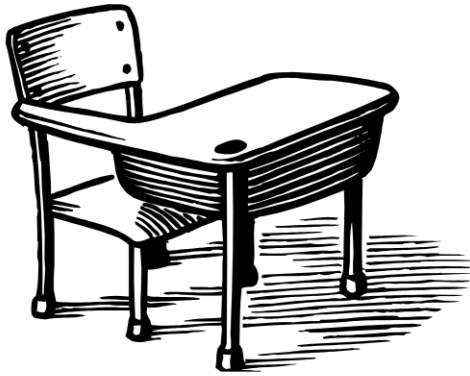


## Open Enrollment Space



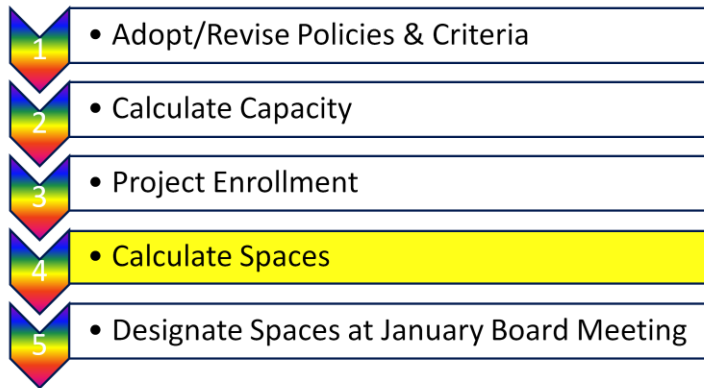
### Part 4: Calculating Spaces

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
- Open Enrollment Space Determinations: Part 3

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.

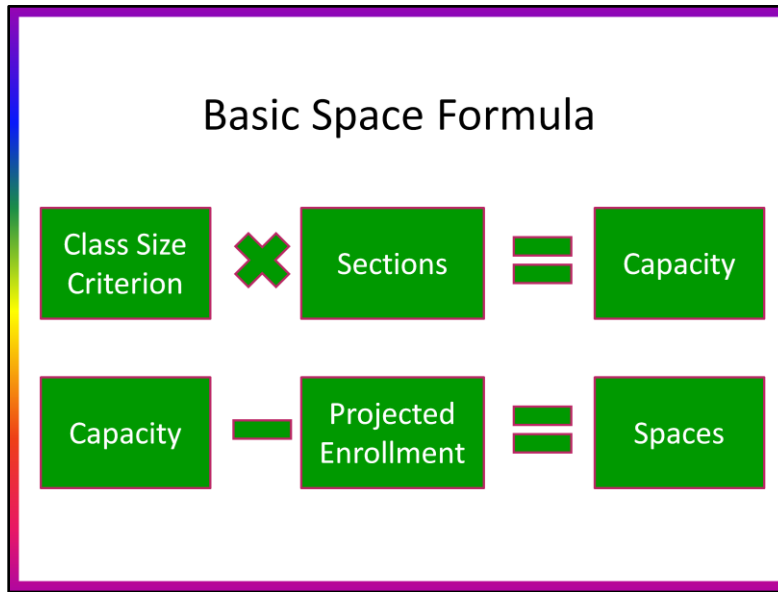


## **STEP 4: CALCULATE SPACES**

School boards are required to designate the number of available spaces in the district at the January board meeting.

This presentation discussed the procedures for calculating the number of available spaces.

## Basic Space Formula



The basic space formula is as follows:

Class size criterion x number of sections = capacity.

Capacity minus projected enrollment = spaces.

Parts 2 and 3 of the OE Space Presentation described procedures for calculating capacity and projecting enrollments.

The final step in the space formula is putting those factors together to determine the number of spaces.

## Example 1: Basic Space Formula

Class Size Criterion = 18

Capacity = 18

Projected Enrollment = 15

Capacity (18) minus Projected Enrollment  
(15) = 3 spaces

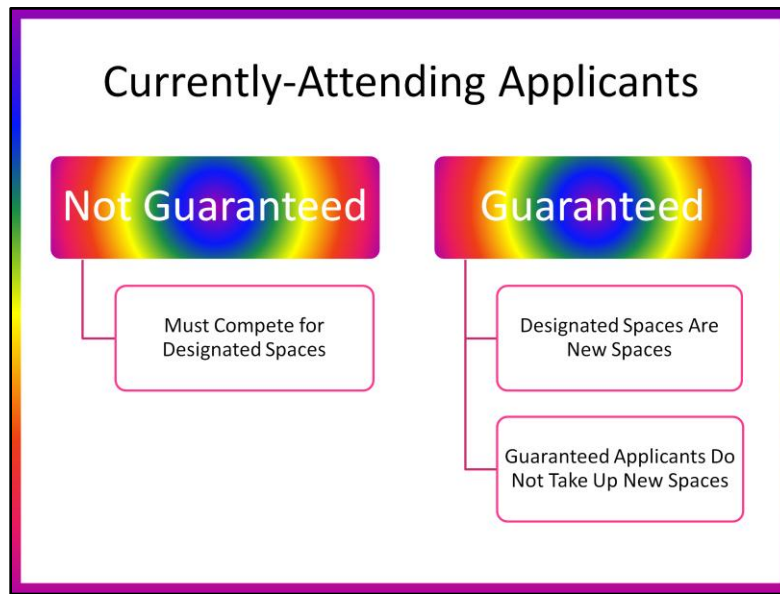


In this example, the class size criterion is 18. Since there is only one section, the capacity is also 18.

Projected enrollment is 15.

Capacity minus projected enrollment = spaces.

$18 \text{ minus } 15 = 3$



However, just as the treatment of currently-attending applicants affects enrollment projections, it also affects the calculation of spaces.

When currently-attending applicants are NOT guaranteed approval, they are backed out of the enrollment projections. They are not guaranteed approval even to the seat they were currently-occupying. Thus the spaces they occupy become available spaces and the currently-attending applicants must compete with other preference pupils (which includes siblings not already occupying spaces) for them.

When currently-attending pupils ARE guaranteed approval, they are included in the enrollment projections. Thus, they will continue to fill the seats they occupy and those spaces never become available open enrollment spaces.

**CALCULATING SPACES WHEN CAA  
ARE NOT GUARANTEED APPROVAL**

## Example 2: Calculating Spaces When CAA Not Guaranteed

Class Size Criterion = 18  
Capacity = 18  
Projected Enrollment = 13  
Spaces = 5 (18 - 13)

When the CAAs apply for open enrollment, they will be entitled to preference for the five spaces, but their approval is not guaranteed.

The diagram shows a 3x3 grid of desks. The top row has three empty desks. The middle row has a girl at the first desk, a boy at the second desk, and a girl at the third desk. The bottom row has a boy at the first desk, a girl at the second desk, and a boy at the third desk. Two CAA students are shown below the grid, with arrows pointing to the five empty seats in the top row.

In this example, the class size criterion/capacity is 18.

Because the currently-attending applicants have been backed out, the projected enrollment is 13.

Thus, 18 (capacity) minus 13 (projected enrollment) = 5 spaces.

When the currently-attending applicants apply for open enrollment, they will be entitled to preference, but they are not guaranteed approval.



### Example 3: Calculating Spaces When CAA Not Guaranteed

Class Size Criterion = 15  
Capacity = 15  
Projected Enrollment = 13  
Spaces = 2 (15 - 13)

When the CAAs apply for open enrollment, they will be entitled to preference for the two spaces, but their approval is not guaranteed.

The diagram shows a classroom layout with 18 desks arranged in three rows of six. The first row has three empty desks. The second row has a girl, a boy, and a girl. The third row has a boy, a girl, and a boy. Two desks in the second row are highlighted with a pink box and labeled 'CAA'. Blue arrows point from the text 'When the CAAs apply for open enrollment...' to these two desks. Below the desks, two child icons are shown with 'CAA' labels, with arrows pointing to the desks above them.

In this example, even though there are 18 desks in the classroom, the class size criterion/capacity is 15.

Because the currently-attending applicants have been backed out, the projected enrollment is 13.

Thus, 15 (capacity) minus 13 (projected enrollment) = 2 spaces.

When the currently-attending applicants apply for open enrollment, they will be entitled to preference, but they are not guaranteed approval.

## Example 4: Calculating Spaces When CAA Not Guaranteed

Class Size Criterion = 15

Capacity = 15

Projected Enrollment = 16

Spaces = 0 (15 minus 16 = -1)

When the CAAs apply for open enrollment, they will be entitled to preference for the two spaces, but their approval is not guaranteed.

The diagram shows a classroom layout with 15 desks arranged in three rows of five. The front row has 5 students. The middle row has 5 students. The back row has 5 desks, but only 2 are occupied by students, leaving 3 empty. Two students in the front row are labeled 'CAA'. Blue arrows point from these 'CAA' labels to two of the empty desks in the back row, indicating that these two spaces are being reserved for the CAA students.

In this example, the class size criterion/capacity is 15.

However, notice that in this case, there are no empty desks at the back of the room.

Thus, projected enrollment is 16.

With a capacity of 15 and a projected enrollment of 16, there are no spaces.

Thus, when the currently-attending applicants apply for open enrollment, they will be denied.

**CALCULATING SPACES WHEN CAA  
ARE GUARANTEED APPROVAL**

## Example 5: Calculating Spaces When CAA Are Guaranteed Approval

Class size criterion = 18

Capacity = 18

Projected enrollment = 15, including 2 CAA

18 minus 15 = 3 spaces

Because CAA are already accounted for in the projected enrollments, these 3 spaces are in addition to those occupied by the 2 CAA and are available for new applicants .



In this example, the class size criterion/capacity is 18.

There are 15 pupils occupying desks, including 2 currently-attending applicants.

Because the currently-attending applicants are guaranteed approval, they are included in the enrollment projections.

Thus capacity minus projected enrollment is 18 minus 15, which results in 3 spaces.

Because the currently-attending applicants are already accounted for in the projected enrollments, these 3 spaces are *in addition to* the 2 spaces already occupied by the currently-attending applicants.

Thus, the 3 spaces are available for new sibling and/or non-sibling applicants and are referred to as “new” spaces.

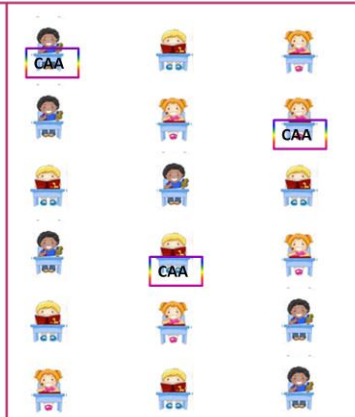
## Example 6: Calculating Spaces When CAA Are Guaranteed

Class Size Criterion = 18

Projected enrollment = 18, including currently-attending applicants.

Capacity (18) minus Projected Enrollment (18) = 0 spaces

The 3 currently-attending applicants will be approved to keep their seats, but there are no spaces for new applicants.



In this example, the class size criterion/capacity is 18.

There are 18 pupils in the classroom, including 3 currently-attending applicants.

Because currently-attending applicants are guaranteed approval, they are included in the projected enrollments.

Thus, capacity minus projected enrollment is 18 minus 18. There are no spaces.

The 3 currently-attending applicants will be approved to keep their spaces, but there are no spaces for sibling or non-sibling applicants (unless siblings are guaranteed approval, in which case their applications would be guaranteed even though there are no designated spaces).

## Example 7: Calculating Spaces When CAA Are Guaranteed

Class Size Criterion = 15

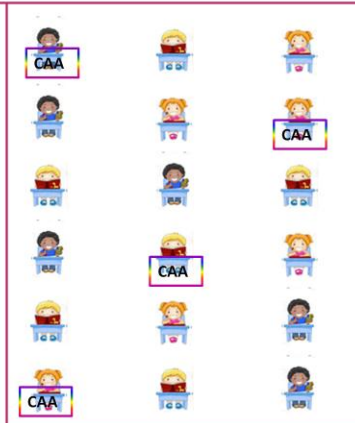
Capacity = 15

Projected enrollment, including 4 CAA, is 18.

15 minus 18 = -3

There are no spaces.

CAAs are guaranteed approval to the seats they currently occupy; however, there are no new spaces.



In this example, the class size criterion/capacity is 15.

There are 18 pupils in the classroom, including 4 currently-attending applicants.

Because currently-attending applicants are guaranteed approval, they are included in the projected enrollments.

Thus, capacity minus projected enrollment is 15 minus 18. There are no spaces.

The 4 currently-attending applicants will be approved to keep their spaces, but there are no spaces for sibling or non-sibling applicants (unless siblings are guaranteed approval, in which case their applications would be guaranteed even though there are no designated spaces).

## Knowledge Check 1

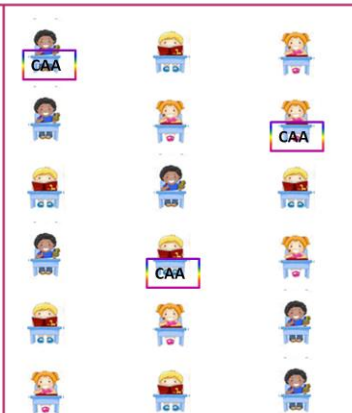
### CAA Are Not Guaranteed Approval

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

Problem 2: What is the projected enrollment?

Problem 3. If the class size criterion is 18, how many spaces are there?

Problem 4. If the class size criterion is 16, how many spaces are there?



Answers:

1. 18
2. 15. The 3 CAA are backed out of the projected enrollment.
3. 3 spaces

Criterion/capacity = 18. Projected enrollment is 15.  $18 \text{ minus } 15 = 3 \text{ spaces}$ . The 3 CAA must compete (with each other any siblings who apply) for those spaces.

4. 1 space

Criterion/capacity = 16. Projected enrollment is 15.  $16 \text{ minus } 15 = 1 \text{ space}$ . The 3 CAA must compete (with each other and with any siblings who apply) for that space.

## Knowledge Check 2

### CAA Are Guaranteed Approval

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

Problem 2: What is the projected enrollment?

Problem 3: If the class size criterion is 18, how many spaces are there?

Problem 4: If the class size criterion is 16, how many spaces are there?



Answers:

1. 15
2. 15. The 3 CAA are included in the enrollment projections.
3. 3 spaces. Capacity = 18. Projected enrollment = 15. 18 minus 15 = 3.

The currently-attending applicants are already occupying the seats they will apply for. The 3 spaces are for new sibling and/or non-sibling applicants.

4. 1 space. Capacity = 16. Projected enrollment = 16. 16 minus 15 = 1.

The currently-attending applicants are already occupying the seats they will apply for. The new space is for new sibling and/or non-sibling applicants.





**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.

**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