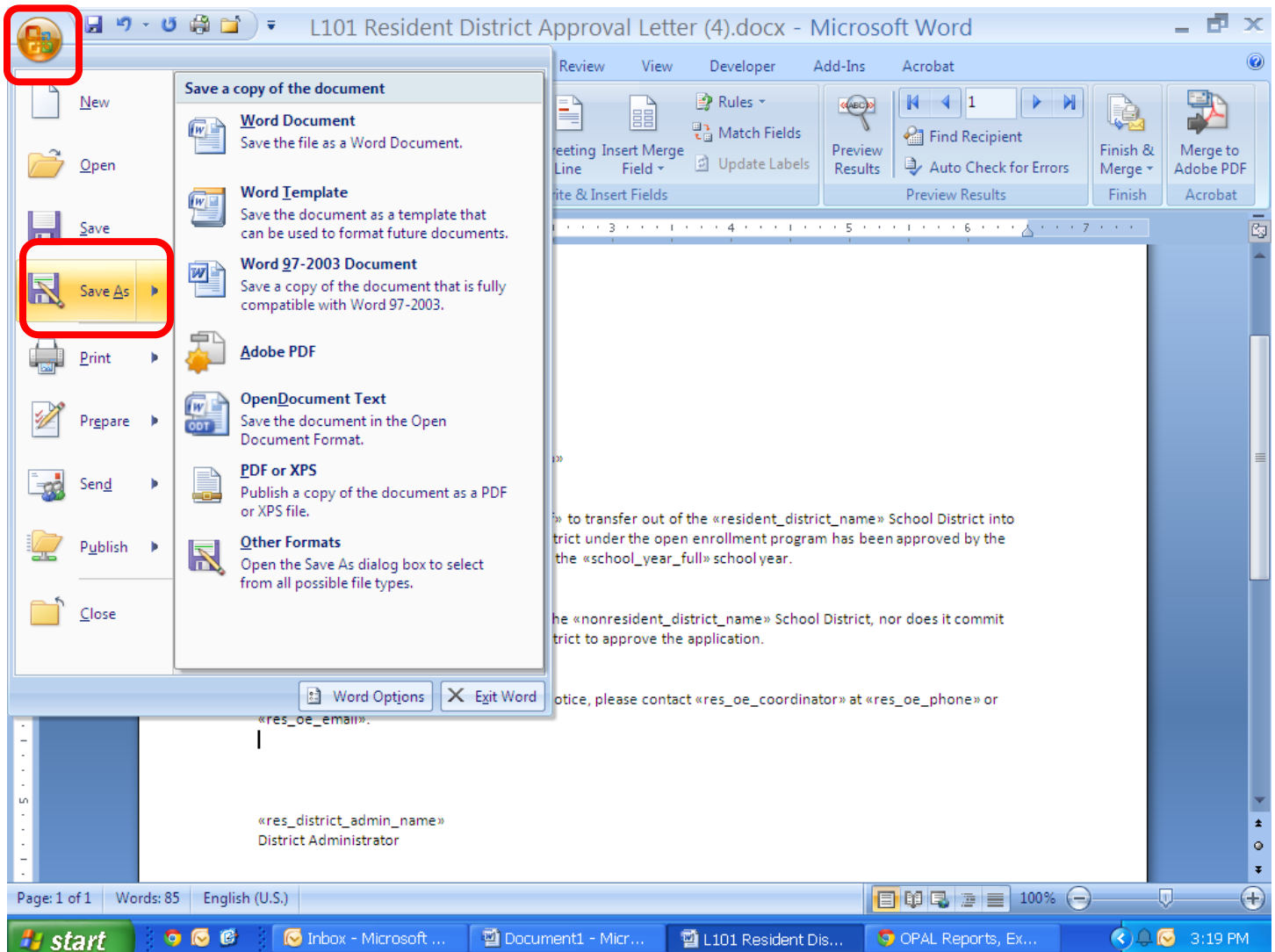
Note that now you have matched the letter to the data, other fields are highlighted. If these additional fields are not highlighted, your letter is not matched to your data.



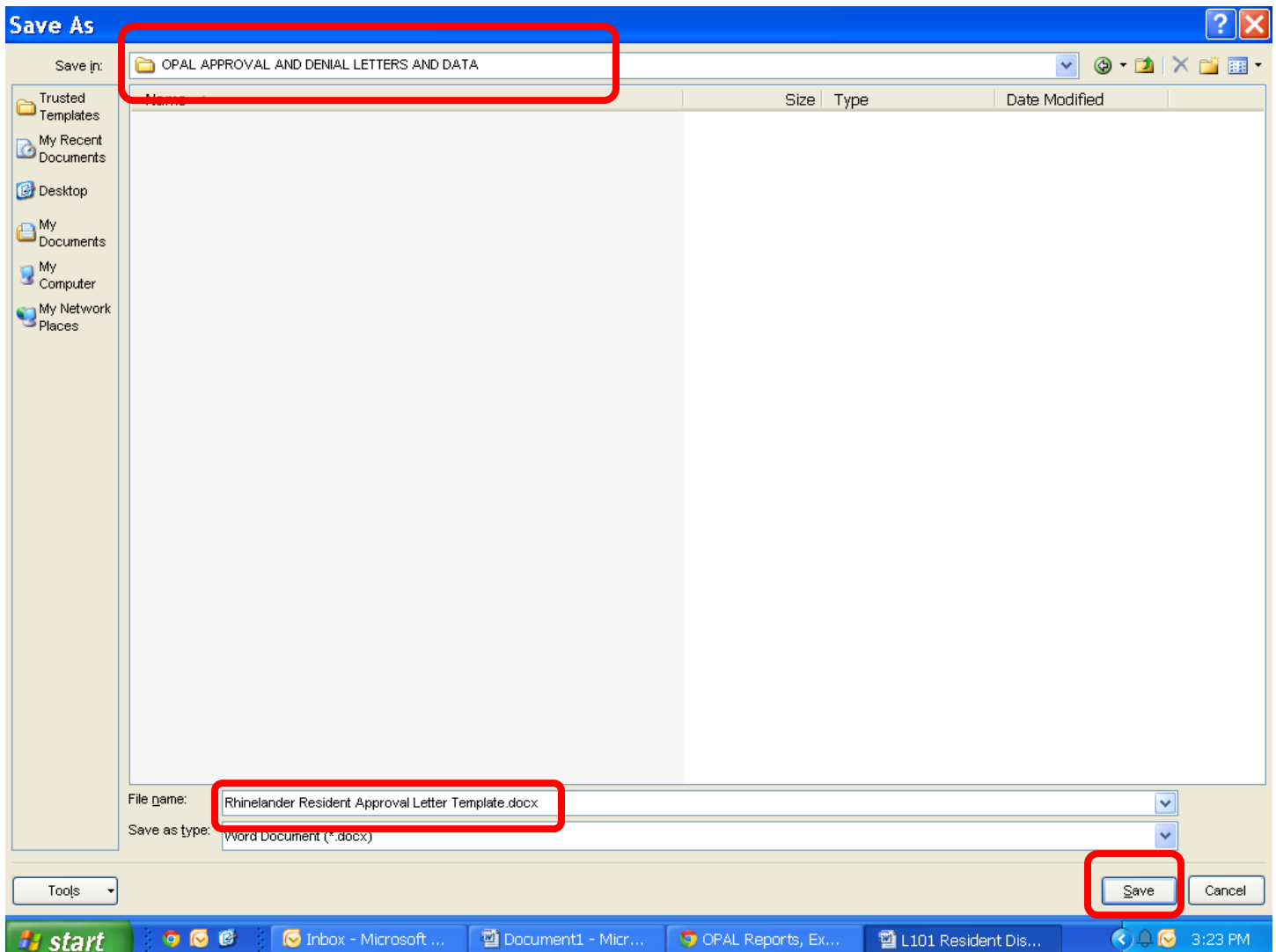
8. Make any needed changes to the document, such as:

- Contact information.
- Name or title of person who signs the letter.
- Insert digitized signature.
- Put on your own letterhead.

9. Once you have completed your template, unclick Preview Results. Click on the Windows icon and Save As.



10. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish and Save it. Although it is not necessary to have separate resident approval letters for regular and alternative applications, if you wish to create separate letters from the template, you may do so.



You are now ready to prepare your letters in Step 3.

Step 1: Export the Data


Step 2: Create the Templates

Step 3: Prepare the Letters Using Mail Merge

Return to the OPAL Exports page and click on the link to the Step 2 instructions or go directly to http://www.oe.dpi.wi.gov/opal/appr_deny_step3.


Creating the Template for Resident School District Denials

1. From the Exports page, select and click on letter L102 Resident District Denial letter-Reg and Alt Apps



OPAL Open Enrollment for
Rhinelanders (4781)

Logged in as Mary Jo Cleaver



OPAL
[Logout](#)
[Contact DPI](#)

Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Returning Students](#)

Alt Apps
[All Alternative Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted in](#)
[Membership](#)
[Data Entry](#)







Applications
[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts
[Open Enroll Contacts](#)







Mailbox**Students****Alt Apps****Apps****Exports****Contacts**

Exports
To help you customize letters, we provide exports that can be used with the appropriate letter template.
Year:
Grade:

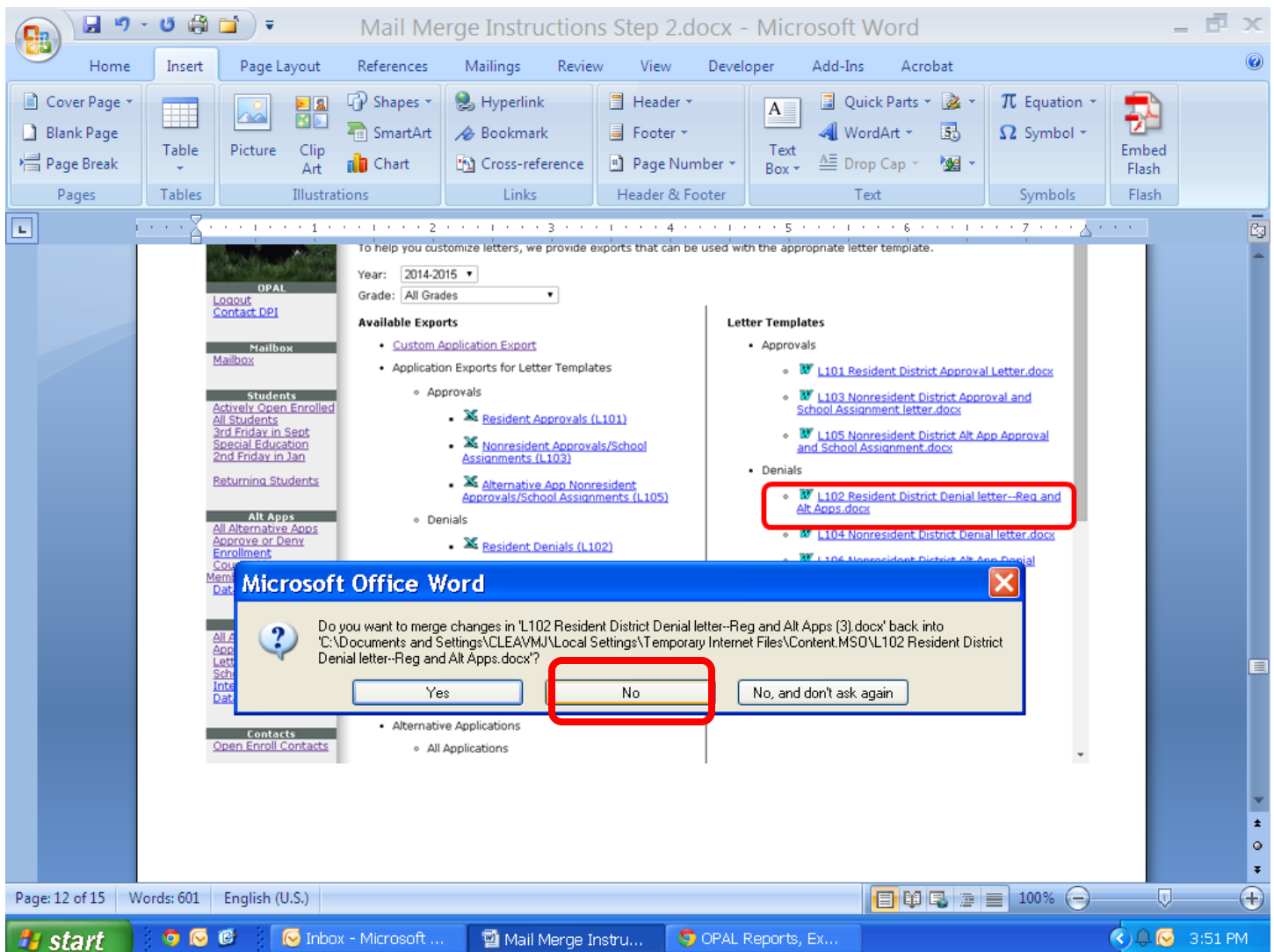
Available Exports

- [Custom Application Export](#)
- Application Exports for Letter Templates
 - Approvals
 -  [Resident Approvals \(L101\)](#)
 -  [Nonresident Approvals/School Assignments \(L103\)](#)
 -  [Alternative App Nonresident Approvals/School Assignments \(L105\)](#)
 - Denials
 -  [Resident Denials \(L102\)](#)
 -  [Nonresident Denials \(L104\)](#)
 -  [Alternative App Nonresident Denials \(L106\)](#)
- Regular Applications (during Feb-April)
 - All Applications
 - Approval/Denial Status
 - Intent to Attend Report
- Alternative Applications
 - All Applications

Letter Templates

- Approvals
 -  [L101 Resident District Approval Letter.docx](#)
 -  [L103 Nonresident District Approval and School Assignment letter.docx](#)
 -  [L105 Nonresident District Alt App Approval and School Assignment.docx](#)
- Denials
 -  [L102 Resident District Denial letter--Reg and Alt Apps.docx](#)
 -  [L104 Nonresident District Denial letter.docx](#)
 -  [L106 Nonresident District Alt App Denial letter.docx](#)
- Instructions
 - [Step 1: Export the data](#)
 - [Step 2: Create your templates](#)
 - [Step 3: Prepare letters using mail merge](#)

2. You may get a page asking if you want to merge this document into another document. If so, click "No."

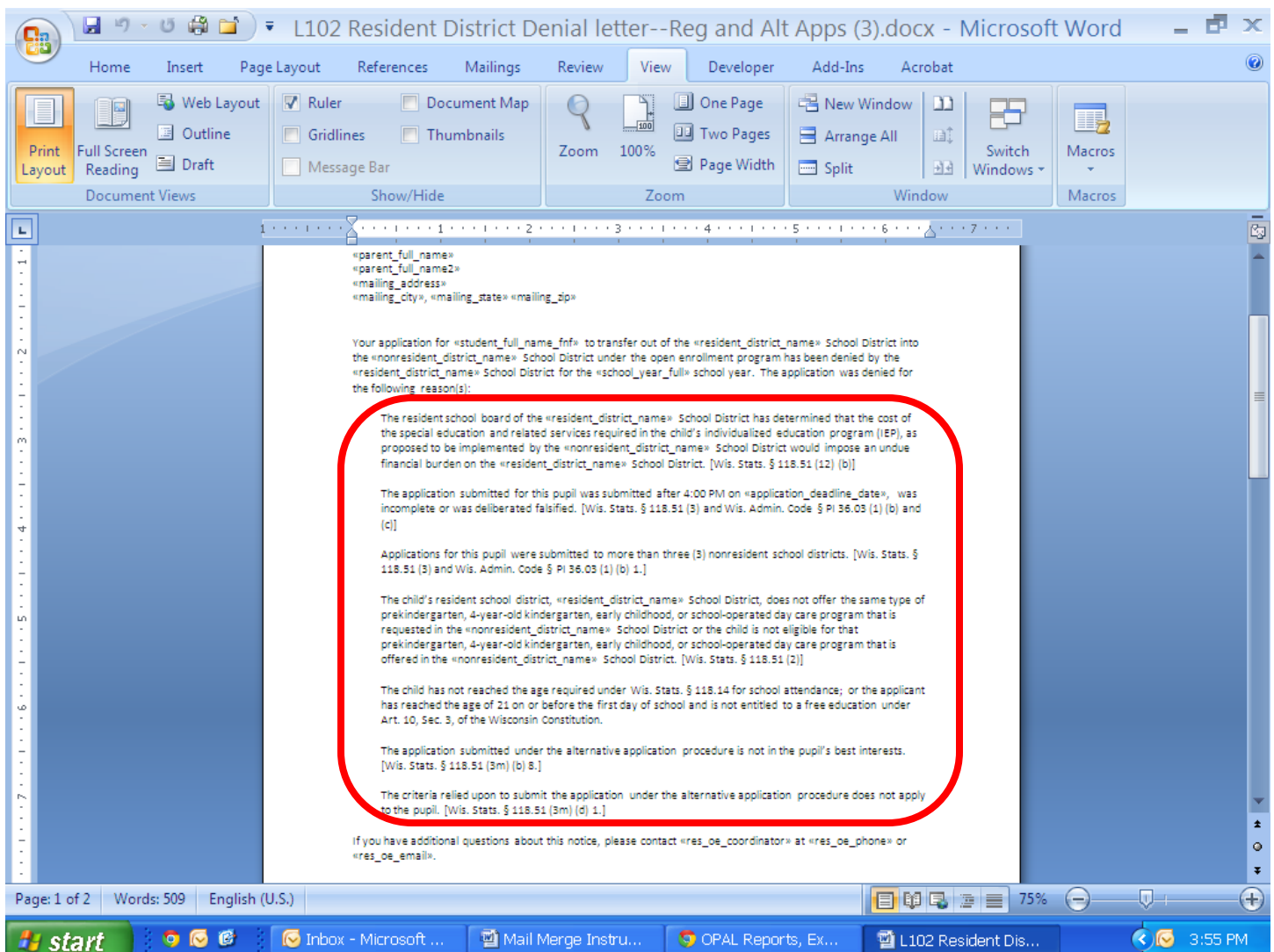


3. Open the letter. Notice that the letter contains all possible reasons for a resident school district to deny open enrollment.

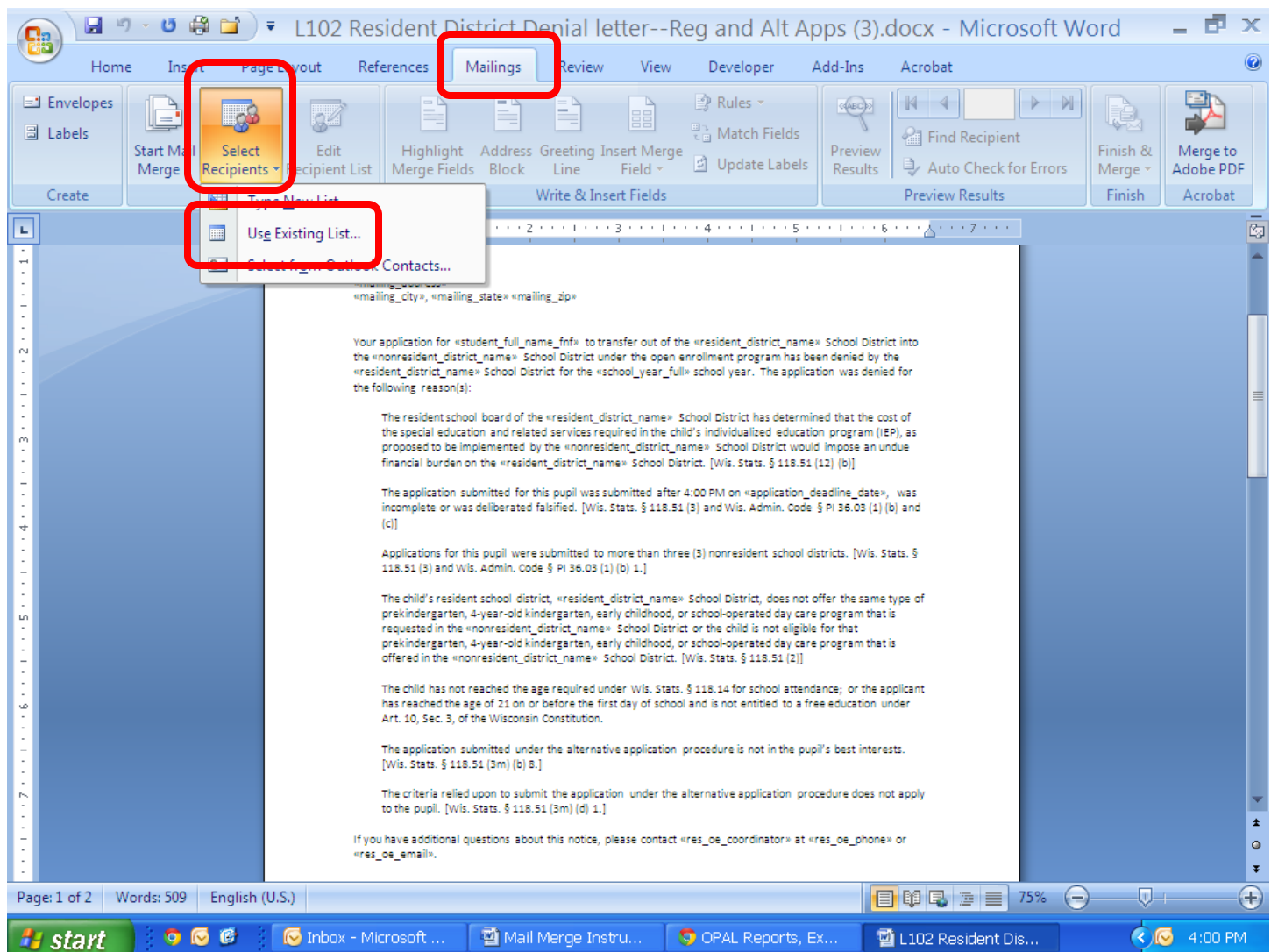
It is recommended that you save a “basic” template with all the reasons for denial. You can then decide whether you want to create individual templates for individual reasons for denial.

It is probably most efficient to create separate templates, as follows (this will be done in a later step):

- One for denials due to “undue financial burden.”
- One for 4K denials, if your district does not offer 4K.
- One that contains all other reasons, which may then be altered as necessary for individual pupil denials.

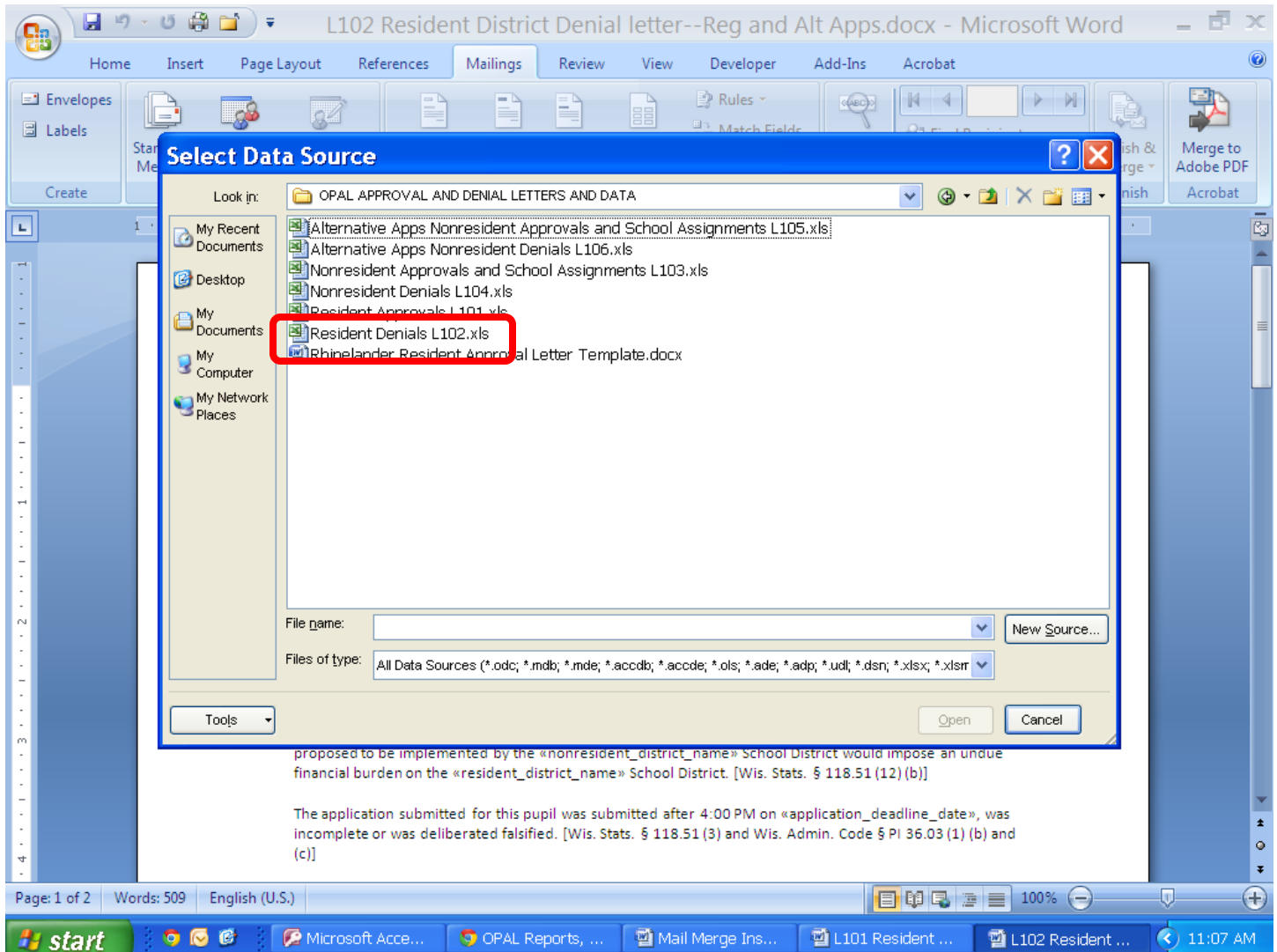


4. Click on Mailings, Select Recipients and Use Existing List.



(If you prefer, you may click on Start Mail Merge and use the Step by Step Mail Merge Wizard rather than these instructions.)

5. Find the location on your computer where you stored your export file (in Step 1). Select and click on Resident Denials L102.



6. Select the file and click “OK”.

The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected. A 'Select Table' dialog box is open, displaying a table with the following data:

Name	Description	Modified	Created
Resident Denials L102 (1)		05/08/14 10:39:27 AM	05/08/14 10:39:27 AM

The 'Resident Denials L102 (1)' entry is highlighted with a red box. The 'OK' button at the bottom right of the dialog box is also highlighted with a red box. The background document is a letter template for a resident denial approval, with the following text visible:

L101

May 8, 2014

Belinda Sugar

1582 Hillside Rd
Rhineland, WI 54501

Your application for Sarah Sugar to transfer out of the Rhineland School District into the Grantsburg School District under the open enrollment program has been approved by the Rhineland School District for the 2014-2015 school year.

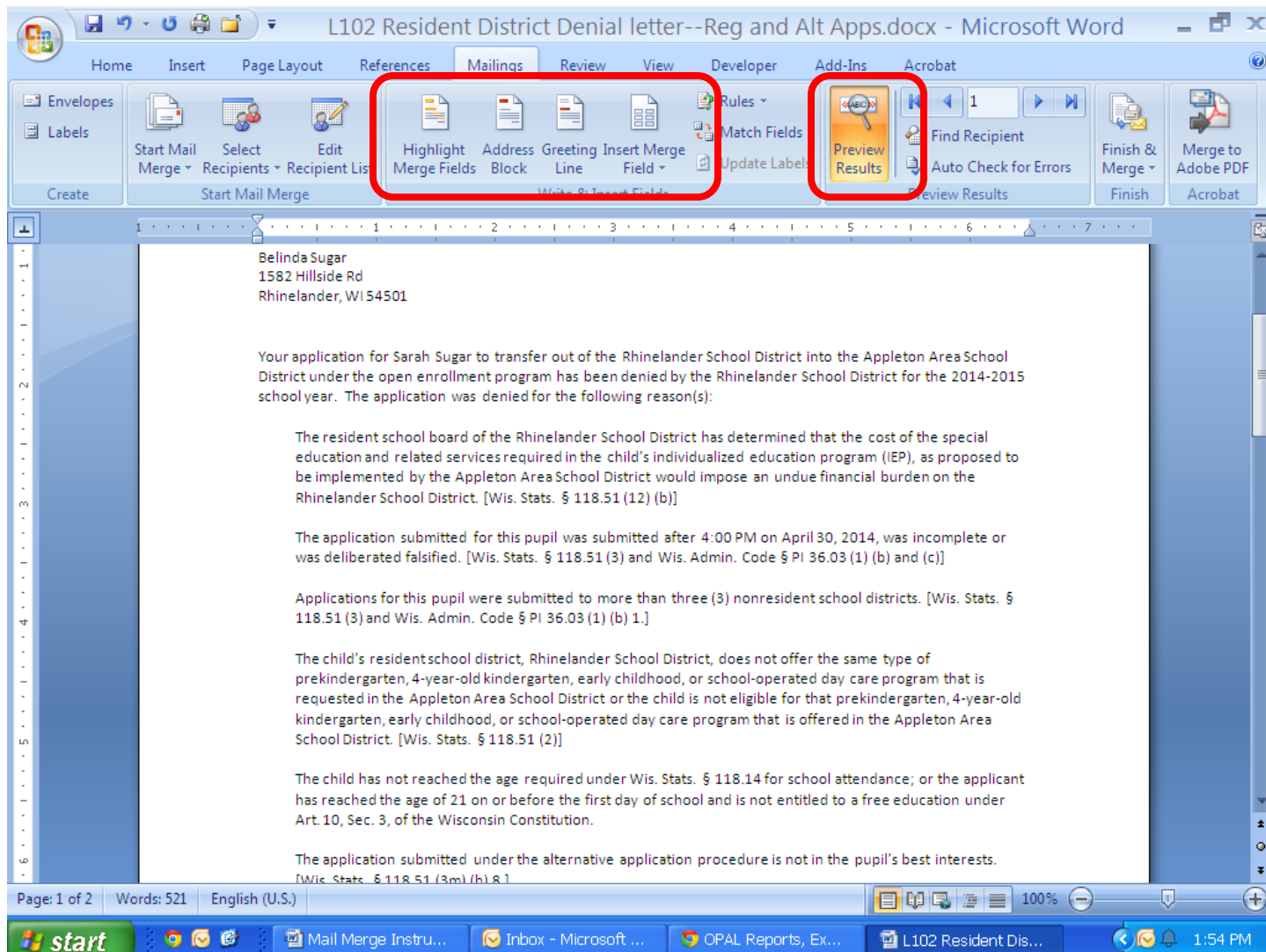
This notice does not constitute approval of the Grantsburg School District, nor does it commit the Grantsburg School District to approve the application.

If you have additional questions about this notice, please contact Roger Erdahl at (715) 365-9750 or

Page: 1 of 1 Words: 91 English (U.S.)

7. Click on Preview Results.

Note that now you have matched the letter to the data, other fields are highlighted. If these additional fields are not highlighted, your letter is not matched to your data.

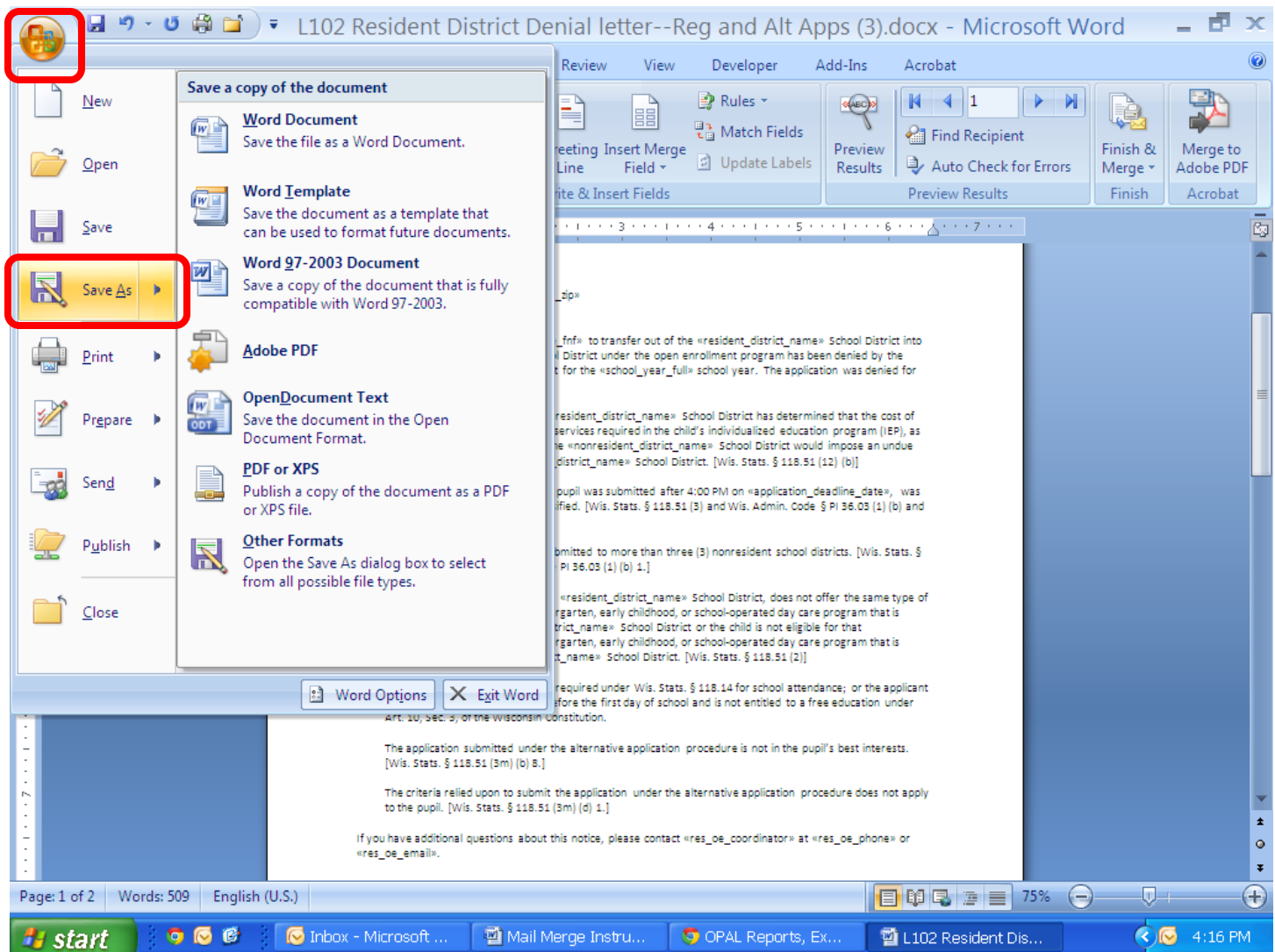


8. Make any needed changes to the document, such as:

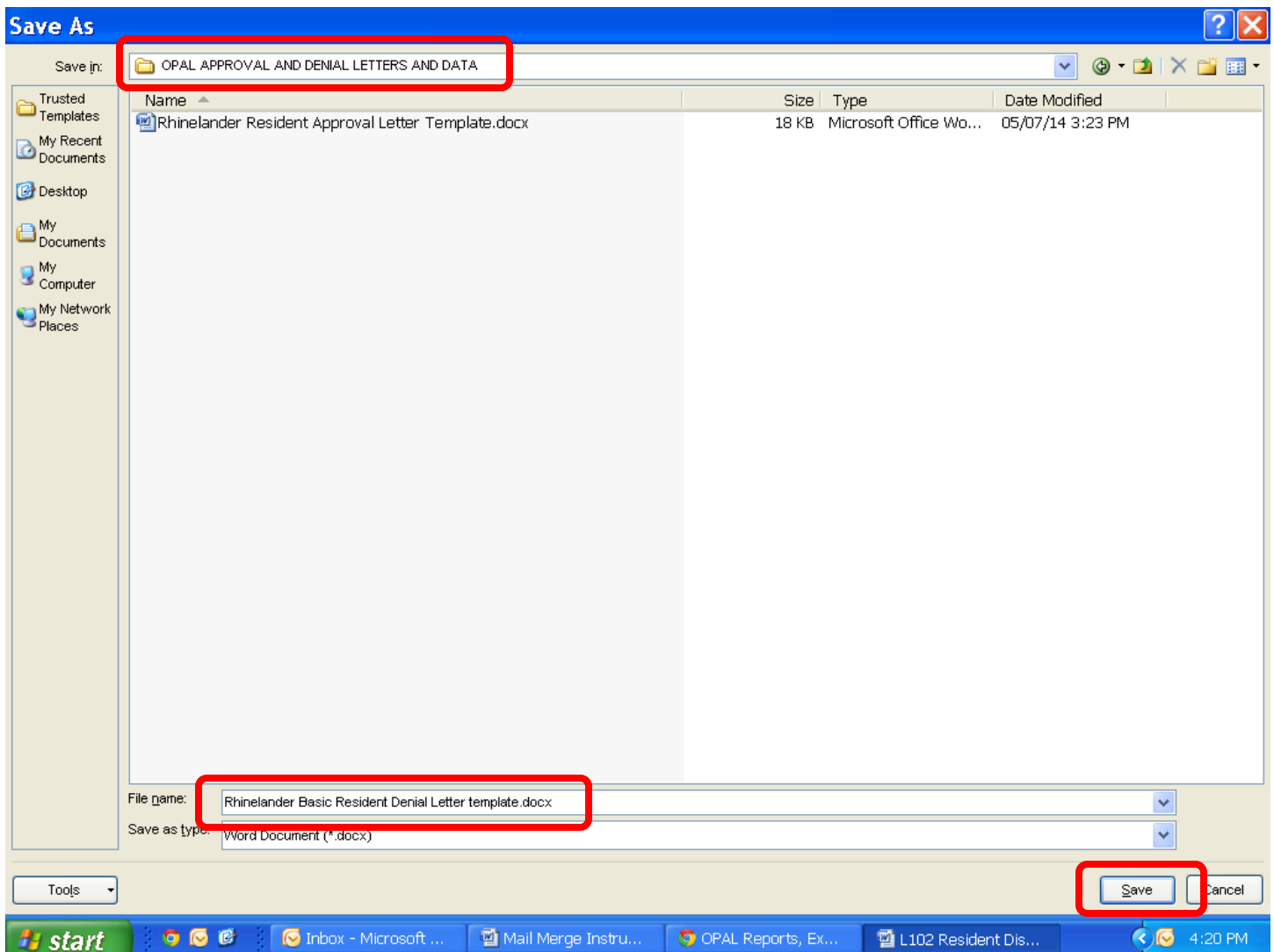
- Contact information.
- Name or title of person who signs the letter.
- Insert digitized signature.
- Put on your own letterhead.
- Do not make any changes to the appeal notice!

Do not make any changes to the reasons for denial quite yet. You can do this in a later step.

9. Once you have made these basic changes, unclick Preview Results. Click on the Windows icon and Save As.

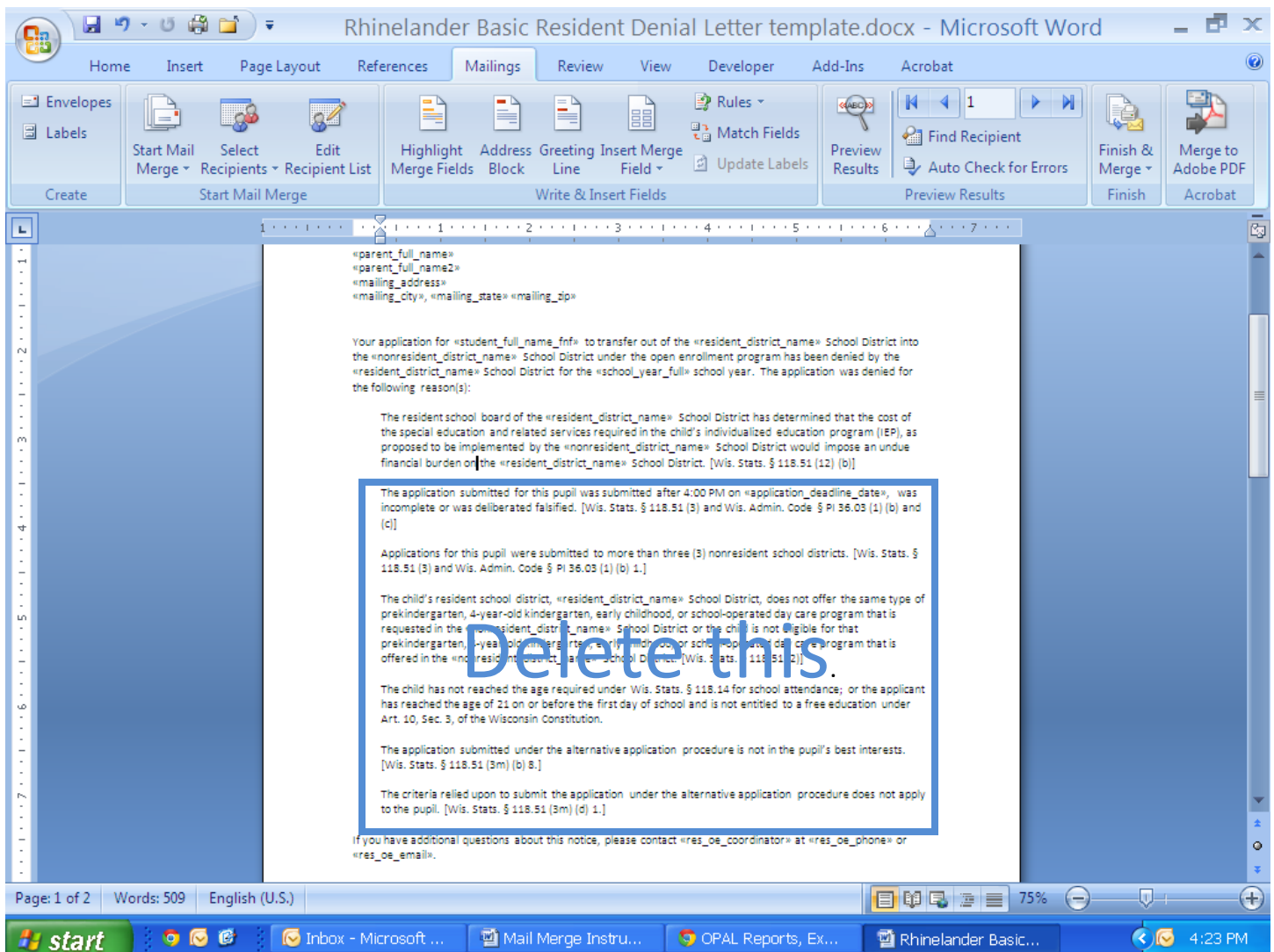


10. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish and Save it. It is recommended to name it something like “Basic Resident Denial letter template.”



Keep the letter open after you have saved it.

11. To create a separate template for “undue financial burden,” delete all the reasons for denial except “undue financial burden.”



12. Your letter now contains only one reason for denial.

The screenshot displays the Microsoft Word interface with the title bar "Rhinelander Basic Resident Denial Letter template.docx - Microsoft Word". The ribbon is set to "Mailings", showing options for "Start Mail Merge", "Select Recipients", "Edit Recipient List", "Highlight Merge Fields", "Address Block", "Greeting Line", "Insert Merge Field", "Match Fields", "Update Labels", "Preview Results", "Find Recipient", "Auto Check for Errors", "Finish & Merge", and "Merge to Adobe PDF".

The document content includes the following fields and text:

«parent_full_name»
«parent_full_name2»
«mailing_address»
«mailing_city», «mailing_state» «mailing_zip»

Your application for «student_full_name_fnfn» to transfer out of the «resident_district_name» School District into the «nonresident_district_name» School District under the open enrollment program has been denied by the «resident_district_name» School District for the «school_year_full» school year. The application was denied for the following reason(s):

The resident school board of the «resident_district_name» School District has determined that the cost of the special education and related services required in the child's individualized education program (IEP), as proposed to be implemented by the «nonresident_district_name» School District would impose an undue financial burden on the «resident_district_name» School District. [Wis. Stats. § 118.51 (12) (b)]

If you have additional questions about this notice, please contact «res_oe_coordinator» at «res_oe_phone» or «res_oe_email».

«res_district_admin_name»
District Administrator

Notice of Right to Appeal

You may appeal this denial to the Department of Public Instruction within 30 days of the date this notice is postmarked or hand-delivered to you, whichever occurs first.

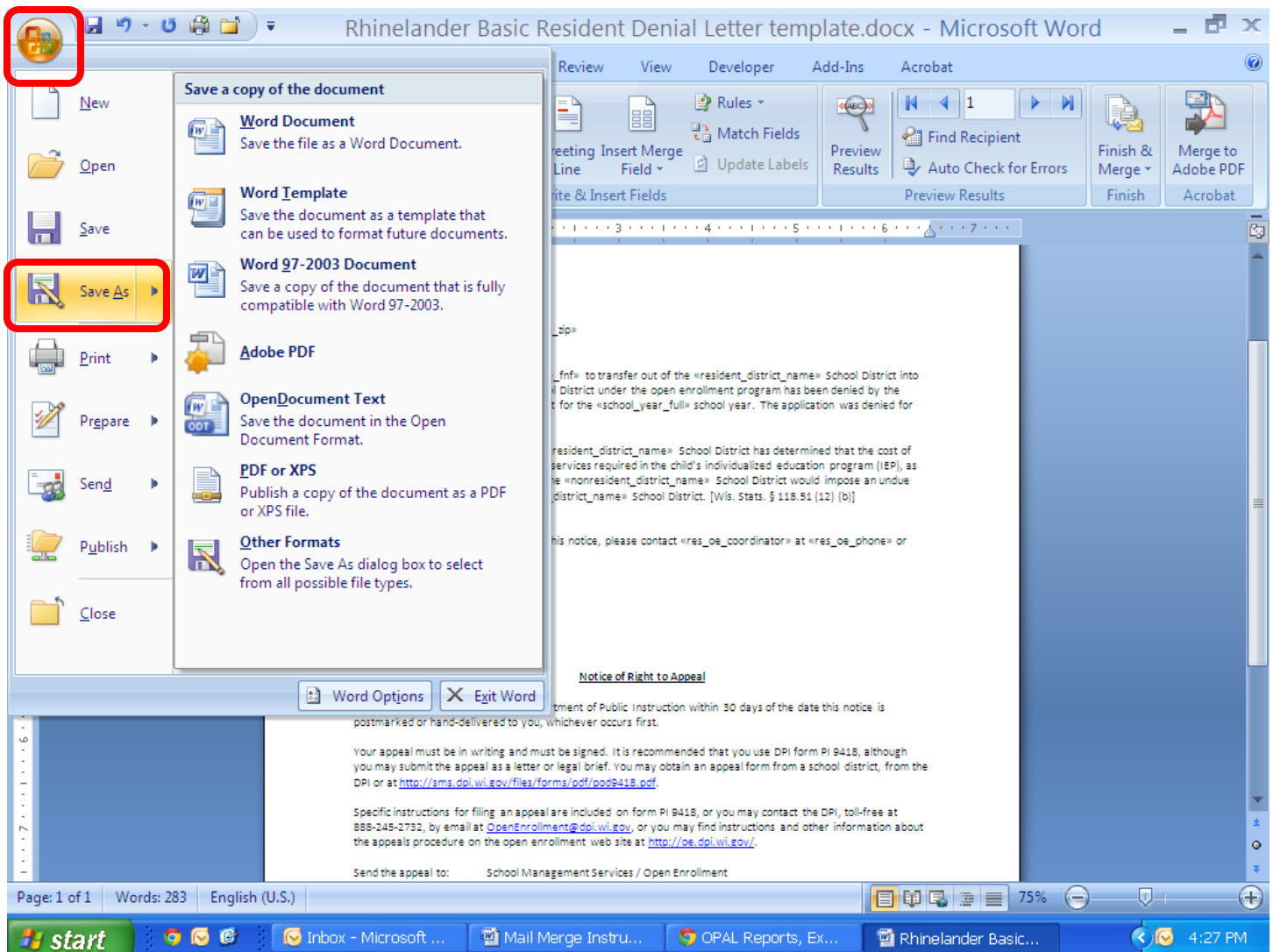
Your appeal must be in writing and must be signed. It is recommended that you use DPI form PI 9418, although you may submit the appeal as a letter or legal brief. You may obtain an appeal form from a school district, from the DPI or at <http://sms.dpi.wi.gov/files/forms/pdf/pod9418.pdf>.

Specific instructions for filing an appeal are included on form PI 9418, or you may contact the DPI, toll-free at 888-245-2732, by email at OpenEnrollment@dpi.wi.gov, or you may find instructions and other information about the appeals procedure on the open enrollment web site at <http://oe.dpi.wi.gov/>.

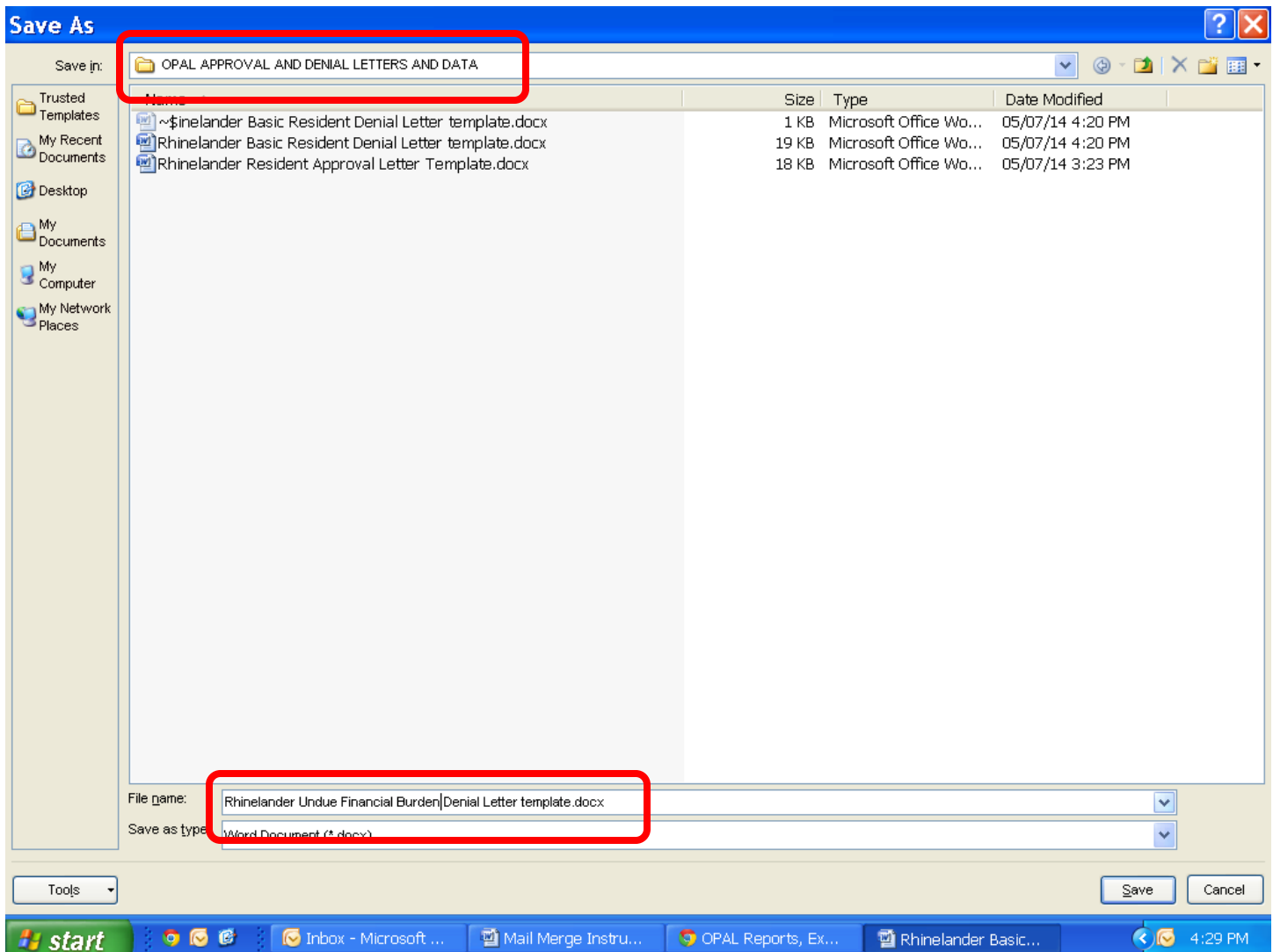
Send the appeal to: School Management Services / Open Enrollment
Department of Public Instruction
P.O. Box 7841
Madison, WI 53708-0841

The status bar at the bottom shows "Page: 1 of 1", "Words: 283", "English (U.S.)", and a zoom level of "75%". The taskbar at the very bottom shows the Start button and several open applications: "Inbox - Microsoft ...", "Mail Merge Instru...", "OPAL Reports, Ex...", and "Rhinelander Basic...". The system clock shows "4:26 PM".

13. Click on the Windows symbol and Save As.



14. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish to give it and Save it.



15. If you wish to create other separate templates for specific denial reasons, repeat steps 11 through 14.

You are now ready to prepare your letters in Step 3.

Step 1: Export the Data

Step 2: Create the Templates

[Step 3: Prepare the Letters Using Mail Merge](#)

Return to the OPAL Exports page and click on the link to the Step 2 instructions or go directly to http://www.oe.dpi.wi.gov/opal/appr_deny_step3.


Creating the Templates for Nonresident School District Approvals and School Assignments

1. From the Exports page, select and click on letter L103 Nonresident District Approval and School Assignment letter.



OPAL Open Enrollment for
Rhineland (4781)

Logged in as Mary Jo Cleaver



OPAL
[Logout](#)
[Contact DPI](#)

Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Returning Students](#)

Alt Apps

[All Alternative Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted in](#)
[Membership](#)
[Data Entry](#)

Applications

[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts

[Open Enroll Contacts](#)

Mailbox

Students

Alt Apps

Apps

Exports

Contacts

Exports

To help you customize letters, we provide exports that can be used with the appropriate letter template.

Year: 2014-2015

Grade: All Grades

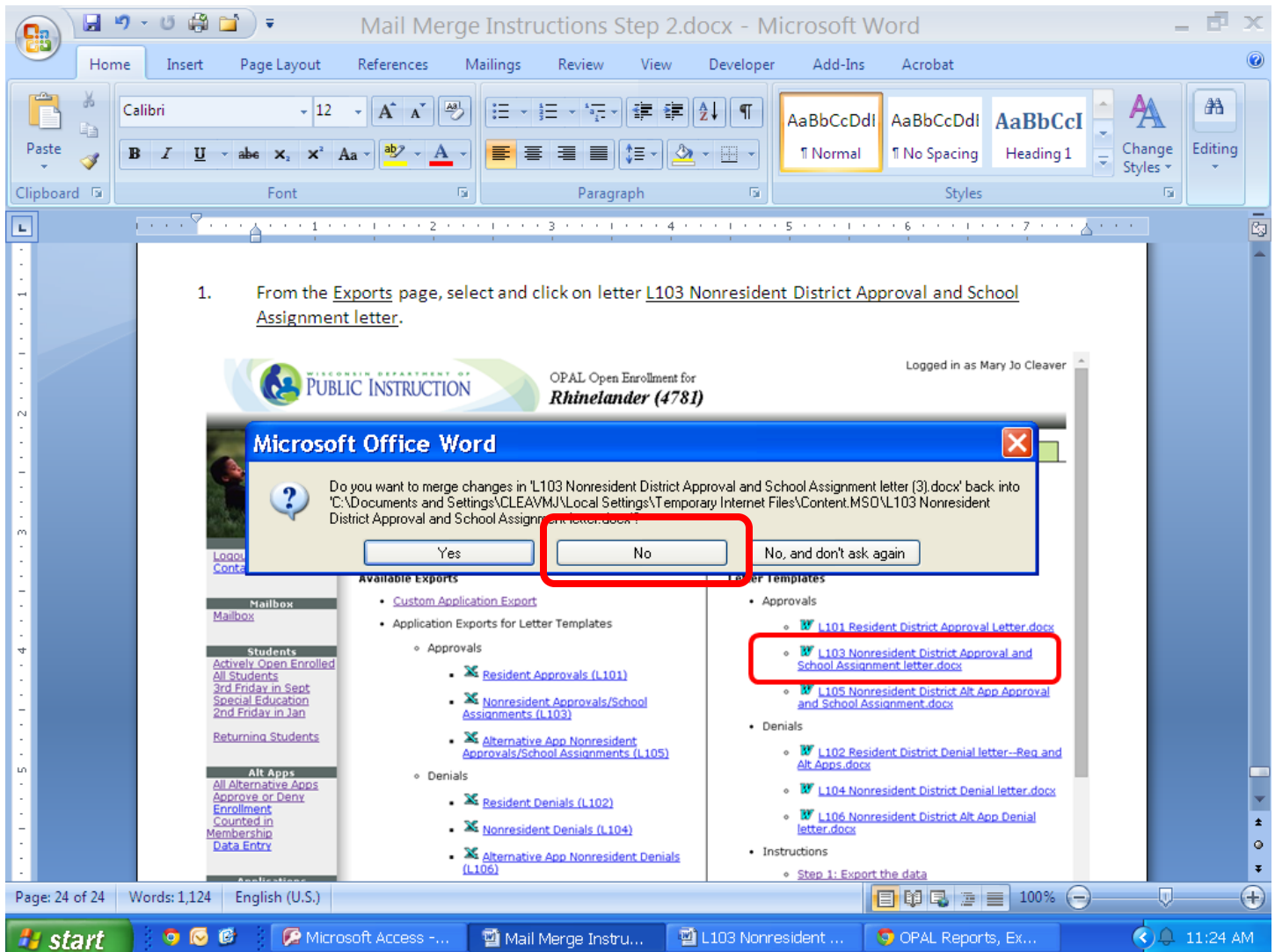
Available Exports

- [Custom Application Export](#)
- Application Exports for Letter Templates
 - Approvals
 - [Resident Approvals \(L101\)](#)
 - [Nonresident Approvals/School Assignments \(L103\)](#)
 - [Alternative App Nonresident Approvals/School Assignments \(L105\)](#)
 - Denials
 - [Resident Denials \(L102\)](#)
 - [Nonresident Denials \(L104\)](#)
 - [Alternative App Nonresident Denials \(L106\)](#)
- Regular Applications (during Feb-April)
 - All Applications
 - Approval/Denial Status
 - Intent to Attend Report
- Alternative Applications
 - All Applications

Letter Templates

- Approvals
 - [W L101 Resident District Approval Letter.docx](#)
 - [W L103 Nonresident District Approval and School Assignment letter.docx](#)
 - [W L105 Nonresident District Alt App Approval and School Assignment.docx](#)
- Denials
 - [W L102 Resident District Denial letter--Req and Alt Apps.docx](#)
 - [W L104 Nonresident District Denial letter.docx](#)
 - [W L106 Nonresident District Alt App Denial letter.docx](#)
- Instructions
 - [Step 1: Export the data](#)
 - [Step 2: Create your templates](#)
 - [Step 3: Prepare letters using mail merge](#)

2. You may get a page asking if you want to merge this document another document. If so, click “No.”



3. Open the letter.

L103 Nonresident District Approval and School Assignment letter (2).docx - Micr...

Home Insert Page Layout References Mailings Review View Developer Add-Ins Acrobat

Print Layout Full Screen Reading Draft Document Views

Ruler Gridlines Document Map Message Bar Show/Hide

Zoom 100% Page Width

New Window Arrange All Split Window

Switch Windows Macros

May 8, 2014

«parent_full_name»
«parent_full_name2»
«mailing_address»
«mailing_city», «mailing_state» «mailing_zip»

Your application for «student_full_name_fnf» to transfer into the «nonresident_district_name» School District under the open enrollment program has been approved by the «nonresident_district_name» School District for the «school_year_full» school year. «student_first_name» is assigned to the following school:

Name of School: «school_assign_name»	School Start Date: «date_school_starts»
Additional Information: «assign_comments»	

You are required to notify the «nonresident_district_name» School District on or before «date_to_notify_if_attending». Please fill out the bottom of this form and send it by mail, fax or email, or notify the district by phone.

Please note:

- This notice does not constitute approval of the «resident_district_name» School District, nor does it commit the «resident_district_name» School District to approve the application.
- If your application is approved by both districts, prior to beginning attendance in the nonresident district, you must register your child in your resident district.
- If your child has not attended the «nonresident_district_name» School District on or before «date_of_3rd_friday», this approval is void.

If you have any questions, please phone or email the Contact Person named below.

Page: 1 of 1 Words: 276 English (U.S.) 100%

start Microsoft ... Mail Merg... L103 Non... OPAL Rep... L103 Non... Inbox - Mi... 12:06 PM

L103 Nonresident District Approval and School Assignment letter (3).docx - Micr...

Home Insert Page Layout References Mailings Review View Developer Add-Ins Acrobat

Paste

Calibri 9.5 A A

B I U abc x x Aa ab A

Paragraph

AaBbCcDdI AaBbCcDdI AaBbCcI

Normal No Spacing Heading 1

Change Styles Editing

Please note:

- This notice does not constitute approval of the «resident_district_name» School District, nor does it commit the «resident_district_name» School District to approve the application.
- If your application is approved by both districts, prior to beginning attendance in the nonresident district, you must register your child in your resident district.
- If your child has not attended the «nonresident_district_name» School District on or before «date_of_3rd_friday», this approval is void.

If you have any questions, please phone or email the Contact Person named below.

«nonres_district_admin_name»
District Administrator

You MUST respond to this letter on or before «date_to_notify_if_attending» to guarantee the open enrollment. If this notification is not provided by the required date, the pupil may not be able to attend «school_assign_name».

«student_full_name_fnf» (check one):

☐ Will attend «school_assign_name» for the school year of «school_year_full».

☐ Will not attend «school_assign_name» for the school year of «school_year_full».

Signature of Parent or Guardian (or pupil if 18 years or older):

Date Signed:

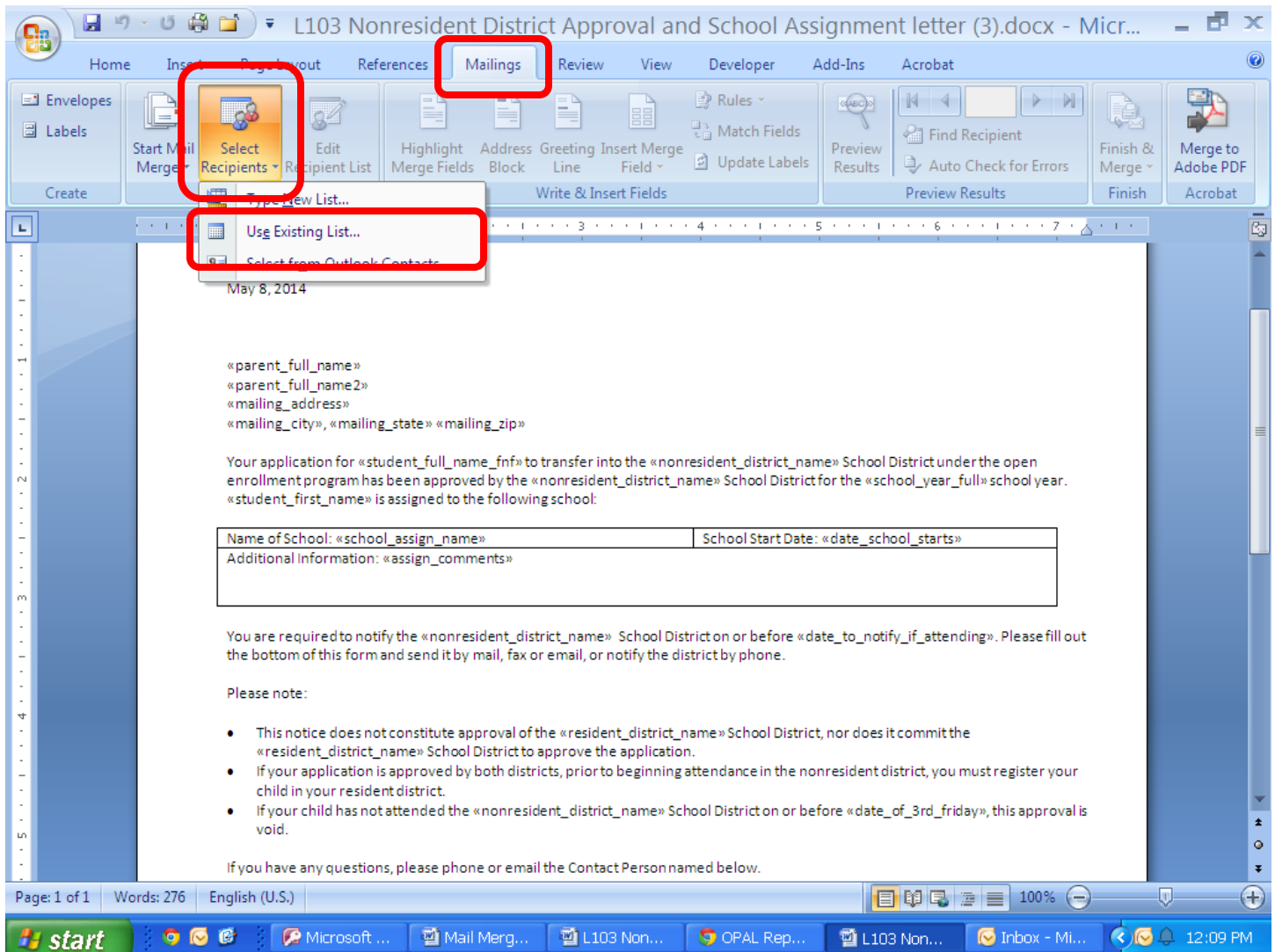
Mail to:
«nonresident_district_name» School District
«nonres_address»
«nonres_city», «nonres_state» «nonres_zip»

Fax, email or phone to:
Name of Contact Person: «nonres_oe_coordinator»
Phone: «nonres_oe_phone» Fax: «nonres_oe_fax»
Email: «nonres_oe_email»

Page: 1 of 1 Words: 276 English (U.S.) 100%

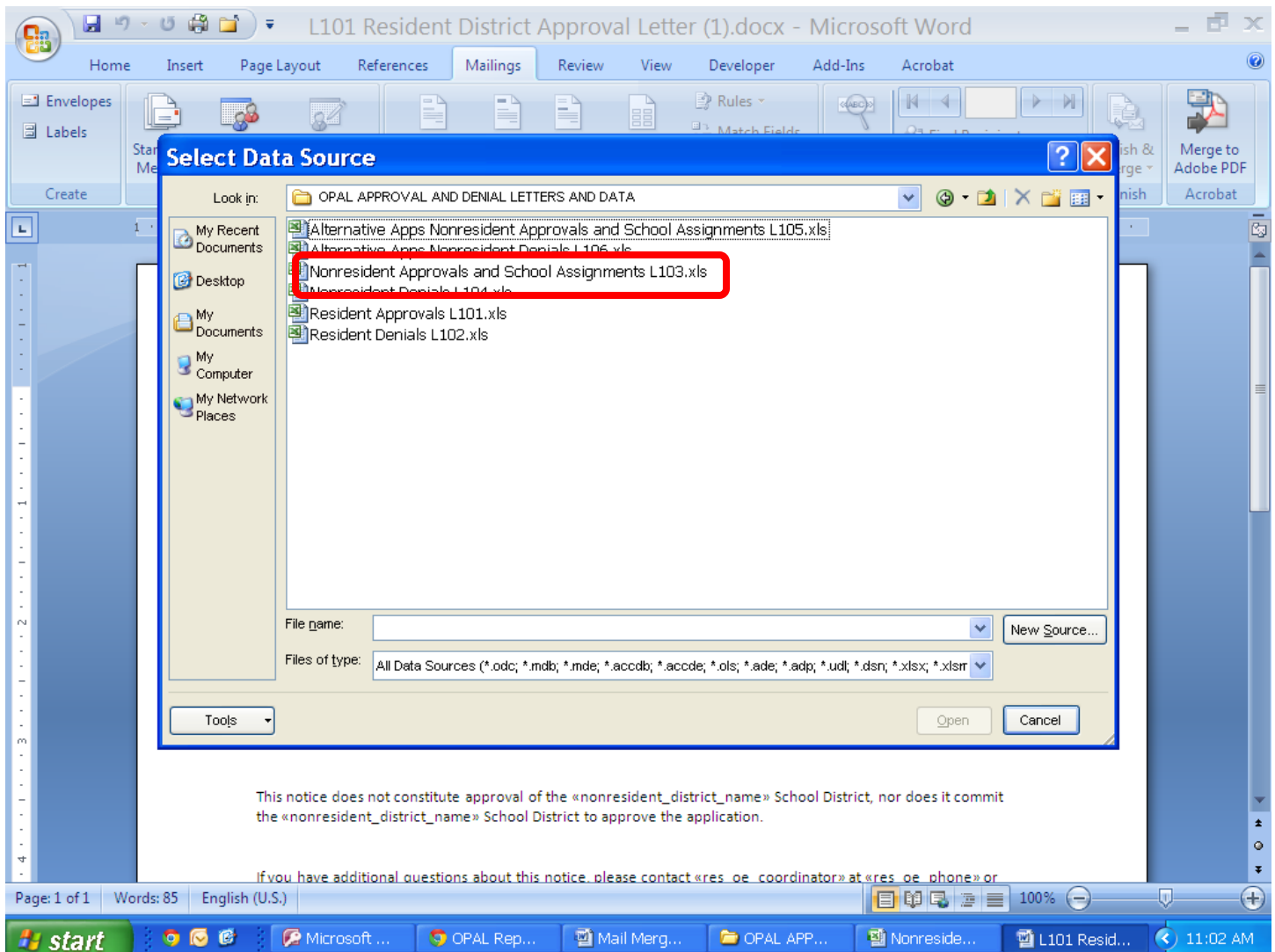
start Microsoft ... Mail Merg... L103 Non... OPAL Rep... L103 Non... Inbox - Mi... 12:06 PM

4. Click on Mailings, Select Recipients and Use Existing List.

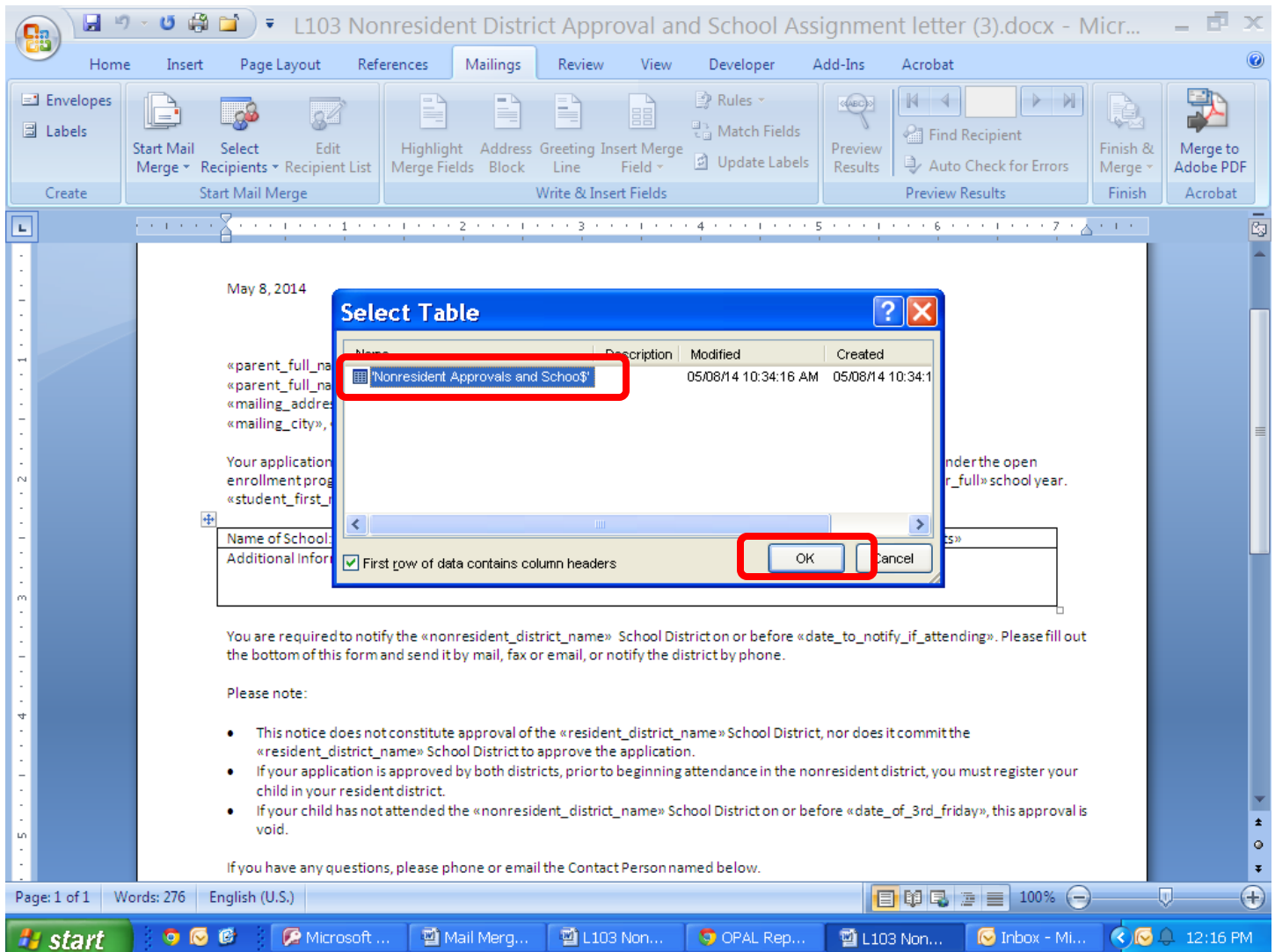


(If you prefer, you may click on Start Mail Merge and use the Step by Step Mail Merge Wizard rather than these instructions.)

5. Find the location on your computer where you stored your export file (in Step 1). Select and click on Nonresident Approvals and School Assignments L103.

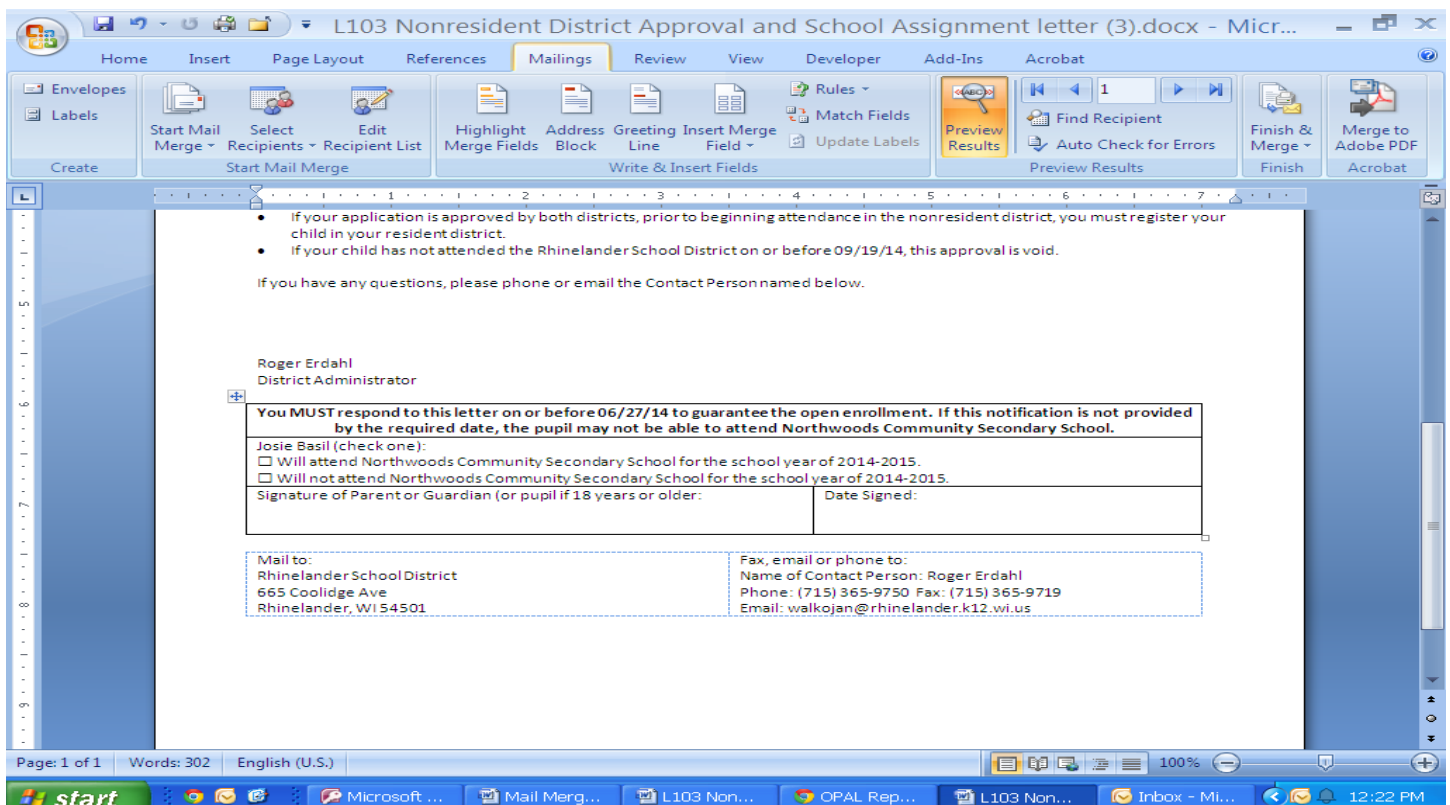
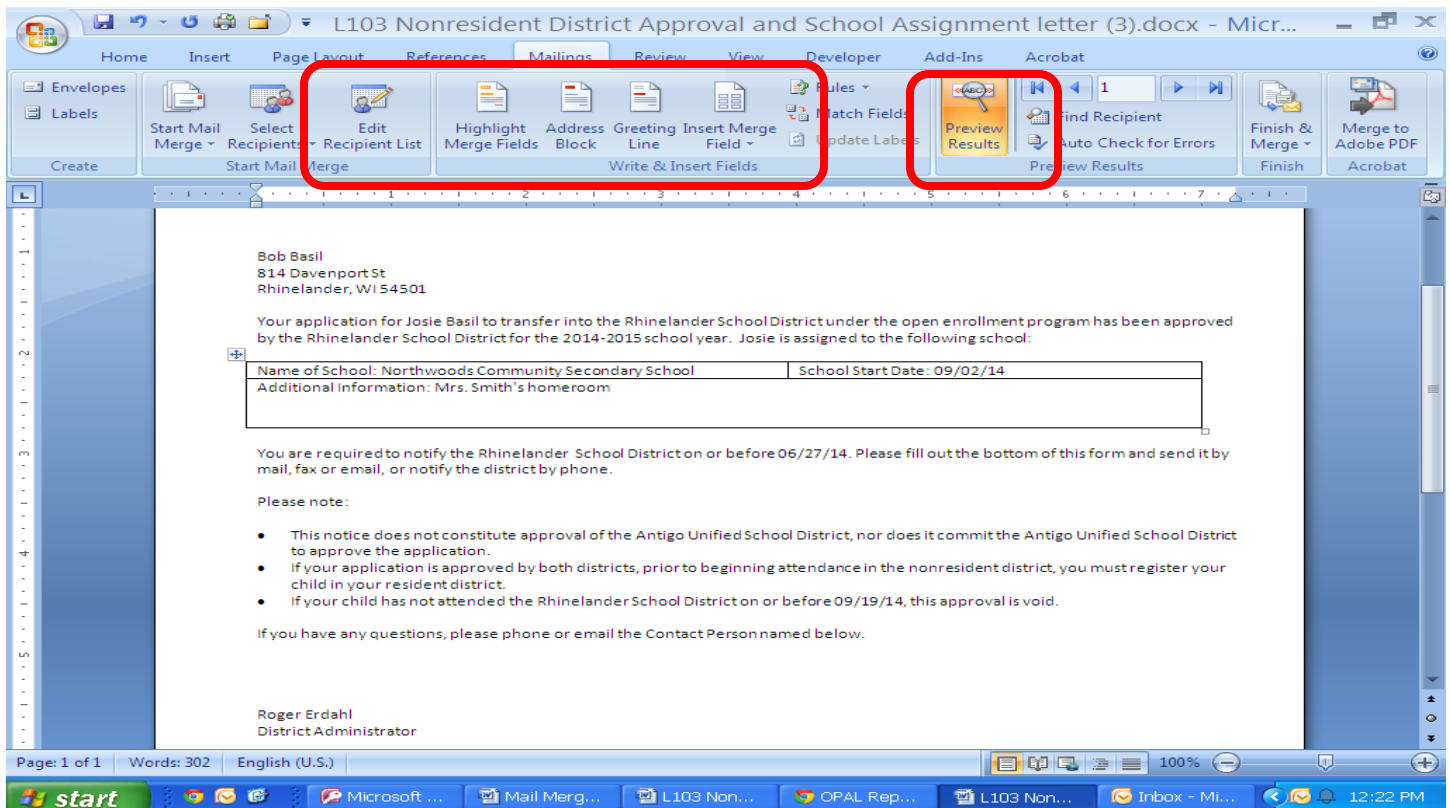


6. Select the file and click “OK.”



7. Click on Preview Results.

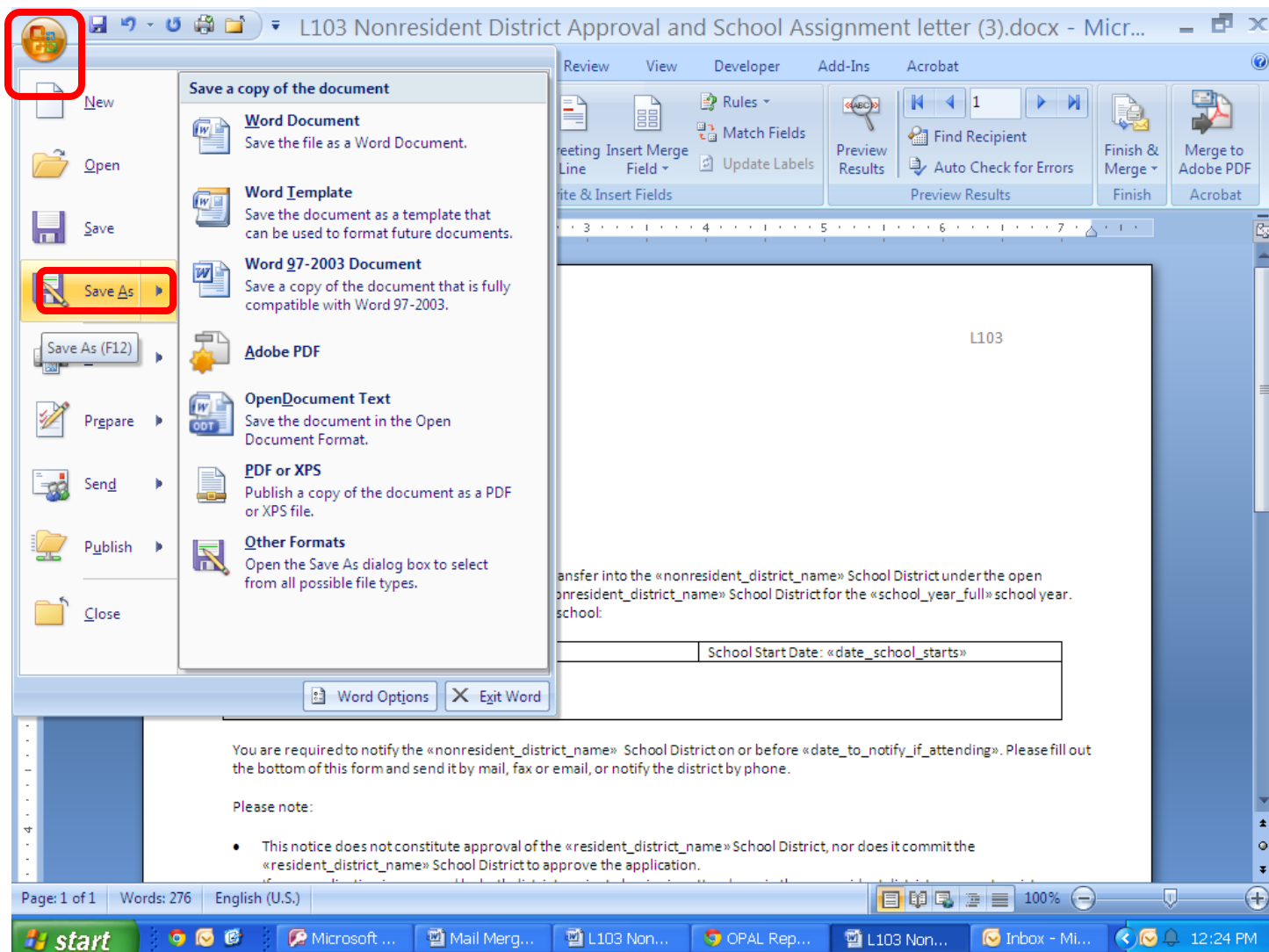
Note that now you have matched the letter to the data, other fields are highlighted. If these additional fields are not highlighted, your letter is not matched to your data.



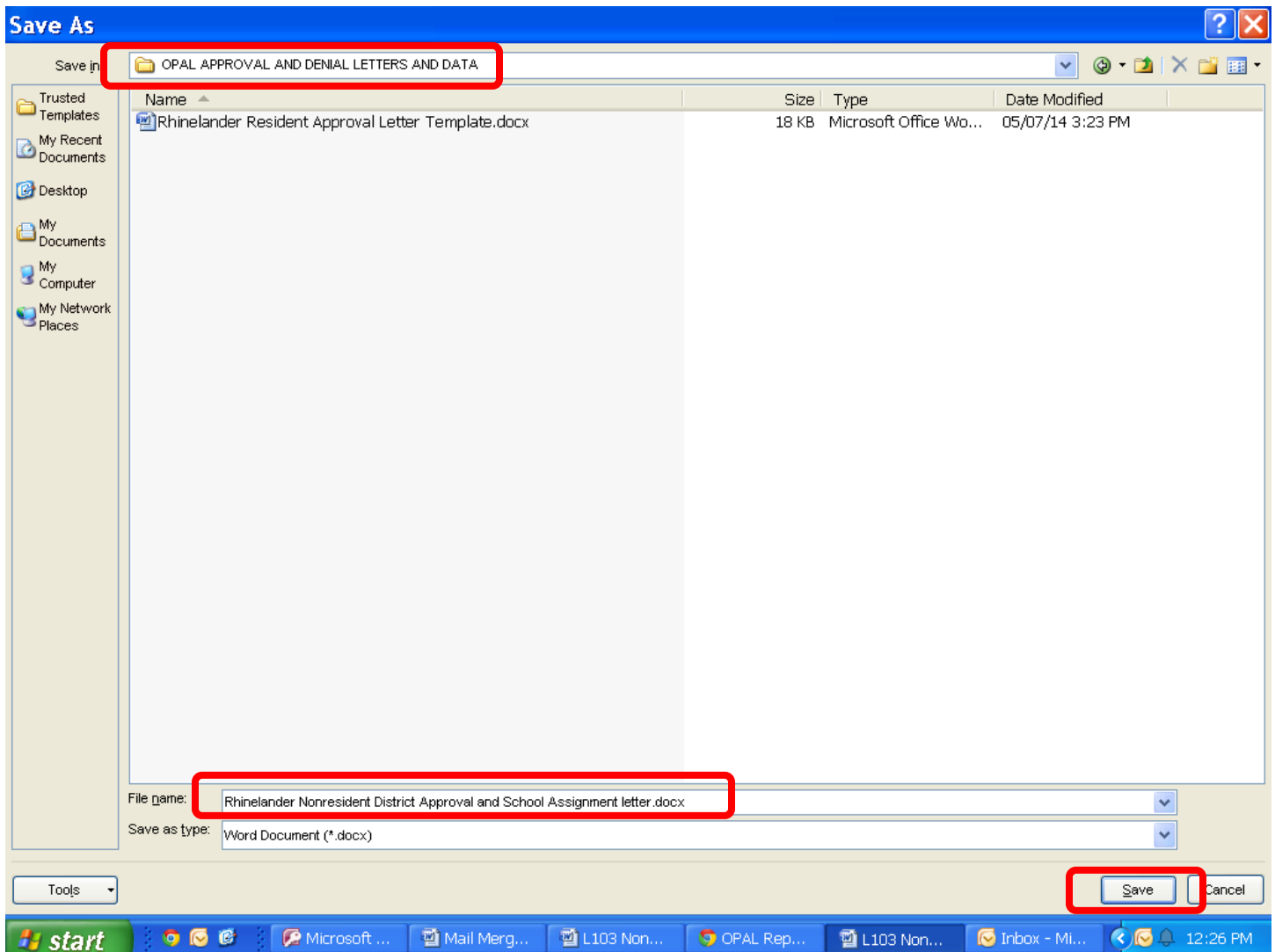
8. Make any needed changes to the document, such as:

- Contact information.
- Name or title of person who signs the letter.
- Insert digitized signature.
- Put on your own letterhead.

9. Once you have completed your template, unclick Preview Results. Click on the Windows icon and Save As.



10. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish and Save it.



11. If you wish, repeat this procedure for L105 Nonresident District Alt App Approval and School Assignment. The main difference between the regular and alternative approval and school assignment letter is that a number of fields must be filled in manually, due to the fact that a pupil may begin attending the nonresident district at any time during the school year.

enrollment program has been approved by the «nonresident_district_name» School District for the «school_year_full» school year.
«student_first_name» is assigned to the following school:

Name of School:	«school_assign_name»
Date Pupil May Begin to Attend:	[Date Entered by School District]
Date by Which Pupil Must Attend:	[Date Entered by School District]

You are required to notify the «nonresident_district_name» School District on or before [Date Entered by School District]. Please fill out the bottom of this form and send it by mail, fax or email, or notify the district by phone.

Please note:

- This notice does not constitute approval of the «resident_district_name» School District, nor does it commit the «resident_district_name» School District to approve the application.
- If your child has not attended the «nonresident_district_name» School District on or before [Date Entered by School District], this approval is void.

«nonres_district_admin_name»
District Administrator

You MUST respond to this letter on or before [Date Entered by School District] to guarantee the open enrollment. If this notification is not provided by the required date, the pupil may not be able to attend «school_assign_name».

«student_full_name_first» (check one)
☐ Will attend «school_assign_name» for the school year of «school_year_full».
☐ Will not attend «school_assign_name» for the school year of «school_year_full».

Signature of Parent or Guardian (or pupil if 18 years or older): _____ Date Signed: _____

You are now ready to prepare your letters in Step 3.

Step 1: Export the Data


Step 2: Create the Templates

Step 3: Prepare the Letters Using Mail Merge

Return to the OPAL Exports page and click on the link to the Step 2 instructions or go directly to http://www.oe.dpi.wi.gov/opal/appr_deny_step3.


Creating the Templates for Nonresident District Denials

1. From the Exports page, select and click on letter L104 Nonresident District Denial letter.



OPAL Open Enrollment for
Rhinelanders (4781)

Logged in as Mary Jo Cleaver



OPAL
[Logout](#)
[Contact DPI](#)

Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Returning Students](#)

Alt Apps
[All Alternative Apps](#)
[Approve or Deny](#)
[Enrollment](#)
[Counted in](#)
[Membership](#)
[Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny](#)
[Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts
[Open Enroll Contacts](#)

Mailbox	Students	Alt Apps	Apps	Exports	Contacts
---------	----------	----------	------	---------	----------





Exports

To help you customize letters, we provide exports that can be used with the appropriate letter template.






Year:

Grade:

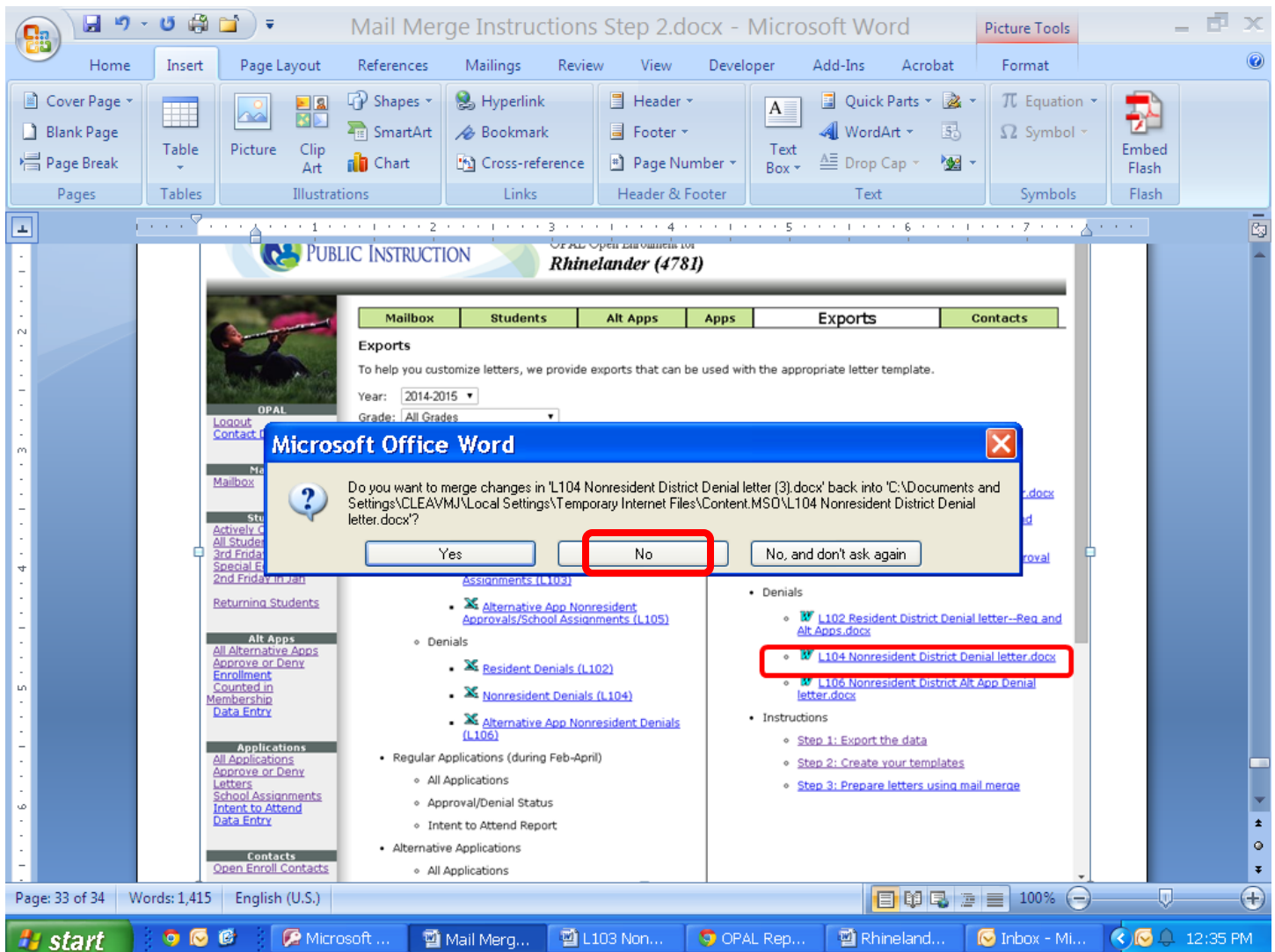
Available Exports

- [Custom Application Export](#)
- Application Exports for Letter Templates
 - Approvals
 -  [Resident Approvals \(L101\)](#)
 -  [Nonresident Approvals/School Assignments \(L103\)](#)
 -  [Alternative App Nonresident Approvals/School Assignments \(L105\)](#)
 - Denials
 -  [Resident Denials \(L102\)](#)
 -  [Nonresident Denials \(L104\)](#)
 -  [Alternative App Nonresident Denials \(L106\)](#)
- Regular Applications (during Feb-April)
 - All Applications
 - Approval/Denial Status
 - Intent to Attend Report
- Alternative Applications
 - All Applications

Letter Templates

- Approvals
 -  [L101 Resident District Approval Letter.docx](#)
 -  [L103 Nonresident District Approval and School Assignment letter.docx](#)
 -  [L105 Nonresident District Alt App Approval and School Assignment.docx](#)
- Denials
 -  [L102 Resident District Denial letter--Req and Alt Apps.docx](#)
 -  [L104 Nonresident District Denial letter.docx](#)
 -  [L106 Nonresident District Alt App Denial letter.docx](#)
- Instructions
 - [Step 1: Export the data](#)
 - [Step 2: Create your templates](#)
 - [Step 3: Prepare letters using mail merge](#)

2. You may get a page asking if you want to merge this document into another document. If so, click "No."

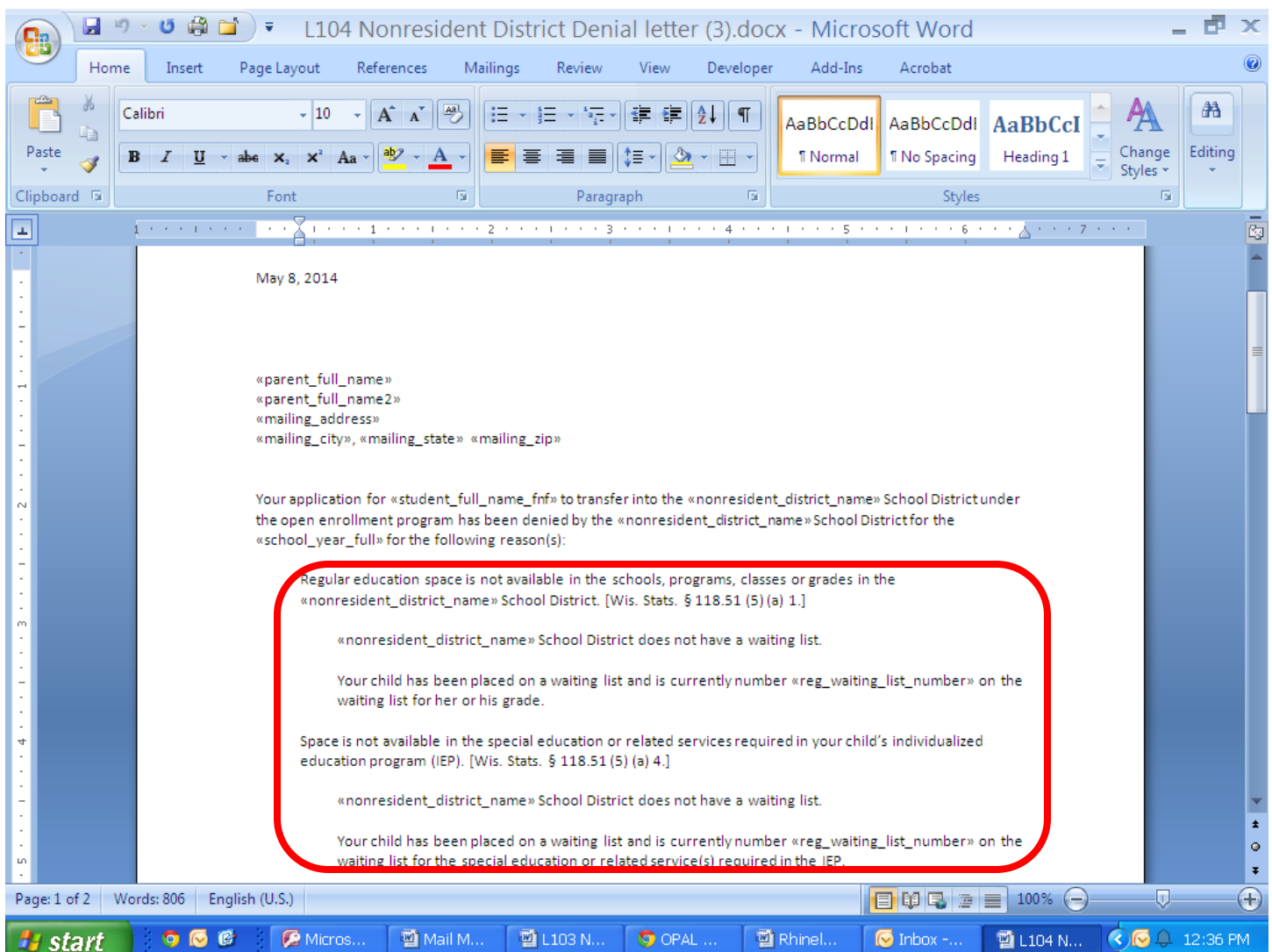


3. Open the letter. Notice that the letter contains all possible reasons for a nonresident district to deny open enrollment.

It is recommended that you save a “basic” template with all the reasons for denial. You can then decide whether you want to create individual templates for individual reasons for denial.

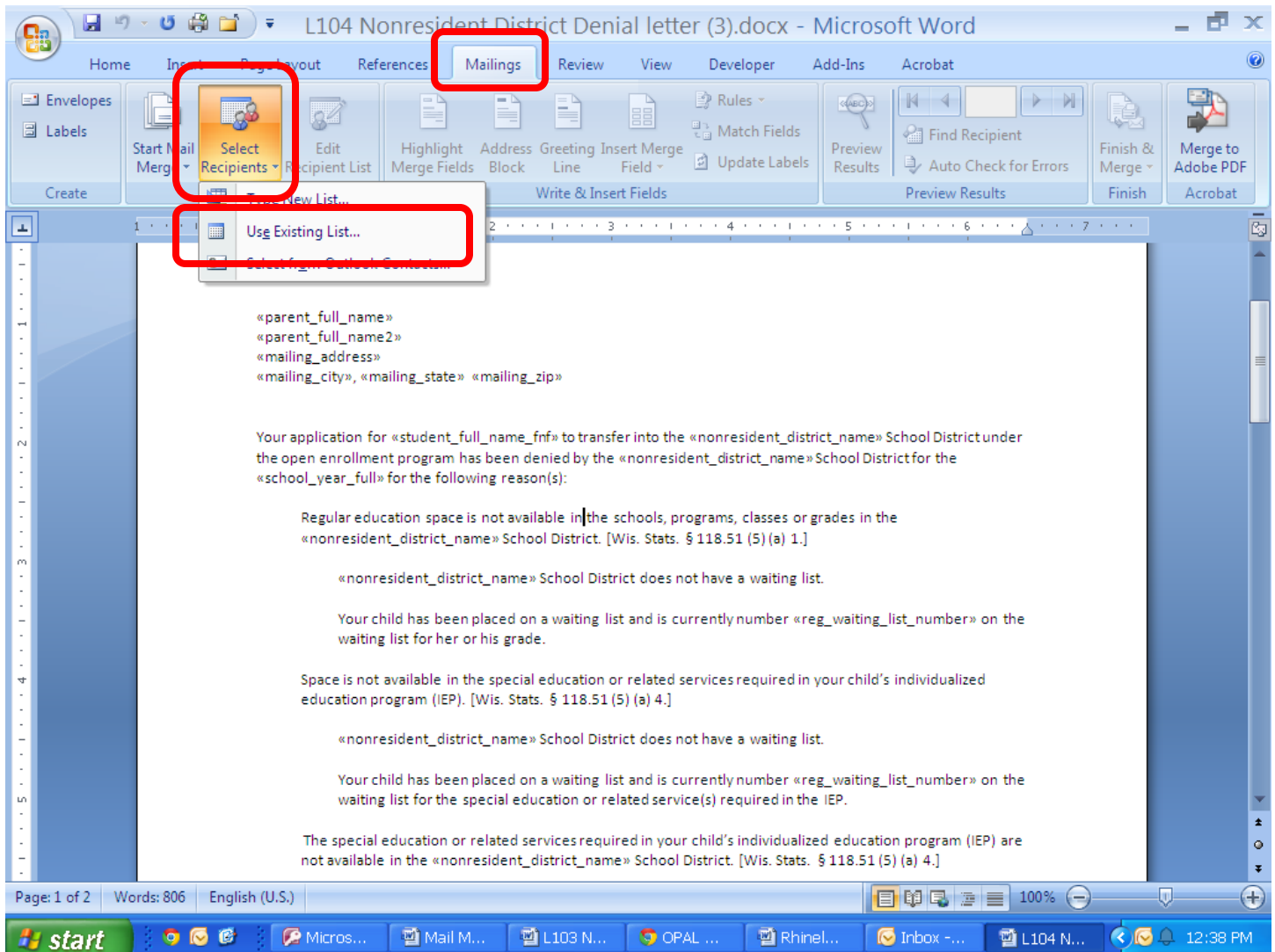
It is probably most efficient to create separate templates, as follows (this will be done in a later step):

- One for denials due to regular education space (select the sentence indicating whether you have a waiting list).
- One for denials due to special education space (select the sentence indicating whether you have a wait list).
- One that contains all other reasons, which may then be altered as necessary for individual pupil denials.



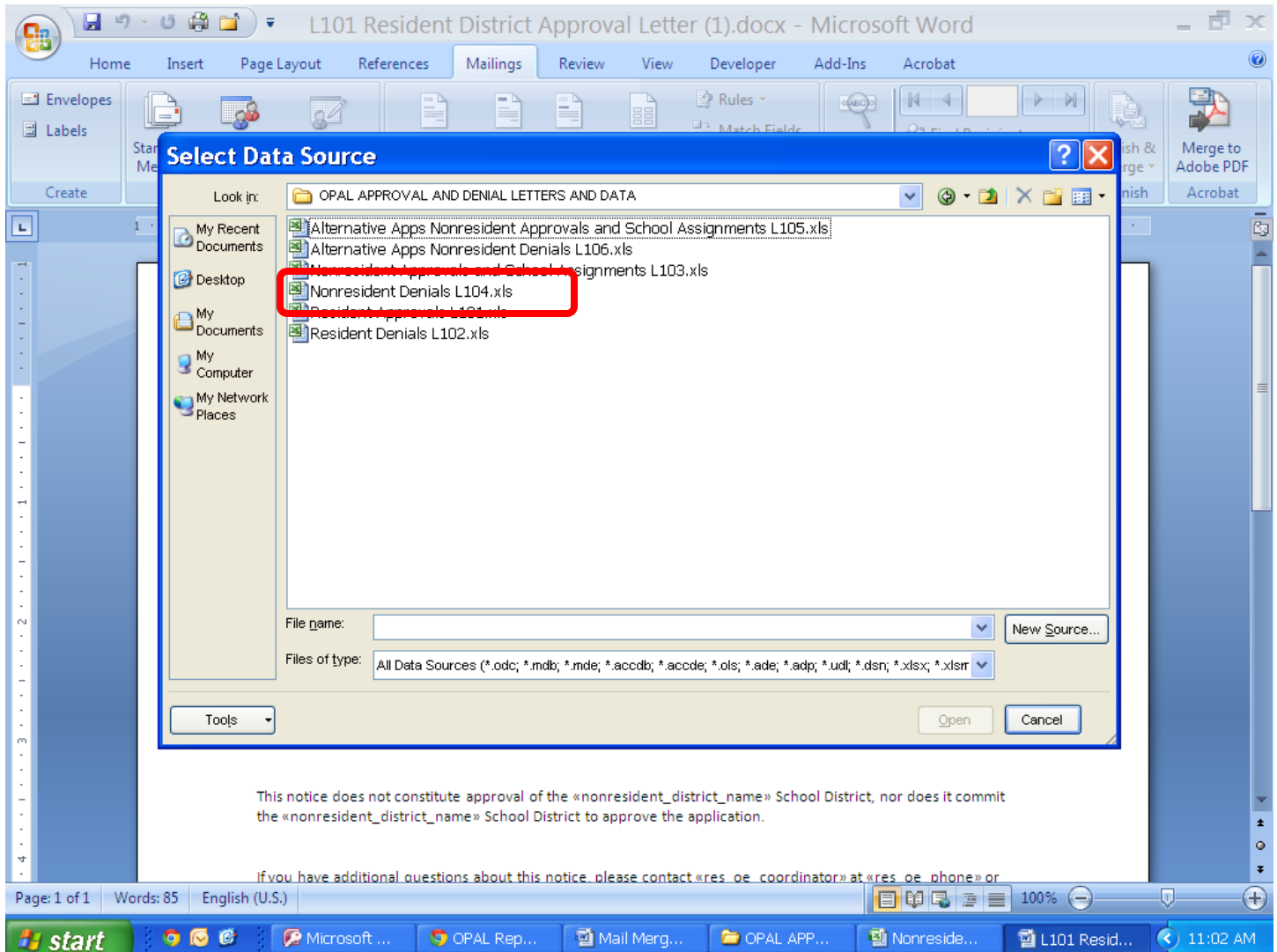
Note that the sentence stating that you have a wait list has a field for the waiting list number. You will insert the waiting list number when you prepare the actual letter.

4. Click on Mailings, Select Recipients and Use Existing List.



(If you prefer, you may click on Start Mail Merge and use the Step by Step Mail Merge Wizard rather than these instructions. However, once you have matched the export file to the letter, go to page 39 to continue.)

5. Find the location on your computer where you stored your export file (in Step 1). Select and click on Nonresident Denials L104.



6. Select the file and click “OK.”

The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected. A 'Select Table' dialog box is open, displaying a table with the following data:

Name	Description	Modified	Created
Nonresident Denials L104\$		05/08/14 10:41:02 AM	05/08/14 10:41:02 AM

The 'Nonresident Denials L104\$' entry is selected and highlighted with a red box. The 'OK' button is also highlighted with a red box. The background document text includes placeholders like «parent_fu», «parent_fu», «mailing_ad», «mailing_ci», «reg_waiting_list_number», «nonresident_district_name», and «reg_waiting_list_number».

7. Click on Preview Results.

Note that now you have matched the letter to the data, other fields are highlighted. If these additional fields are not highlighted, your letter is not matched to your data.

The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected. The 'Preview Results' button is highlighted with a red box. A red box also highlights the 'Edit Recipient List' and 'Highlight Merge Fields' buttons. A red callout box points to the blank space where a waiting list number would go, with text: 'Note that the space where a waiting list number would go is currently blank. The waiting list number will be added when the letter is prepared.'

May 8, 2014

Bobbie Jo Everly
5209 E Second St
Antigo, WI 54409

Your application for Joseph Everly to transfer into the Rhinelander School District under the open enrollment program has been denied by the Rhinelander School District for the 2014-2015 for the following reason(s):

Regular education space is not available in the schools, programs, classes or grades in the Rhinelander School District. [Wis. Stats. § 118.51 (5) (a) 1.]

Rhinelander School District does not have a waiting list.

Your child has been placed on a waiting list and is currently number on the waiting list for her or his grade.

Space is not available in the special education or related services required in your child's individualized education program (IEP). [Wis. Stats. § 118.51 (5) (a) 4.]

Rhinelander School District does not have a waiting list.

Your child has been placed on a waiting list and is currently number on the waiting list for the special education or related service(s) required in the IEP.

The special education or related services required in your child's individualized education program (IEP) are not available in the Rhinelander School District. [Wis. Stats. § 118.51 (5) (a) 4.]

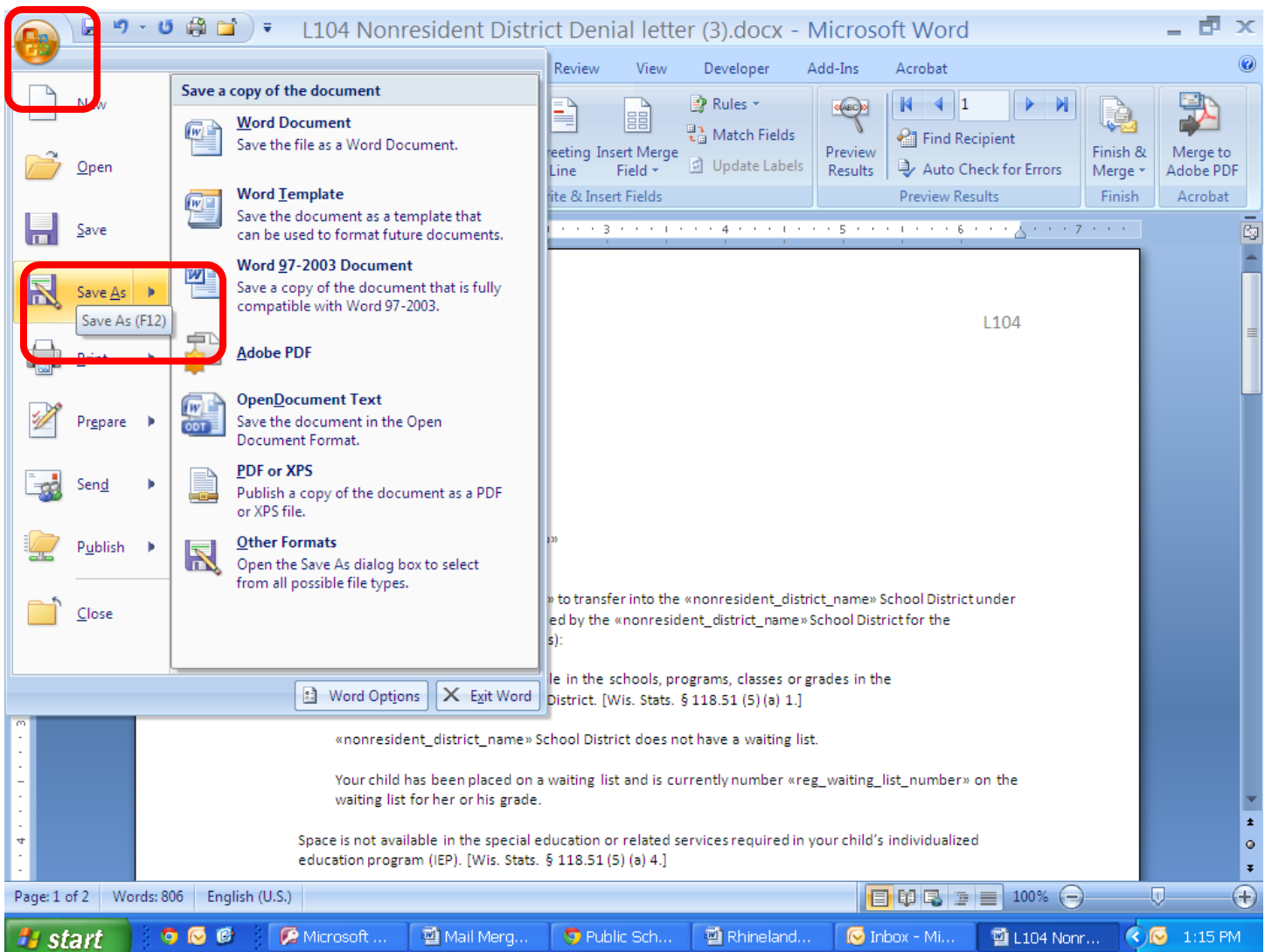
Page: 1 of 2 Words: 814 English (U.S.) 100%

8. Make any needed changes to the document, such as:

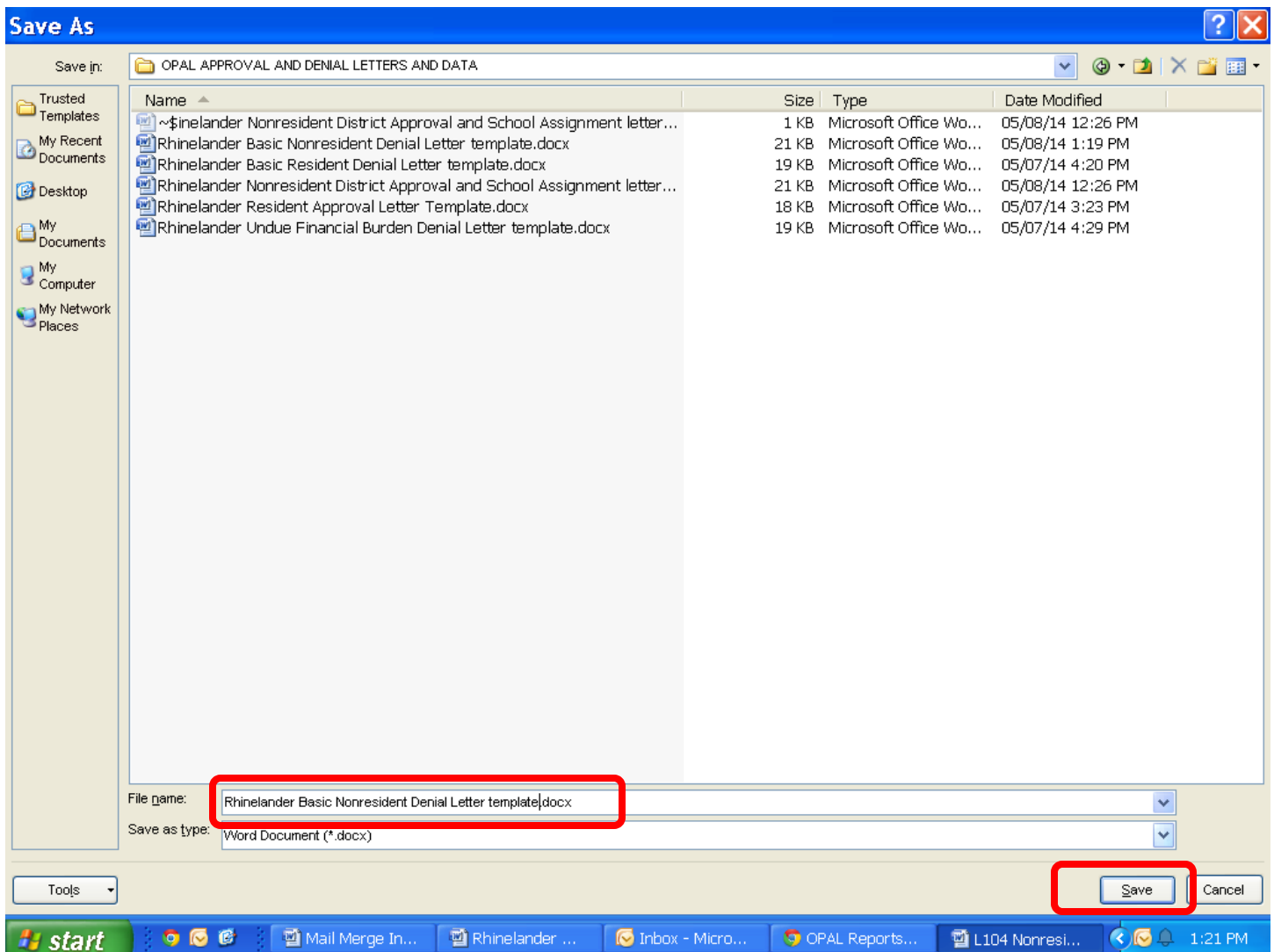
- Contact information.
- Name or title of person who signs the letter.
- Insert digitized signature.
- Put on your own letterhead.
- Do not make any changes to the appeal notice!

Do not make any changes to the reasons for denial quite yet. You can do this in a later step.

9. Once you have made these basic changes, unclick Preview Results. Click on the Windows icon and Save As.



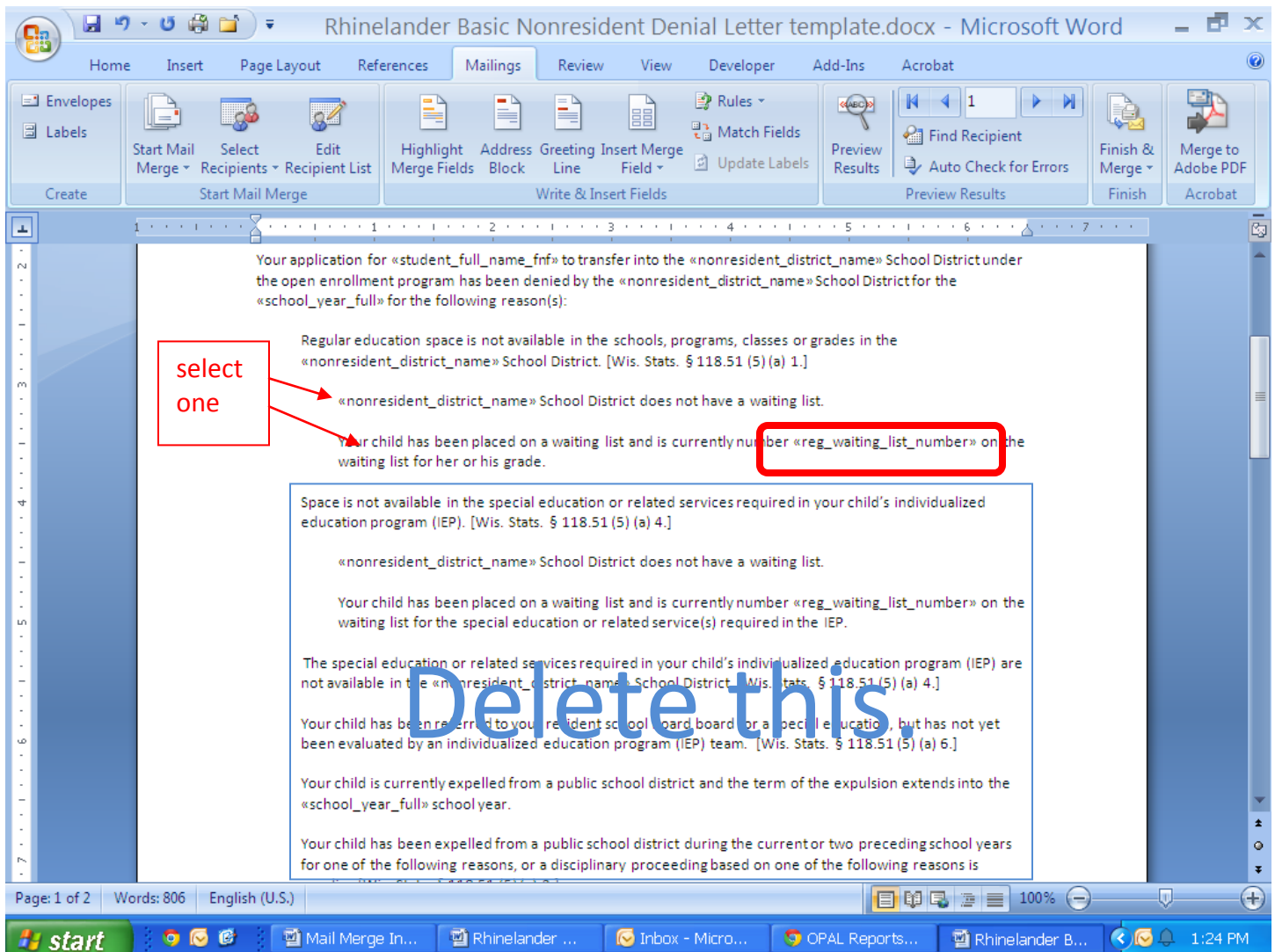
10. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish and Save it. It is recommended to name it something like “Basic Nonresident Denial letter template.”



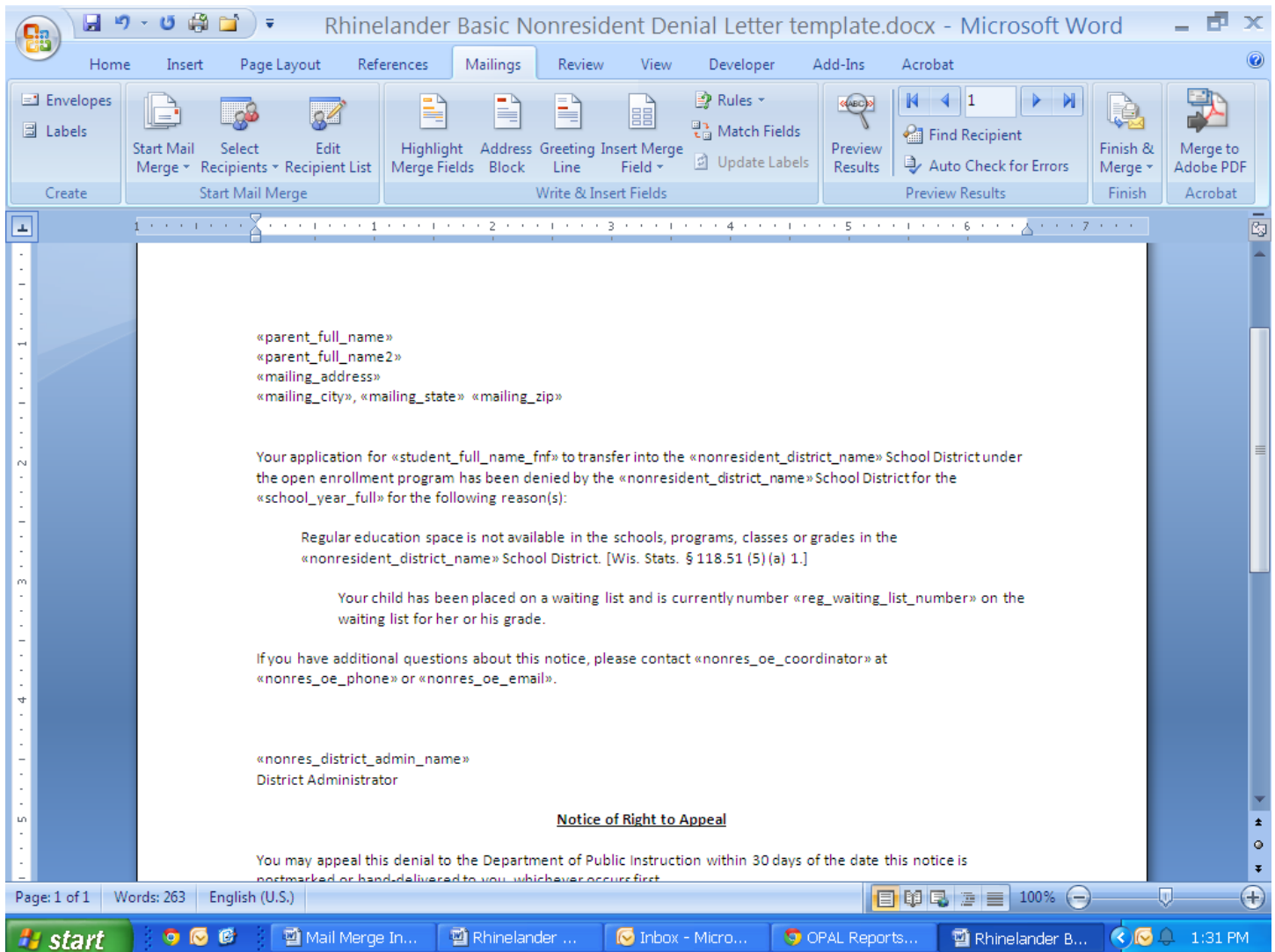
Keep the letter open after you have saved it.

11. To create a template for a regular education space denial, delete all the reasons for denial except regular education space. Select the appropriate sentence concerning a waiting list.

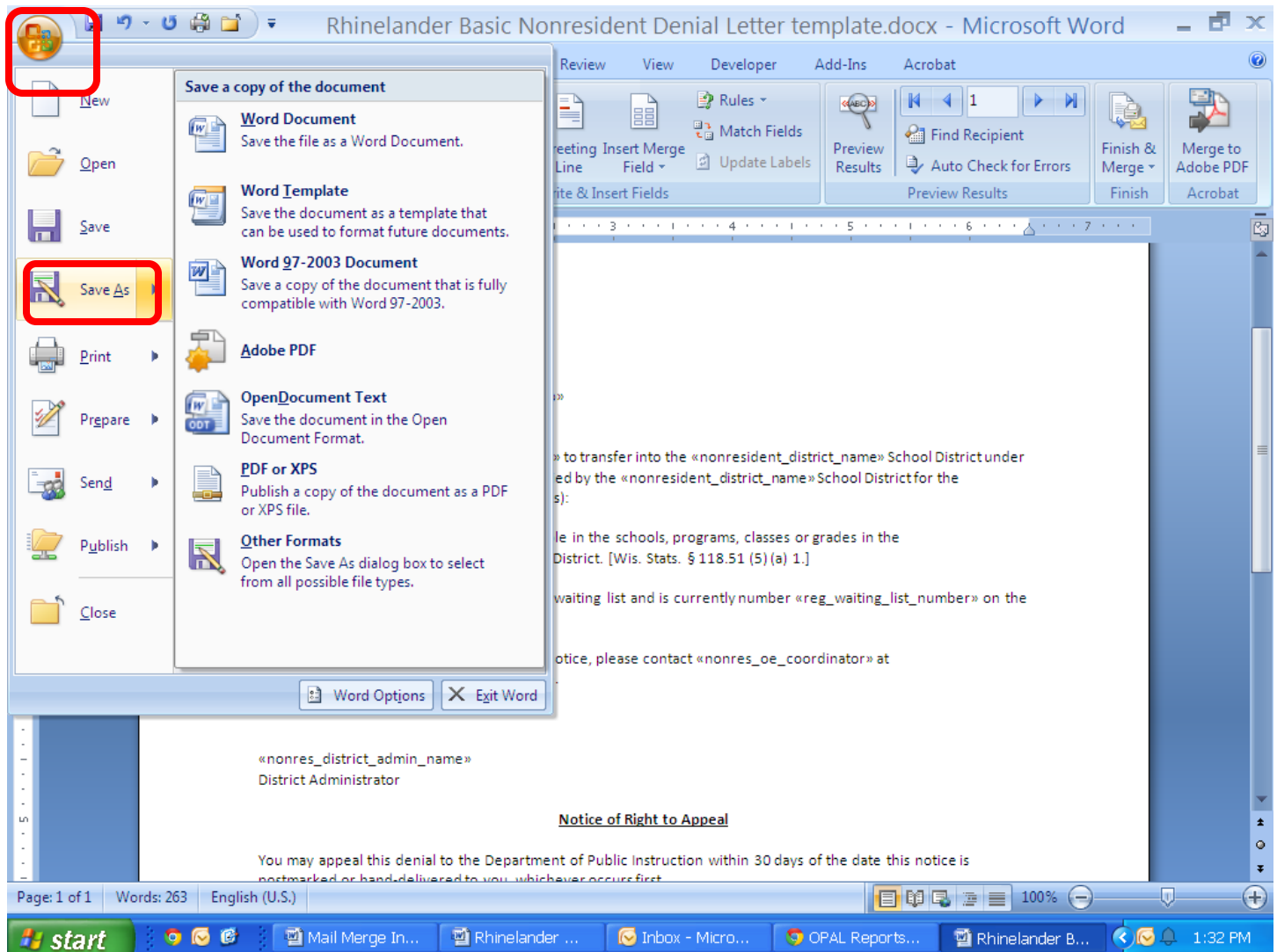
There are two ways to enter a pupil's waiting list number. You can add each pupil's number to the export spreadsheet (instructions will be given in Step 3) or you can type the number in each pupil's letter manually and individually. Although you don't need to decide this right now, if you know you will want to insert the number manually, you can delete the merge field (<<reg_waiting_list_number>>) and replace it with a space or a line.



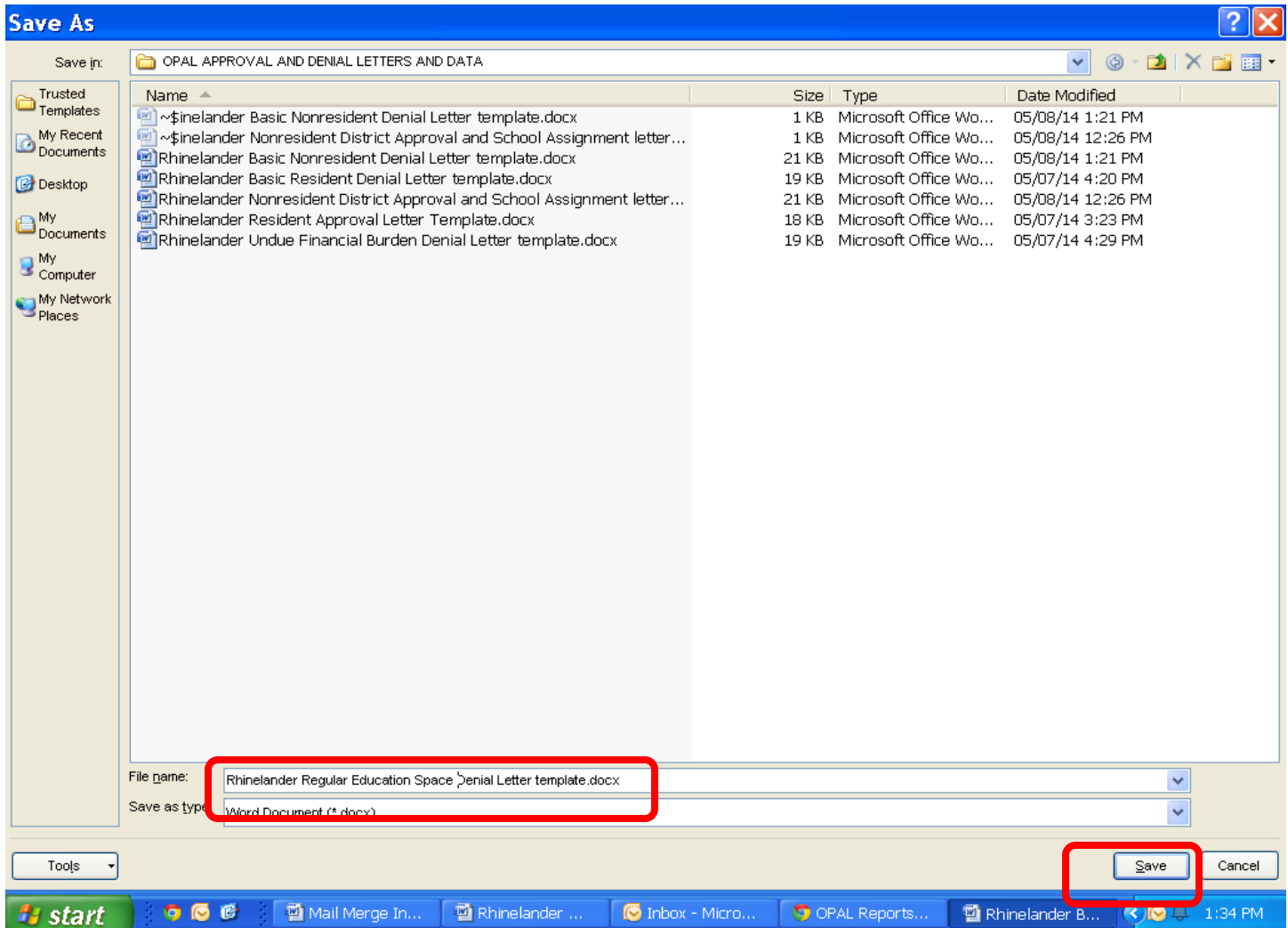
12. Your letter now contains only one reason for denial.



13. Click on the Windows symbol and Save As.



14. Go to the location on your computer where you want to store your letter templates. Give the template the name you wish to give it and Save it.



15. If you wish to create other separate templates for specific denial reasons, repeat steps 11 through 14.
16. If you wish, repeat this procedure for L106 Nonresident District Alt App Denial. The difference between the denial letters for regular applications and alternative applications are:
- The alternative application letter contains two additional reasons for denial.
 - The alternative application letter does not contain appeal information.

You are now ready to prepare your letters in Step 3.

Step 1: Export the Data

Step 2: Create the Templates

Step 3: Prepare the Letters Using Mail Merge

Return to the OPAL Exports page and click on the link to the Step 2 instructions or go directly to http://www.oe.dpi.wi.gov/opal/appr_deny_step3.