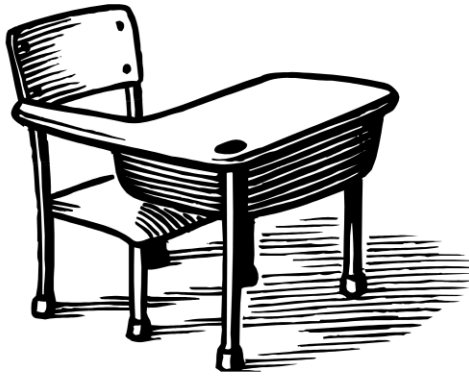


## Open Enrollment Space



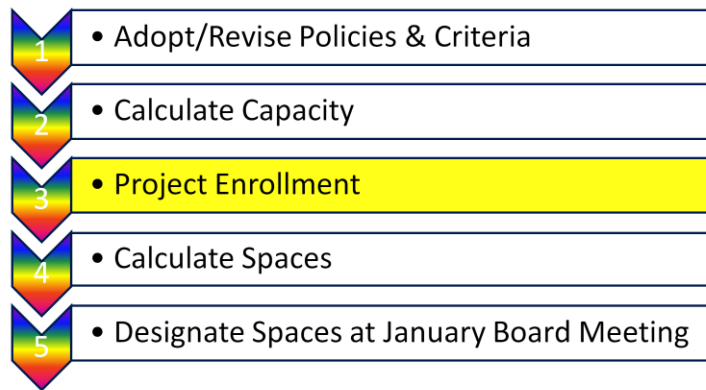
### Part 3: Projecting Enrollment

Before completing this presentation, it is recommended that you view the following presentations:

- Administering the Regular Open Enrollment Application Process: Overview
- Preferences and Guarantees
- Open Enrollment Reasons for Denial
- Open Enrollment Space Determinations: Part 1
- Open Enrollment Space Determinations: Part 2

To advance to the next slide, click on the Next button.

## Factors & Steps for Determining Open Enrollment Spaces



The topic of determining open enrollment spaces is divided into five presentations, or parts.

Part 1 discusses required school board open enrollment policies and criteria.

Parts 2, 3 and 4 discuss the determination of space, as follows:

- Part 2 discusses capacity.
- Part 3 discusses enrollment projections.
- Part 4 discusses the calculation of open enrollment spaces.

Part 5 discusses the designation of spaces at the January board meeting.

To go to any presentation in the series, click on the number in the slide.

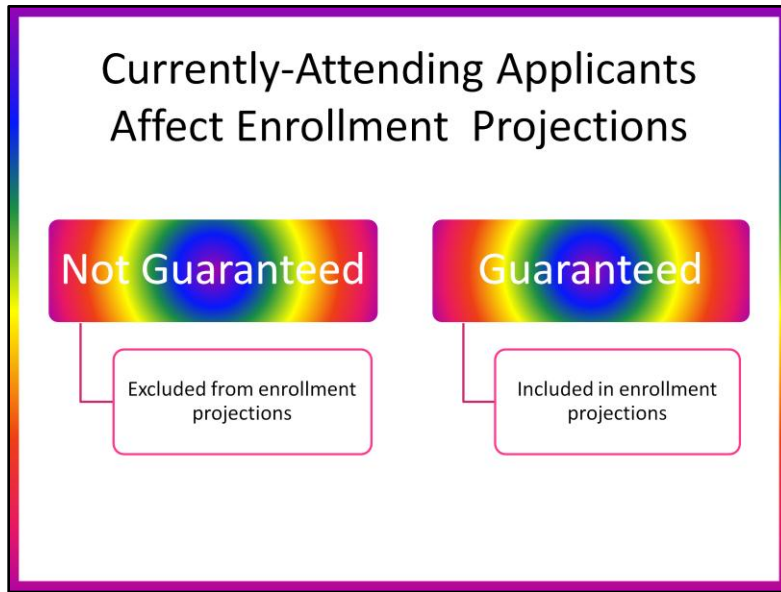


### **STEP 3: PROJECT ENROLLMENT**

The basic formula for determining the number of open enrollment spaces is:

Capacity minus projected enrollment = spaces.

This presentation deals with projecting enrollment.



Projected enrollment is the number of pupils who are expected to be enrolled in a grade in a future school year.

Whether a board guarantees approval to currently-attending applicants, or not, affects the enrollment projection.

Most boards project enrollments, for open enrollment purposes, by carrying forward enrollment in a grade to the next grade for the following school year. All of the pupils attending a school district at a given time are “currently-attending pupils.” However, it is possible that some of those currently-attending pupils will be required to apply for open enrollment in order to remain in the district. The two main groups of such pupils are:

- Pupils who were residents of the school district, but who recently moved out of the school district. Although they are able to continue to attend the district under a temporary “tuition waiver,” they must apply for open enrollment in order to remain in the district.
- Pupils who are attending the district under open enrollment but who are required, by school board policy, to reapply as they enter middle school, junior high or high school.

If a board does not guarantee approval to currently-attending applicants, the pupil is excluded from the enrollment projections for the following school year. The pupil is not guaranteed to remain in the seat the pupil is currently occupying. It becomes an open seat and the pupil must compete with others for it.

If a board guarantees approval to currently-attending applicants, it means the pupil is guaranteed approval to continue to occupy the seat the pupil is currently in. Thus, the pupil is included in the enrollment projections for the following school year.

## Who Is A Currently-Attending Applicant?

<b>Susie</b> Tuition Waiver	<b>Javier</b> Chapter 220
<b>Jeremiah</b> OE Required to Reapply	<b>Yasmine</b> Parent-Paid Tuition

- Susie moved out of the district in October. She is completing the school year in the district under a tuition waiver, but must apply for open enrollment in order to continue to attend the district next year. She is a “currently-attending applicant” when projecting enrollments.

- Javier is attending the school district under chapter 220. Chapter 220 is a separate program that allows pupils to attend nonresident school districts. He does not need to apply for open enrollment in order to remain in the district, so he is not a “currently-attending applicant” when projecting enrollments.

- Jeremiah is a 5<sup>th</sup> grader attending the district under open enrollment. Under the school board’s policy, he is required to reapply in order to attend the district for 6<sup>th</sup> grade. He is a “currently-attending applicant” when projecting enrollments.

- Yasmine is a 3<sup>rd</sup> grader whose parent is paying tuition for her to attend the district. Although school boards are not prohibited from accepting parent-paid tuition pupils, boards are *not* permitted to allow parents to pay tuition in order to avoid applying for open enrollment. Thus, Yasmine must apply for open enrollment in order to remain in the district. She is a “currently-attending applicant” when projecting enrollments.



**PROJECTING ENROLLMENT BY  
CARRYING FORWARD CURRENT  
ENROLLMENT**

The most common method for projecting enrollment is to carry over one grade's enrollment to the next grade for the next year.

For example, grade 1 enrollment this year is the basis for grade 2 projected enrollment for next year.

## CAA Are Guaranteed Approval

Current Enrollment = 15

2 Currently-Attending Applicants (CAA) who must apply for OE to remain.

If CAA are guaranteed approval, then next year's enrollment = 15.



It is easiest to project enrollment when currently-attending applicants are guaranteed approval.

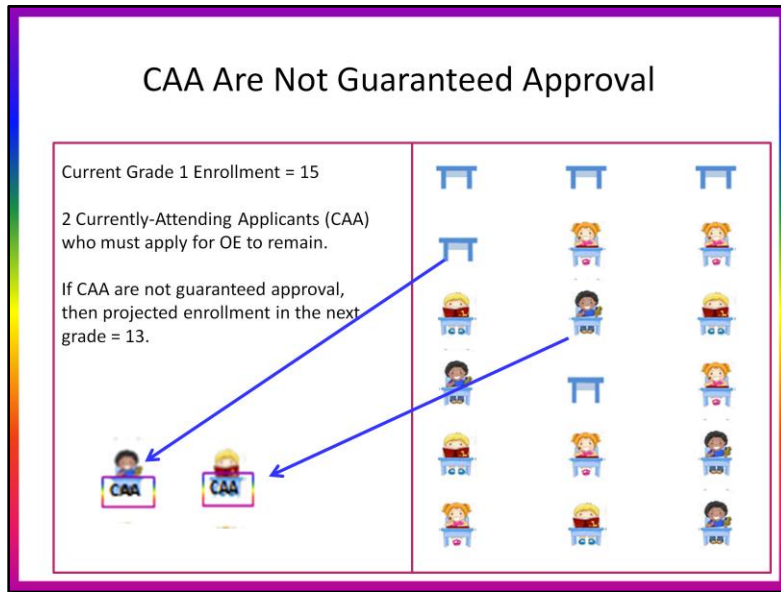
That is because the projected enrollment in a grade for next year is usually equal to the number of pupils enrolled in the prior grade for this year.

Looking at the chart, there are 15 pupils enrolled in the class. Two of them are no longer residents of the district and must apply for open enrollment to remain in the district.

However, if they are guaranteed approval, they are carried forward for next year's projected enrollment the same as every other pupil in the class.

Thus, if there are 15 pupils in the grade for this year, the projected enrollment for the next grade next year is 15.

## CAA Are Not Guaranteed Approval



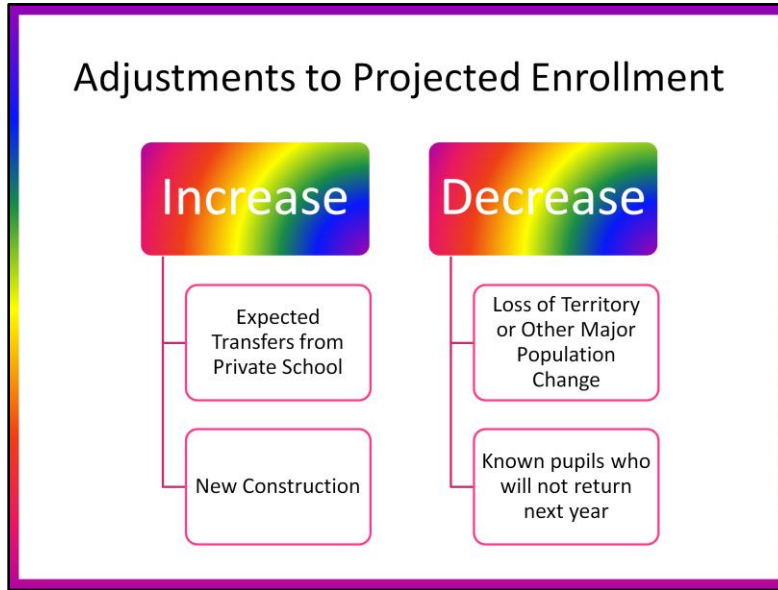
However, when currently-attending pupils are not guaranteed approval, they cannot be carried forward to next year's projected enrollment.

Thus, the two currently-attending pupils shown in the previous slide must be backed out of the projected enrollment for the next grade in the following school year.

As a result, even though there are 15 pupils in the class this year, the projected enrollment for next year is 15 minus 2, or 13.



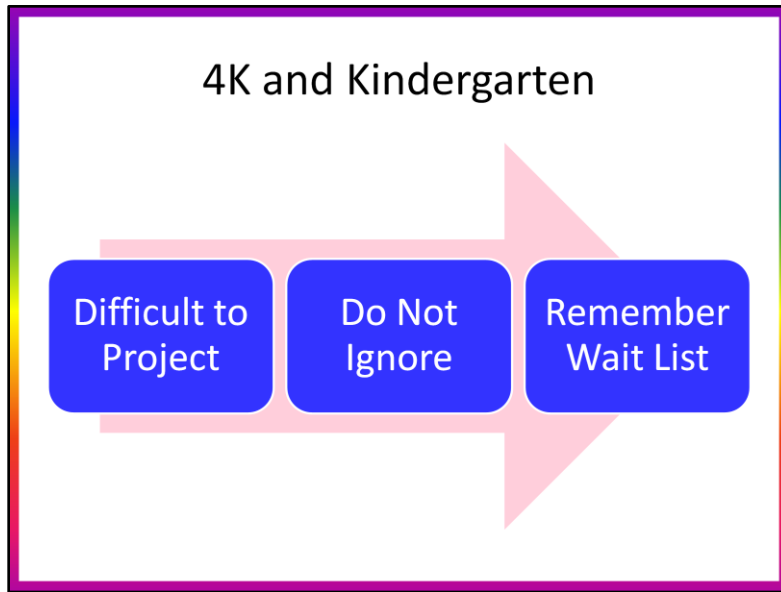
## Adjustments to Projected Enrollment



Sometimes there are outside factors that affect the enrollment projections from one year to the next.

The most common factor is probably the effect of 8<sup>th</sup> graders transferring from private schools into 9<sup>th</sup> grade. This is also, possibly, the most predictable.

Other factors are less common and less predictable. However, districts that have these issues may take them into account in their enrollment projections.



It can be very difficult to project enrollment for 4K and kindergarten.

However, districts should not ignore the requirement to determine spaces in all grades, including 4K and kindergarten.

Although the most common method for projecting enrollments is to carry forward enrollment from one grade to the next, it is not required and it doesn't work for 4K and kindergarten.

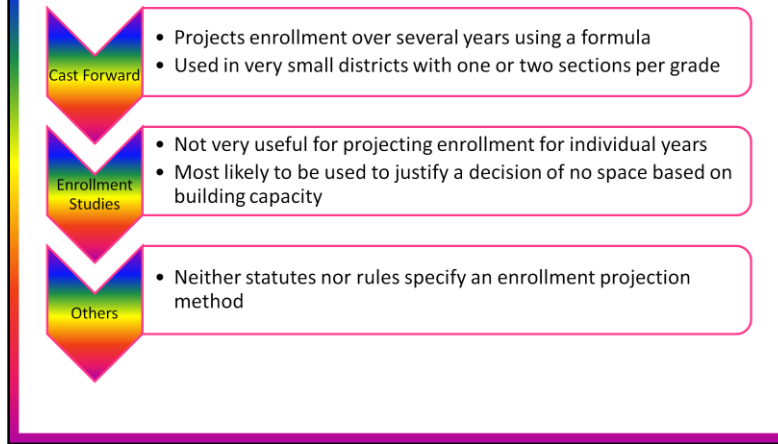
Districts are often quite conservative in their 4K and kindergarten projections, keeping projected enrollments close to the expected staffing levels and class sizes.

Wait lists can be very useful for 4K and kindergarten, as pupils can be accepted from wait lists between the June approval/denial deadline until the third Thursday in September.



**OTHER METHODS FOR PROJECTING  
ENROLLMENT**

## Other Methods for Projecting Enrollment



Other, less common, ways of projecting enrollment include:

- Cast Forward:** This is used by very small school districts with only one or two sections per grade. An open enrolled pupil may not be required to reapply until the pupil is entering middle school, junior high or high school. Thus, a district with only one section per grade may cast forward its projections into future years to ensure when a pupil is approved for open enrollment, there will continue to be space in the district without overcrowding the classroom.
- Enrollment Studies:** Some school boards contract for enrollment studies to project enrollments into the future. These studies are never conducted for open enrollment reasons, but they may justify a school board's decision that there is no space in the district based on building capacity or expected growth in the district.
- Others:** Neither statutes nor rules specify an enrollment projection method. A school board may project enrollment using the method it sees fit; as long as that method can be explained on appeal if it is used to deny open enrollment.

## Knowledge Check 1

- Which of the following are currently-attending applicants for purposes of enrollment projections?
  - a. Nonresident pupil attending the district on a parent-paid tuition basis.
  - b. Nonresident pupil attending the district under chapter 220.
  - c. Open enrolled pupil in 2nd grade.
  - d. Pupil who moved out of the district in October.

Correct answers: a and d

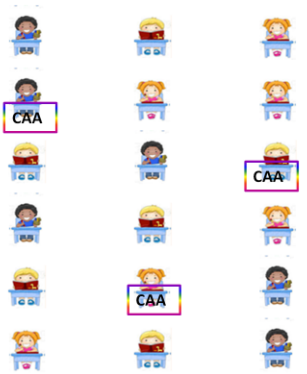
- a. School boards are not permitted to allow a parent to pay tuition to avoid applying for open enrollment. A tuition-paying pupil must apply for open enrollment in order to remain in the district.
- b. Chapter 220 is a different program that allows pupils to attend nonresident districts. Chapter 220 pupils are not required to apply for open enrollment.
- c. Pupils who are already open enrolled can only be required to reapply when entering middle school, junior high or high school. A 2<sup>nd</sup> grade pupil cannot be required to reapply.
- d. A pupil who moved out of the district prior to the open enrollment application period must apply for open enrollment in order to continue to attend the school district in the following school year.

## Knowledge Check 2

Problem 1: Look at the chart. What is the current enrollment?

Problem 2: What is the projected enrollment for the next grade if currently-attending applicants are not guaranteed approval?

Problem 3: What is the projected enrollment for the next grade if currently-attending applicants are guaranteed approval?



Answers:

1. Current enrollment is 18.
2. Projected enrollment when CAA are not guaranteed approval:  $18 - 3 = 15$
3. Projected enrollment when CAA are guaranteed approval: 18



Glossary:

Currently-attending pupil: a pupil who is attending school in the nonresident school district.

Currently-attending applicant (CAA): a nonresident currently-attending pupil who must apply for open enrollment in order to remain in the district.

Sibling of currently-attending pupil: a sibling of a currently-attending pupil, whether or not the currently-attending pupil is also a currently-attending applicant.

Siblings: pupils who share a parent by birth, marriage or adoption.

Count of occupied spaces: enrollment projections for the following school year.

Open enrollment capacity: the total number of spaces per grade based on the open enrollment space criterion before subtracting projected enrollment.

Projected enrollment: the number of pupils who are expected to be enrolled in a grade in a future school year.

Resources:

Presentation: Overview of the Regular Application Process

Presentation: Preferences & Guarantees

Presentation: Reasons for Denial

Open Enrollment Space Determinations: Part 1

Open Enrollment Space Determinations: Part 2

Open Enrollment Space Determinations: Part 3

Open Enrollment Space Determinations: Part 4

Open Enrollment Space Determinations: Part 5

PI 36 Open Enrollment Administrative Rules

Wis. Stats. § 118.51