

## Important Dates for Public School Open Enrollment January – December 2024

|         | Tracking Transfers and Tuition Waivers  | Processing Applications for Regular Application Period  | Processing Alternative Applications & Transfers   |
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| January | <ul style="list-style-type: none"> <li><u>January 12</u> – 2<sup>nd</sup> Friday in January <ul style="list-style-type: none"> <li>Nonresident districts (NONRES) must enter OE information for 2<sup>nd</sup> Friday, using the 2<sup>nd</sup> Friday in Jan tab in OPAL. Only pupils who were open enrolled on 3<sup>rd</sup> Friday will appear on the 2<sup>nd</sup> Friday tab.</li> <li>Alternative application pupils who were not present on 3<sup>rd</sup> Friday will never be on the 2<sup>nd</sup> Friday tab. Instead, use the Change Enrollment tab to report whether the pupil was open enrolled on the 2<sup>nd</sup> Friday Count date.</li> </ul> </li> <li><u>January 19</u> – 2<sup>nd</sup> Friday in Jan tab in OPAL will be locked. <ul style="list-style-type: none"> <li>Any changes after this date must be made for the individual pupil using the Change Enrollment tab.</li> </ul> </li> </ul> <p><u>Ongoing Tracking Tasks:</u></p> <ul style="list-style-type: none"> <li>Enter withdrawals in OPAL using the Withdraw Student tab.</li> <li>If a pupil moves to a different school district after 3<sup>rd</sup> 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</li> </ul> | <p><u>BEGIN 2024-25 APPLICATION PROCEDURES</u></p> <ul style="list-style-type: none"> <li>NONRES must designate regular and special education spaces at a January school board meeting.</li> <li>Districts must amend any policies or procedures to be used during upcoming regular application period (must be done before February 5).</li> <li>NONRES must notify parents if reapplication is required for middle school, junior high, or high school.</li> <li>Recommend that NONRES notify parents of CYTW and AYTW pupils of upcoming regular application period.</li> <li>NONRES &amp; resident districts (RES) must provide application information to parents upon request.</li> <li>DPI issues press release to announce 2024-25 application period.</li> </ul> | <p><u>Receive &amp; process alternative applications for 2023-24 school year:</u></p> <ul style="list-style-type: none"> <li>Parent submits paper application to NONRES, who enters application information into OPAL.</li> <li>RES must provide SPED (special education)/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 calendar days after the alternative application was submitted. <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</li> </ul> </li> </ul> |

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|          | <p>address using the Change Parents/Addr tab.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Process Tuition Waivers:</p> <ul style="list-style-type: none"> <li>NONRES grants CYTW to complete 2023-24 school year for eligible pupils who move to a new RES.</li> <li>See Tuition Waiver Matrix document for assistance.</li> <li>DPI will send printed lists of 2023-24 AYTW pupils to NONRES and RES. Lists must be returned on or before January 31.</li> </ul> |   | <p>enrollment to the end of the school term.</p> <ul style="list-style-type: none"> <li>RES district not required to notify of approval; denial notices must be issued within 20 calendar days after the application was submitted. <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>Using the Counted in Membership tab under the Alt Apps tab in OPAL, indicate whether the pupil was included in the district's 3<sup>rd</sup> Friday Count. <ul style="list-style-type: none"> <li>If pupil was included in 3<sup>rd</sup> Friday Count, report as "Counted".</li> <li>If pupil was not included in 3<sup>rd</sup> Friday Count, report as "Not Counted".</li> </ul> </li> </ul> </li> </ul> |
| February | <p>Continue ongoing tracking tasks.</p> <p>Process Tuition Waivers:</p> <ul style="list-style-type: none"> <li>NONRES grants CYTW to complete 2023-24 school year for eligible pupils who move to a new RES.</li> <li>Pupils who move after February 5<sup>th</sup> should apply for OE for 2024-25 school year. AYTW not recommended (unless OE application would be denied).</li> </ul>  | <p><u>February 5</u> – Regular application period begins for the 2024-25 school year.</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 regular 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 regular application deadline).</li> </ul> | <p>Continue to receive &amp; process alternative applications for 2023-24 school year.</p>   |

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|               | <ul style="list-style-type: none"> <li>See Tuition Waiver Matrix document for assistance.</li> </ul>   | <ul style="list-style-type: none"> <li>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.</li> </ul>   |   |
| March & April | Continue ongoing tracking tasks.   | <p>Regular application period continues.</p> <p>Regular application period ends at 4:00pm on April 30.</p>  | Continue to receive and process alternative applications for the 2023-24 school year.   |
| May           | <ul style="list-style-type: none"> <li><u>May 1</u> – School districts must enter all data in OPAL that affect 2023-24 aid transfers. The following fields will be locked to districts and all changes after that must be requested through DPI: OE status on 3<sup>rd</sup> Friday, FTE, SPED, Partial SPED, grade and withdraw pupil. Districts may still approve and reject pending data changes.</li> <li>DPI will finalize 2023-24 aid adjustments and provide them to the School Finance team. OE aid transfer information will be in OPAL; DPI will send to school districts final lists of AYTW pupils.</li> </ul> | <ul style="list-style-type: none"> <li><u>May 1</u> – Districts may begin acting on applications. <ul style="list-style-type: none"> <li>Nonresident districts can begin correcting applications, including deleting duplicate applications. They must send a request to DPI to make changes to applications.</li> </ul> </li> <li><u>May 1</u> - All paper applications must be entered by NONRES into OPAL by the end of the day.</li> <li><u>May 10</u> – 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</li> </ul> | <p>Continue to receive and process alternative applications for the 2023-24 school year.</p> <p>Alternative applications for the 2024-25 school year may not be submitted until July 1.</p> |

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|      | <ul style="list-style-type: none"> <li>Pupils who are eligible for AYTW should be encouraged to apply under alternative application procedure after July 1.</li> <li>The <u>estimated</u> 2024-25 open enrollment transfer amount for pupils without disabilities is \$8,962.</li> <li>The <u>estimated</u> 2024-25 open enrollment transfer amount for pupils with disabilities is \$13,814.</li> </ul>   | <p>within 30 days of the date the notice was postmarked or delivered to the parent, whichever was later.</p>   |  |
| June | <ul style="list-style-type: none"> <li>DPI will adjust each district's final state aid payment for 2023-24 open enrollment.</li> <li>School districts can begin to enter withdrawals of non-continuing pupils (summer withdrawals) into OPAL for the 2023-24 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. The online claim form will be available on the open enrollment website by June 1.</li> </ul> <p><u>END OF TRACKING 2023-24 TRANSFERS</u></p> | <ul style="list-style-type: none"> <li><u>June 7</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.</li> <li><u>June 14</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.</li> <li><u>June 28</u> – Deadline for parents to notify NONRES of intent to attend. If notice is not provided, NONRES may determine that the pupil cannot attend.</li> <li>Parents can continue to file timely appeals.</li> </ul> | <ul style="list-style-type: none"> <li>Alternative applications for 2024-25 may not be submitted in June. <ul style="list-style-type: none"> <li>The earliest that an alternative application can be submitted is July 1.</li> </ul> </li> </ul> |

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| 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 withdrawals of non-continuing pupils into OPAL for the 2023-24 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 8</u> – Last day NONRES denial may be appealed to DPI (unless denial was untimely).</li> <li>• <u>July 15</u> - Last day RES denial may be appealed to DPI (unless denial was untimely).</li> </ul> | <ul style="list-style-type: none"> <li>• <u>July 1</u> – Parents can begin to submit alternative applications for the 2024-25 school year.</li> </ul>   |
| August | <ul style="list-style-type: none"> <li>• <u>August 1</u> – OPAL rolls over for 2024-25 school year. Actively Open Enrolled tab is empty. All Students tab contains: <ul style="list-style-type: none"> <li>○ All pupils who completed 2023-24 school year as OE and who were not withdrawn during the summer.</li> <li>○ All new applicants for 2024-25.</li> <li>○ Any alternative applicants who have been “enrolled” by NONRES.</li> </ul> </li> <li>• <u>August 1</u> – 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.</li> <li>• <u>Late August/Early September</u> - Transportation reimbursement checks will be mailed in late August/early September.</li> </ul> |   | <ul style="list-style-type: none"> <li>• Continue to receive and process alternative applications for 2024-25 school year.</li> <li>• DPI will send a list of possible revenue limit exemptions to RES for pupils from the 2023-24 school year who were not included in their membership report at the time the district’s levy was set.</li> <li>• RES should review the list and send corrections to DPI by deadline provided on the list.</li> </ul> |

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|           | <ul style="list-style-type: none"> <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 2024-25 TRANSFERS</u></b></p> <ul style="list-style-type: none"> <li><u>September 20</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>In OPAL, NONRES district indicates whether pupil is or is not OE using 3<sup>rd</sup> Friday tab. (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 any day before <u>and</u> any day after.) Alternative application pupils are not on 3<sup>rd</sup> Friday tab in OPAL.</li> <li>For alternative application pupils, OE 3<sup>rd</sup> Friday status should be indicated on the Change Enrollment tab in OPAL.</li> </ul> </li> <li><u>September 27</u> – 3<sup>rd</sup> 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.</li> <li><u>September 30</u> – Deadline for NONRES to enter, edit, or withdraw a SPED Actual Costs Financial Statement in OPAL.</li> </ul> | <p><u>September 19</u> – Last day on which NONRES may accept pupils from wait list, but only if the pupil is in attendance on September 20 (3<sup>rd</sup> Friday)</p> <p><b><u>PROCESSING OF 2024-25 REGULAR APPLICATIONS ENDS.</u></b></p> | <p>Continue to receive and process alternative applications for 2024-25 school year.</p> <p><b><u>BEGIN TRACKING 2024-25 ALTERNATIVE APPLICANTS</u></b></p> <ul style="list-style-type: none"> <li>Use the Change Enrollment tab under the Students tab to report 2024-25 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> |

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| 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> <li><u>October 14</u> - Deadline for DPI to withdraw a SPED Actual Cost Financial Statement in OPAL on behalf of a NONRES.</li> </ul> |   | Continue to receive and process alternative applications for 2024-25 school year. |
| November & December | Continue ongoing tracking tasks.   | <u>BEGIN PREPARING FOR 2025-26 APPLICATION PERIOD</u> <ul style="list-style-type: none"> <li>Review/amend policies.</li> <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> | Continue to receive and process alternative applications for 2024-25 school year. |

DPI Open Enrollment Program

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January 2024