



# PUBLIC SCHOOL OPEN ENROLLMENT INFORMATIONAL BULLETIN

Bulletin 14-09

November 2014

## Open Enrollment Due Dates: 2015 – 2020

### Application Procedures

| Action  | Due Date   |
|---|--|
| <p>1. <b>Open enrollment spaces</b> - Nonresident school district must establish number of regular and education spaces.</p> <p>Wis. Stats. § 118.51 (5) (a) 1.</p>   | January board meeting  |
| <p>2. <b>Regular application period</b> – first Monday in February through the last weekday in April.</p> <p>Wis. Stats. § 118.51 (3) (a) 1.</p>  | February 2 – April 30, 2015<br>February 1 – April 29, 2016<br>February 6 – April 28, 2017<br>February 5 – April 30, 2018<br>February 4 – April 30, 2019<br>February 3 – April 30, 2020 |
| <p>3. <b>Alternative application procedure</b> – July 1 to end of school term in current school year.</p> <p>Wis. Adm. Code § PI 36.06 (1) (b) 2.</p>   | No earlier than July 1<br>No later than last day of school term (varies by school district)  |
| <p>4. <b>Enter Paper Applications in OPAL</b> - Nonresident district must send a copy of regular application to resident district and DPI, no later than the end of the first weekday following the last weekday in April. (This means that any paper applications received by the nonresident district during the regular application period must be entered into OPAL.)</p> <p>Wis. Stats. § 118.51 (3) (a)</p>   | May 1, 2015<br>May 2, 2016<br>May 1, 2017<br>May 1, 2018<br>May 1, 2019<br>May 1, 2020   |
| <p>5. <b>Enter Alternative Applications in OPAL and Send Attachments</b> - Nonresident district must send a copy of an alternative application to the resident district and the DPI immediately upon receipt of the application. This means the application must be entered into OPAL and any attachments sent to the resident district via fax or email. If it is not possible to enter the application into OPAL within one day, the paper application must be faxed or emailed.</p> <p>Wis. Stats. § 118.51 (3m) (c)</p> | Immediately upon receipt of an alternative application.  |

Wisconsin Department of Public Instruction  
 Tony Evers, PhD, State Superintendent  
 125 S. Webster Street, P.O. Box 7841  
 Madison, WI 53707-7841

Open Enrollment Program  
 Mary Jo Cleaver  
 Jennifer Danfield  
 Kari Gensler-Santistevan  
[openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov); 888-245-2732  
<http://oe.dpi.wi.gov>

School Management Services  
 Tricia Collins, Director  
 (608) 266-7475  
[tricia.collins@dpi.wi.gov](mailto:tricia.collins@dpi.wi.gov)

| Action   | Due Date  |
|--|---|
| <p>6. <b>Special Education and Expulsion Records</b> - Resident district must send IEP and expulsion records to nonresident district for applications submitted during the regular application period by the first Friday following first Monday in May for regular application or within 10 calendar days of receiving a copy of an alternative application.</p> <p>The resident district must notify the nonresident district if the pupil is not attending the resident district. The nonresident district may request the records from the school district the pupil is attending.</p> <p>Wis. Stats. § 118.51 (3) (a) 1m. and (8)<br/>Wis. Adm. Code § PI 36.06 (2) (b) 2.</p>  | <p>May 8, 2015<br/>May 6, 2016<br/>May 5, 2017<br/>May 11, 2018<br/>May 10, 2019<br/>May 8, 2020</p> <p>Within 10 calendar days of receiving a copy of an alternative application.</p>  |
| <p>7. <b>Special Education Cost Estimate</b> - Nonresident district must send special education cost estimate to resident district by the third Friday following the first Monday in May or within 10 calendar days of receiving an IEP for an alternative application.</p> <p>If the nonresident district does not send the cost estimate by the due date, the nonresident district is prohibited from charging any actual additional special education costs to the resident district.</p> <p>Wis. Stats. § 118.51 (12) (am)<br/>Wis. Adm. Code § PI 36.10 (1)</p>   | <p>May 22, 2015<br/>May 20, 2016<br/>May 19, 2017<br/>May 25, 2018<br/>May 24, 2019<br/>May 22, 2020</p> <p>Within 10 calendar days of receiving an IEP for a pupil who submitted an alternative application.</p>   |
| <p>8. <b>Nonresident Approval/Denial</b> - Nonresident district must send notice of approval or denial of regular application on or before the first Friday following the first Monday in June. If the nonresident district does not make timely notice for a regular application, the application is considered approved. Nonresident district may not act on any application before May 1.</p> <p>Nonresident district must send notice of approval or denial of alternative application no later than 20 days after receiving an alternative application. If the nonresident district does not notify the parent on or before the 20<sup>th</sup> day after receiving the application, the application is considered denied.</p> <p>Wis. Stats. § 118.51 (3) (a) 2. and 3. and (3m) (c)<br/>Wis. Adm. Code § PI 36.06 (4) (a)</p> | <p>June 5, 2015<br/>June 10, 2016<br/>June 9, 2017<br/>June 8, 2018<br/>June 7, 2019<br/>June 5, 2020</p> <p>No later than 20 days following receipt of an alternative application.</p>   |
| <p>9. <b>Resident Approval/Denial</b> - Resident district must send notice of denial of regular application on or before the second Friday following the first Monday in June.</p> <p>Resident district must send notice of denial of alternative application no later than the 20<sup>th</sup> calendar day after the application was submitted. However, if the resident district receives a cost estimate later than the 10<sup>th</sup> calendar day after the application was submitted, the resident school district must notify the parent if the application was denied on or before the 10<sup>th</sup> day after receiving the cost estimate.</p> <p>If the resident district does not make timely notification of denial, the</p>   | <p>June 12, 2015<br/>June 17, 2016<br/>June 16, 2017<br/>June 15, 2018<br/>June 14, 2019<br/>June 12, 2020</p> <p>No later than 20 days following submission of an alternative application, or no later than 10 days after receiving a cost estimate, whichever is later.</p> |

| Action   | Due Date  |
|--|---|
| <p>regular or alternative application is considered approved.</p> <p>Wis. Stats. § 118.51 (3) (a) 4.<br/>Wis. Adm. Code § PI 36.06 (4) (b)</p>   |   |
| <p>10. <b>Parent Notify Nonresident District</b> - Parent of an approved regular application must notify nonresident district if pupil will transfer no later than last Friday in June, or no later than 10 days following notice of acceptance from a waiting list.</p> <p>If parent does not make timely notification, the nonresident district may determine that the pupil will not attend and may offer the space to the next pupil on a waiting list.</p> <p>Wis. Stats. § 118.51 (3) (a) 6.<br/>Wis. Adm. Code § PI 36.06 (3) (f)</p>   | <p>June 26, 2015<br/>June 24, 2016<br/>June 30, 2017<br/>June 29, 2018<br/>June 28, 2019<br/>June 26, 2020</p> <p>No later than 10 days after receiving notice that the pupil was accepted from a waiting list.</p> |
| <p>11. <b>Nonresident District Notify Resident District</b> - Nonresident district must notify resident district of regular application pupils who intend to attend the nonresident school district in the following school year. This is done in OPAL.</p> <p>Wis. Stats. § 118.51 (3) (b)</p>  | <p>July 7, all years</p>  |
| <p>12. <b>Alternative Application Enrollment</b> - If a nonresident district approves an alternative application, the pupil may begin attending the nonresident district immediately, and must begin attending the nonresident district by the 15<sup>th</sup> day following receipt by the parent of the notice of approval. The nonresident school district may agree to a later date.</p> <p>Wis. Stats. § 118.51 (3m) (e)<br/>Wis. Adm. Code § PI 36.07 (2) (a)</p>  | <p>15 days after receiving a notice of approval, or a date set by the nonresident school district.</p>  |
| <p>13. <b>Parent Appeal of Regular Application Denial</b>- A parent whose regular application is denied by a nonresident or resident district may file an appeal within 30 days of the date the notice of denial was postmarked or delivered to the parent whichever is first.</p> <p>Wis. Stats. § 118.51 (9)<br/>Wis. Adm. Code § PI 36.14 (1) (b)</p>   | <p>30 days after the date a notice of denial is postmarked or delivered to the parent, whichever is first.</p>  |
| <p>14. <b>Parent Appeal of Alternative Application Denial</b> - A parent whose alternative application is denied by a resident school district may file an appeal within 30 days of the date the notice of denial was postmarked or delivered to the parent whichever is first.</p> <p>(Note: if an alternative application is approved by the nonresident district, but denied by the resident district, the pupil may attend the nonresident district pending the outcome of an appeal, unless the denial was for undue financial burden. When an application is denied due to undue financial burden to the resident district, the pupil may attend the nonresident district pending the outcome of the appeal if</p> | <p>30 days after the date a notice of denial is postmarked or delivered to the parent, whichever is first.</p>  |

| Action   | Due Date  |
|--|---|
| both the resident and nonresident district agree.)<br><br>Wis. Stats. § 118.51 (9)<br>Wis. Adm. Code § PI 36.07 (2) (d) and PI 36.14 (1) (b)   |   |
| 15. <i>Appeal procedures:</i> <ul style="list-style-type: none"> <li>• School board record of decision and initial brief due:</li> <li>• Parent initial and reply brief due:</li> <li>• School board reply brief due:</li> </ul> | 2 weeks after DPI notifies the district of the appeal.<br>10 days after due date for submission of the record.<br><br>7 days after due date for parent reply brief. |

***Due Dates for Administering the Open Enrollment Program***

| Action  | Due Date   |
|---|--|
| 1. <i>3<sup>rd</sup> Friday Reporting</i> - Nonresident district must enter into OPAL whether each eligible pupil is or is not attending the nonresident district on the 3 <sup>rd</sup> Friday in September (or at least one day before and one day after the 3 <sup>rd</sup> Friday in September).  | 7 days before the due date for submitting the PI 1563 membership report to the state aids team.  |
| 2. <i>2<sup>nd</sup> Friday Reporting</i> - Nonresident district must enter into OPAL whether each eligible pupil is or is not attending the nonresident district on the 2 <sup>nd</sup> Friday in January (or at least one day before and one day after the 2 <sup>nd</sup> Friday in January).  | 7 days before the due date for submitting the PI 1563 membership report to the state aids team.  |
| 3. <i>Cost Estimate for New/Revised IEP or New Resident District</i> - A nonresident district must send a new cost estimate to a resident district, as follows: <ul style="list-style-type: none"> <li>• Within 10 calendar days after the nonresident district develops or revises an IEP for a pupil who is attending the nonresident district under open enrollment.</li> <li>• Within 10 calendar days after the nonresident district receives an IEP upon the enrollment of a new open enrolled pupil who was not known to be a child with a disability at the time the open enrollment application was approved.</li> <li>• On July 1 of the school year in which a new resident school board becomes responsible for the basic and special education cost for an open enrolled pupil.</li> <li>• Within 10 days after notifying a resident district that an open enrolled pupil has moved into the resident district and that the resident district is responsible (or will become responsible in the following school year) for the basic and special education cost for the pupil.</li> </ul> Wis. Adm. Code § PI 36.08 (2) (d) and PI 36.10 (1) | Within 10 days of developing a new IEP or within 10 days of notifying a new resident district that it is responsible for the basic and special education cost for the pupil. |

| Action  | Due Date  |
|---|---|
| <p>4. <b><i>Resident District Revocation of Open Enrollment Based on New Cost Estimate:</i></b> If a resident district determines the special education cost of a new or revised IEP is an undue financial burden, the resident district must send the notice to return to the resident district within 10 days of receiving a new cost estimate.</p> <p>If a resident district determines the special education cost for a pupil for whom the resident district has become responsible for the basic and special education cost, the resident district must send the notice to return to the resident district within 10 days of receiving a new cost estimate.</p> <p>If the resident district does not make timely notice, the resident district may not require the pupil to return to the resident district.</p> <p>Wis. Adm. Code § PI 36.05 (4) (b) 4.</p> | <p>Within 10 days of receiving the cost estimate.</p> |