

## Important Dates for Public School Open Enrollment January – December 2018

	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 19</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, this information should be entered as partial SPED in OPAL using the Special Ed tab or the Change Enrollment tab.</li> </ul> <p>Process Tuition Waivers:</p>	<p><u>BEGIN 2018-19 APPLICATION PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Nonresident district (NONRES) must designate regular and special education spaces at a January school board meeting.</li> <li>• Amend any policies or procedures to be used during upcoming application period (must be done before February 5).</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 2018-19 application period.</li> </ul>	<p>Receive &amp; process applications for 2017-18 school year:</p> <ul style="list-style-type: none"> <li>• Parent submits paper application to NONRES, who enters application into OPAL.</li> <li>• RES must provide SPED/EXPULSION records to NONRES within 10 calendar days after the alternative application was submitted.</li> <li>• NONRES must request SPED/EXPULSION records from the district of attendance, if it is not the RES. <ul style="list-style-type: none"> <li>○ It is not recommended that a pupil’s alternative application is approved by the NONRES until NONRES has received a copy of the pupil’s IEP.</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 Alt Apps tab.</li> <li>○ If application is approved, “enroll” pupil in OPAL under All Alternative 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</li> </ul>

	<b>Tracking Transfers and Tuition Waivers</b>	<b>Processing Applications for Regular Application Period</b>	<b>Processing Alternative Applications &amp; Transfers</b>
	<ul style="list-style-type: none"> <li>• NONRES grant CYTW to complete 2017-18 school year for eligible pupils who move to a new RES.</li> <li>• See Tuition Waiver Matrix document for assistance.</li> </ul>		<p>within 20 days after the application was submitted.</p> <ul style="list-style-type: none"> <li>○ Enter approval or denial into OPAL using Approve or Deny tab under the Alt Apps tab.</li> <li>○ Parent may file appeal of a RES 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 in Membership tab under the Alt Apps 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 2017-18 school year for eligible pupils who move to a new RES.</li> <li>• Pupils who move after February 5, should apply for OE for 2018-19 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 2017-18 AYTW pupils to NONRES and RES. Lists must be returned on or before February 28.</li> </ul>	<p><u>February 5</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 has not been revised in the meantime.</li> </ul>	<p>Continue to receive &amp; process alternative applications for 2017-18 school year.</p>

	Tracking Transfers and Tuition Waivers	Processing Applications for Regular Application Period	Processing Alternative Applications & Transfers
March & April	Continue ongoing tracking tasks.	Application period continues.  Application period ends at 4pm on April 30.	Continue to receive and process alternative applications for the 2017-18 school year.
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 2017-18 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, Partial SPED, grade and withdraw pupil. Districts may still approve and reject pending changes.</li> <li>• DPI will finalize 2017-18 aid adjustments and provide them to the School Finance 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 <u>estimated</u> 2018-19 open enrollment transfer amount is \$7,372.</li> <li>• The 2018-19 <u>estimated</u> open enrollment transfer amount for pupils with disabilities is \$12,424.</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 1</u> - All applications must be entered into OPAL by the end of the day.</li> <li>• <u>May 11</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>	Continue to receive and process alternative applications for the 2017-18 school year.  Alternative applications for the 2018-19 school year may not be submitted until July 1.
June	<ul style="list-style-type: none"> <li>• DPI will adjust each district’s final state aid payment for 2017-18 open enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>June 8</u> – deadline for NONRES to notify parents of approval/denial. Notice must be in writing and include the reason for denial. Approvals must include school assignment.</li> </ul>	Alternative applications for 2018-19 may not be submitted in June.  DPI will send a list of revenue limit exemptions to districts for pupils for the

	<b>Tracking Transfers and Tuition Waivers</b>	<b>Processing Applications for Regular Application Period</b>	<b>Processing Alternative Applications &amp; Transfers</b>
	<ul style="list-style-type: none"> <li>• School districts can begin to enter into OPAL withdrawals of non-continuing pupils for the 2018-19 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> <li>• Corrections to final state aid adjustment must be submitted by June 21.</li> </ul> <p><u>END OF TRACKING 2017-18 TRANSFERS</u></p>	<ul style="list-style-type: none"> <li>• <u>June 15</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 29</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> <li>• Parents can continue to file timely appeals.</li> </ul>	<p>2017-18 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>
July	<ul style="list-style-type: none"> <li>• <u>July 15</u> – deadline for parents to file transportation reimbursement claims. Claim form is on OE website; questions should be referred to DPI.</li> <li>• <u>July 31</u> – Last day on which school districts can enter into OPAL withdrawals of non-continuing pupils for the 2018-19 school year.</li> <li>• <u>July 31</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 9</u> – last day NONRES denial may be appealed (unless denial was untimely).</li> <li>• <u>July 16</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 2018-19 school year.</p>
August	<ul style="list-style-type: none"> <li>• <u>On/about August 1</u> – OPAL rolls over for 2018-19 school year. Actively Open Enrolled list is empty. All Students list contains: <ul style="list-style-type: none"> <li>○ All pupils who completed 2017-18 school year as OE and who were not withdrawn during the summer.</li> <li>○ All new applicants for 2018-19.</li> </ul> </li> </ul>		<p>Continue to receive and process alternative applications for 2018-19 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>
	<ul style="list-style-type: none"> <li>○ Any alternative applicants who have been “enrolled” by NONRES.</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>		
September	<p><b><u>BEGIN TRACKING 2018-19 TRANSFERS</u></b></p> <ul style="list-style-type: none"> <li>● <u>September 21</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> <li>○ For alternative application pupils, OE status should be indicated on the Change Enrollment tab in OPAL.</li> </ul> </li> <li>● <u>September 28</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 20</u> – last day on which NONRES may accept pupils from wait list, but only if pupil is in attendance on September 21 (3<sup>rd</sup> Friday)</p> <p><b><u>PROCESSING OF 2018-19 REGULAR APPLICATIONS ENDS.</u></b></p>	<p>Continue to receive and process alternative applications for 2018-19 school year.</p> <p><b><u>BEGIN TRACKING 2018-19 ALTERNATIVE APPLICANTS</u></b></p> <ul style="list-style-type: none"> <li>● Use the Change Enrollment tab to report 2018-19 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 = instructional 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 in October. Lists must be returned in November.</li> </ul>		Continue to receive and process alternative applications for 2018-19 school year.
November & December	Continue ongoing tracking tasks.	<p><b><u>BEGIN PREPARING FOR 2019-20 APPLICATION PERIOD</u></b></p> <ul style="list-style-type: none"> <li>● Review/amend policies.</li> </ul>	Continue to receive and process alternative applications for 2018-19 school year.

	<b>Tracking Transfers and Tuition Waivers</b>	<b>Processing Applications for Regular Application Period</b>	<b>Processing Alternative Applications &amp; Transfers</b>
		<ul style="list-style-type: none"> <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>	

DPI Open Enrollment Program

Toll-free phone: 888-245-2732

Email: [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov)

Web site: <http://dpi.wi.gov/oe>

December 2017