Important Dates for Public School Open Enrollment
January – December 2023

	Tracking Transfers and Tuition Waivers	Processing Applications for Regular Application Period	Processing Alternative Applications & Transfers

January	• January 13 – 2nd Friday in January
	    o Nonresident districts (NONRES) must enter OE information for 2nd Friday, using the 2nd Friday in Jan tab in OPAL. Only pupils who were open enrolled on 3rd Friday will appear on the 2nd Friday tab.
	    o Alternative application pupils who were not present on 3rd Friday will never be on the 2nd Friday tab. Instead, use the Change Enrollment tab to report whether or not the pupil was open enrolled on the 2nd Friday Count date.
	 • January 20 – 2nd Friday in Jan tab in OPAL will be locked.
	    o Any changes after this date must be made for the individual pupil using the Change Enrollment tab.
	
	 Ongoing Tracking Tasks:
	 • Enter withdrawals in OPAL using the Withdraw Student tab.
	 • If a pupil moves to a different school district after 3rd Friday and continues OE, in OPAL, NONRES enters the new district as the Resident District Next Year using the Change Enrollment tab and enter the new
		BEGIN 2023-24 APPLICATION PROCEDURES
		 • NONRES must designate regular and special education spaces at a January school board meeting.
		 • Districts must amend any policies or procedures to be used during upcoming regular application period (must be done before February 6).
		 • NONRES must notify parents if reapplication is required for middle school, junior high, or high school.
		 • Recommend that NONRES notify parents of CYTW and AYTW pupils of upcoming regular application period.
		 • NONRES & resident districts (RES) must provide application information to parents upon request.
		 • DPI issues press release to announce 2023-24 application period.
			Receive & process alternative applications for 2022-23 school year:
			 • Parent submits paper application to NONRES, who enters application information into OPAL.
			 • RES must provide SPED (special education)/EXPULSION records to NONRES within 10 calendar days after the alternative application was submitted.
			 • NONRES must request SPED/EXPULSION records from the district of attendance, if it is not the RES.
			    o 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.
			 • NONRES must approve or deny within 20 calendar days after the alternative application was submitted.
			    o Enter approval or denial into OPAL using Approve or Deny tab under the Alt Apps tab.
			    o If application is approved, "enroll" pupil in OPAL under All Alternative Apps tab.
			    o If pupil attends, report in OPAL using Change Enrollment tab. Days of enrollment = the number of days from the first day of

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	address using the Change Parents/Addr tab.
	• If a child's SPED status changes, NONRES enters the Partial SPED information in OPAL using the Special Ed tab or the Change Enrollment tab.
	
	Process Tuition Waivers:
	• NONRES grants CYTW to complete 2022-23 school year for eligible pupils who move to a new RES.
	• See Tuition Waiver Matrix document for assistance.
	• DPI will send printed lists of 2022-23 AYTW pupils to NONRES and RES. Lists must be returned on or before January 31.
			enrollment to the end of the school term.
			• RES district not required to notify of approval; denial notices must be issued within 20 calendar days after the application was submitted.
			   o Enter approval or denial into OPAL using Approve or Deny tab under the Alt Apps tab.
			   o Parent may file appeal of a RES denial within 30 days of notice of denial.
			   o Using the Counted in Membership tab under the Alt Apps tab in OPAL, indicate whether or not the pupil was included in the district's 3rd Friday Count.
			      ▪ If pupil was included in 3rd Friday Count, report as "Counted".
			      ▪ If pupil was not included in 3rd Friday Count, report as "Not Counted".

February	Continue ongoing tracking tasks. Process Tuition Waivers: • NONRES grants CYTW to complete 2022-23 school year for eligible pupils who move to a new RES. • Pupils who move after February 6th should apply for OE for 2023-24 school year. AYTW not recommended	February 6 – Regular application period begins. • Parents submit online or paper applications. Parents may amend or delete online applications until the end of the regular application period. • RES may send SPED/EXPULSION records as applications come in (recommend sending records of new	Continue to receive & process alternative applications for 2022-23 school year.

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	(unless OE application would be denied). • See Tuition Waiver Matrix document for assistance.	apps no more than once a month before regular application deadline). • RES needs 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.	
March & April	Continue ongoing tracking tasks.	Regular application period continues. Regular application period ends at 4:00pm on April 28.	Continue to receive and process alternative applications for the 2022-23 school year.
May	• <u>May 1</u> – School districts must enter all data in OPAL that affect 2022-23 aid transfers. The following fields will be locked to districts and all changes after that must be requested through DPI: OE status on 3rd Friday, FTE, SPED, Partial SPED, grade and withdraw pupil. Districts may still approve and reject pending data changes. • DPI will finalize 2022-23 aid adjustments and provide them to the School Finance team. OE aid transfer information will be in OPAL; DPI will	• <u>May 1</u> – Districts may begin acting on applications. o Nonresident districts can begin correcting applications, including deleting duplicate applications. They must send a request to DPI to make changes to applications. • <u>May 1</u> - All paper applications must be entered by NONRES into OPAL by the end of the day. • <u>May 5</u> –RES must send special education and expulsion records to NONRES.	Continue to receive and process alternative applications for the 2022-23 school year. Alternative applications for the 2023-24 school year may not be submitted until July 1.

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	send to school districts final lists of AYTW pupils. • Pupils who are eligible for AYTW should be encouraged to apply under alternative application procedure after July 1. • The <u>estimated</u> 2023-24 open enrollment transfer amount to be determined. • The <u>estimated</u> 2023-24 open enrollment transfer amount for pupils with disabilities to be determined.	• 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.	
June	• DPI will adjust each district's final state aid payment for 2022-23 open enrollment. • School districts can begin to enter into OPAL withdrawals of non-continuing pupils (summer withdrawals) for the 2022-23 school year. • 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.) • Parents may begin to file transportation reimbursement claims as soon as school is out. The online claim form will be available on the open enrollment website by June 1. <u>END OF TRACKING 2022-23 TRANSFERS</u>	• <u>June 9</u>– Deadline for NONRES to notify parents of approval/denial. Notice must be in writing (sent via US mail or email) and include the reason for denial and the parents' appeal rights. Approvals must include school assignment. • <u>June 16</u> – Deadline for RES to notify parents if application is denied (notification of approval is optional). Notice must be in writing (sent via US mail or email) and include the reason for denial and the parents' appeal rights. • <u>June 30</u> – Deadline for parents to notify NONRES of intent to attend. If notice is not provided, NONRES may determine that the pupil cannot attend. • Parents can continue to file timely appeals.	• Alternative applications for 2023-24 may not be submitted in June. ○ The earliest that an alternative application can be submitted is July 1.

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July	• July 15 – Deadline for parents to file transportation reimbursement claims. Claim form is on OE website; questions should be referred to DPI. • July 31 – Last day on which school districts can enter withdrawals of non-continuing pupils into OPAL for the 2022-23 school year. • July 31 - All pending changes in OPAL must be approved or rejected prior to rollover.	• July 7 – NONRES must enter intent to attend in OPAL. • July 10 – Last day NONRES denial may be appealed to DPI (unless denial was untimely). • July 17 - Last day RES denial may be appealed to DPI (unless denial was untimely).	• July 1 – Parents can begin to submit alternative applications for the 2023-24 school year.

August	• August 1 – OPAL rolls over for 2023-24 school year. Actively Open Enrolled tab is empty. All Students tab contains:
	  ○ All pupils who completed 2022-23 school year as OE and who were not withdrawn during the summer.
	  ○ All new applicants for 2023-24.
	  ○ Any alternative applicants who have been "enrolled" by NONRES.
	• August 1 – if NONRES chooses to use SPED Actual Cost amount for an open enrolled pupil with a disability who is in their second or subsequent year, they are required to submit a financial statement, which is available beginning on this date under the SPED Actual Costs tab in OPAL.
	• Late August/Early September - Transportation reimbursement
			• Continue to receive and process alternative applications for 2023-24 school year.
			
			• DPI will send a list of possible revenue limit exemptions to RES for pupils from the 2022-23 school year who were not included in their membership report at the time the district's levy was set.
			
			• RES should review the list and send corrections to DPI by deadline provided on the list.

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	checks will be mailed in late August/early September. • Any AYTW forms submitted during the summer must be sent to DPI (however, alternative application should be used unless application would be denied).		

September	BEGIN TRACKING 2023-24 TRANSFERS
	• September 15 – 3rd Friday in September
	  o If any new or continuing pupil has not attended on/before 3rd Friday, OE is terminated.
	  o In OPAL, NONRES district indicates whether pupil is or is not OE using 3rd Friday tab. (OE includes any pupil who is OE on the 3rd Friday in September or, if not in attendance on 3rd Friday, at least any day before and any day after.) Alternative application pupils are not on 3rd Friday tab in OPAL.
	  o For alternative application pupils, OE 3rd Friday status should be indicated on the Change Enrollment tab in OPAL.
	• September 22 – 3rd Friday in Sept tab is locked. Any changes made after this date must be made in the individual pupil record using the Change Enrollment tab in OPAL.
	• September 29 – Deadline for NONRES to enter, edit, or withdraw a SPED Actual Costs Financial Statement in OPAL.
		September 14 – Last day on which NONRES may accept pupils from wait list, but only if the pupil is in attendance on September 15 (3rd Friday)
		
		PROCESSING OF 2023-24 REGULAR APPLICATIONS ENDS.
			Continue to receive and process alternative applications for 2023-24 school year.
			
			BEGIN TRACKING 2023-24 ALTERNATIVE APPLICANTS
			• Use the Change Enrollment tab under the Students tab to report 2023-24 alternative applicants who attend NONRES:
			  o If pupil attended on/before 3rd Friday in September, days of enrollment = 180.
			  o If pupil began attending after 3rd Friday in September, days of enrollment = instructional days remaining in school term.
			  o Once pupil reported as OE, tracking continues as for "regular" OE pupils.

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October	• Continue ongoing tracking tasks. • DPI sends AYTW lists in October. Lists must be returned in November. • <u>October 9</u> – Deadline for DPI to withdraw a SPED Actual Cost Financial Statement in OPAL on behalf of a NONRES.		Continue to receive and process alternative applications for 2023-24 school year.
November & December	Continue ongoing tracking tasks.	<u>BEGIN PREPARING FOR 2024-25 APPLICATION PERIOD</u> • Review/amend policies. • Ensure OPAL contacts are current. • Ensure OPAL users are authorized. • Establish procedures to respond to questions and receive applications. • Review OE Training modules.	Continue to receive and process alternative applications for 2023-24 school year.

DPI Open Enrollment Program
Email: openenrollment@dpi.wi.gov
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Toll-free phone: 888-245-2732, option 2
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