

There are two procedures to apply for open enrollment: the regular application procedure occurs each year from February to April and is the first opportunity to apply for the immediately following school year. The alternative application procedure allows a pupil to apply for the current school year from July 1 until the end of the school year.

Part 1 of Processing Regular Open Enrollment Applications describes the procedures for processing applications under the regular application procedure.

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

Application Period

- Begins: 1st Monday in February (12:00 am)
- Ends: last weekday in April (4:00 pm)



The regular open enrollment application period begins at midnight on the first Monday in February and ends on the last weekday in April at exactly 4:00pm.

Two Ways to Apply

- Online (preferred)
- Paper
 - English
 - Spanish (only available on paper)
 - Hmong (only available on paper)

Go to OE web site to link to applications
<http://oe.dpi.wi.gov>

WISCONSIN
DEPARTMENT OF
PUBLIC
INSTRUCTION

There are two ways that a parent can apply for open enrollment during the regular application period: by submitting an online application or by completing a paper application.

The online application is the preferred method of applying.

There is a paper application available in English, Spanish, and Hmong. The Spanish and Hmong translations are only available by paper application.

To access the online application, the parent should go to the open enrollment website at <http://oe.dpi.wi.gov>. Once the application period begins, access to the application will be available at the top of the webpage.

Online Application

- Single online session
 - Apply for all children
 - Up to 3 nonresident school districts
- Can amend online
 - Up to end of application period
- Submit electronically
 - Confirmed by email
- Can print and save PDF



The most efficient method of applying is for the parent to complete the online application. A parent can complete an application for multiple pupils and can request up to 3 nonresident school district per pupil all in a single online session. The parent may request a specific school or program, but assignment to a requested school or program is not guaranteed.

They can amend the application, print or save it, and submit it electronically – no need to mail or deliver it directly to school districts.

To Submit Online Application

- Create ID and password
 - Or use previously-created ID and password
- Answer questions on each page
- Review
- Click on assurances and click on “submit”
- Print or save PDF
- Return & amend until end of application period



It is strongly recommended that the parent uses an email address as their ID. Emails are sent to the parent when they register their ID, when they submit an application and when they make significant changes to their application. Parents who started an application but did not complete it or submit it will receive a warning email a couple of days before the deadline alerting them to the pending end of the application period.

The parent must answer the questions on each page of the application. If they do not, the parent will receive a notification that they cannot advance to the next page without answering the missed question.

It is recommended that parents review their applications before they submit it. Once they have read through the assurances and agree to them, they should click the submit button in order to complete the online application process.

As mentioned earlier, they can print or save the application, or return and amend it, as long as they do so before the end of the application period.

Paper Application

- Separate form for:
 - Each child
 - Each nonresident district
- Deliver separately
 - Mail, fax, email, in person
- No proof of submission
- Difficult to edit

Must use paper application:
For Spanish or Hmong

Paper preferred for:
Required reapplication at the beginning of middle school, junior high, or high school, if district requires it.



Paper applications are not the preferred method of applying for open enrollment because delivery is more difficult, there is no proof that the application was submitted and it is also difficult to edit.

Parents must submit a separate application for each child and to each nonresident district they want their child to attend. If they use a paper application, they must submit each one by US mail, fax, email, or in person.

However, there is 1 instance where paper is required: the parent must use a paper application to apply using the Spanish or Hmong translations.

It is also recommended that parents submit paper applications for any pupils who attend districts that require reapplication. A district can require reapplication one time and one time only – at the beginning of middle school, junior high, or high school.

To Submit Paper Application

- Open fill-enabled Word form.
 - Or print blank form and fill in with pen.
- Fill in all information on the computer.
- Print and sign.
- Deliver to nonresident school district.
 - By 4:00 pm on last day of application period.
 - Postmark not sufficient.
- Repeat for each child and each nonresident school district.

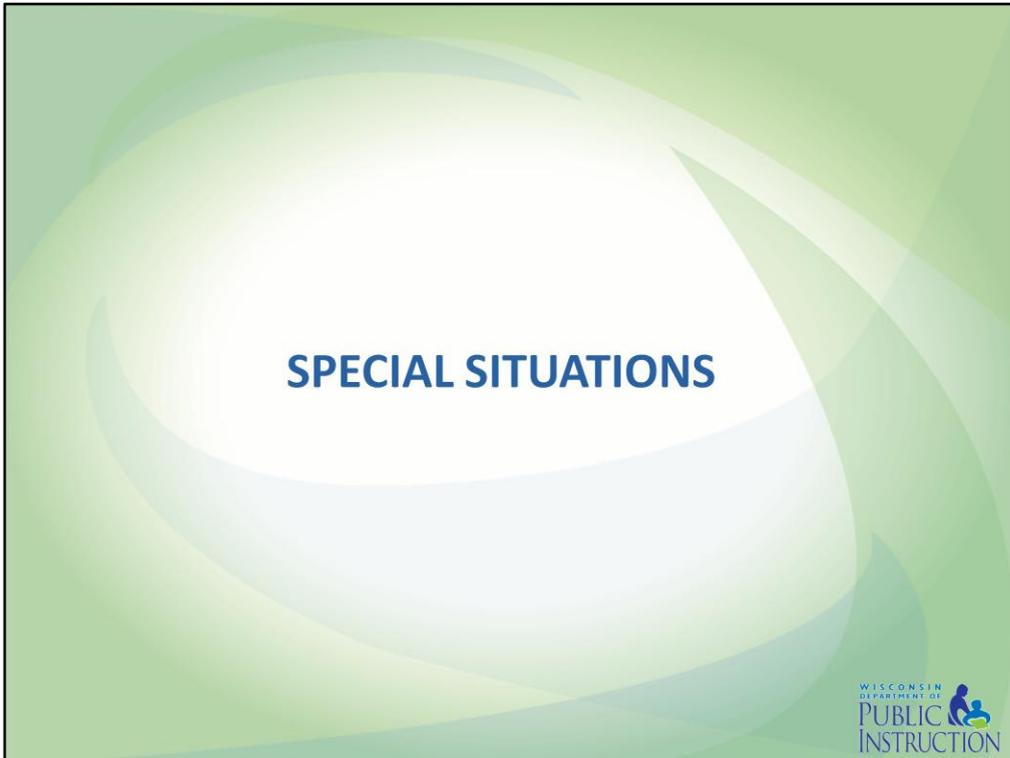


Parents can access a paper application from our open enrollment website. They can either use the fill-enabled Word form or they can print off a blank form and fill in the information with pen.

All of the questions must be filled out and answered on the paper form. The parent must sign the application in order for it to be a valid application.

The paper application must be delivered directly to the nonresident district by 4:00pm on the last day of the application period. A postmark is not sufficient for delivery of the application.

The parent must complete a separate application for each child and for each nonresident district that they wish to apply to.



There are some special situations that may arise when a parent seeks to apply for open enrollment.

Planning to Move

- Resident & nonresident cannot be the same.
- Resident district is where move is planned.
- If unknown, make best guess, or do not apply (wait and submit alternative application).
- If wrong, can change later.



A parent may apply in anticipation of a move. If the parent is planning a move, the resident district on the application should be where the move is planned. The address on the application does not need to be located in the resident district that the parent indicates on the application.

If a parent is unsure what their resident district will be, they should make their best guess or they can choose not to apply and wait to submit an alternative application once their new resident district has been determined. If the family is living in a different resident district on the 3rd Friday in September other than what was indicated on the application, the resident district can be changed. The application is not considered void.

4K, Pre-K and Early Childhood

- May only open enroll if:
 - Resident district offers same type of program, and
 - Pupil is eligible in resident district.
- 4K/Pre-K
 - Same type of program if both can be counted in membership, regardless of FTE.



A pupil may only open enroll into a 4K, pre-K, or early childhood program if the pupil's resident district offers the same type of program and the pupil is eligible for that program in their resident district.

4K/Pre-K programs are considered the same type of program if pupils in both programs can be counted in membership for state aid purposes. It doesn't matter if the FTEs of the programs do not match; as long as the pupils can be counted, they are considered the same type of program.

Early Childhood

- Same type of program is defined in the pupil's IEP.
- Nonresident may approve or deny application.
- When IEP created:
 - Nonresident may consider space & develop estimate.
 - Resident may consider undue financial burden.



For early childhood/special education programs, the same type of program is what is described in the pupil's IEP. If the pupil does not yet have an IEP, the nonresident district may approve or deny the application.

If the application is approved and an IEP is created, the nonresident district may at that time consider availability and space. At that time, the nonresident district will send a cost estimate to the resident district, which may deny if the cost is an undue financial burden. If the child is found to not be eligible for special education, they cannot open enroll.

If the application is denied, once an IEP is created, the nonresident district may, but is not required to, approve the application if it has the special education space and the services. At that time, if the application is approved, the nonresident district will send a cost estimate to the resident district, which may deny if the cost is an undue financial burden.

Early Admission

- Parent may request.
 - Nonresident district is not required to evaluate.
 - If willing, approval is contingent on being found eligible.
- 5K
 - Pupil must be eligible only in nonresident.
 - If not eligible, 4K only if also in resident.
- 4K
 - Pupil must be eligible in both.



A parent may request early admission into a 4K or 5K program. However, the nonresident district is not required to evaluate the pupil for early admission. If the nonresident district is willing to do so, approval of the application is contingent on the pupil being found eligible.

For 5K applicants, the pupil only needs to be evaluated by the nonresident district (if it elects to do so). If the pupil is not found eligible for 5K, the pupil may be placed in 4K, but only if the resident district has 4K as well.

For 4K applicants, the pupil may only open enroll if the pupil is evaluated and found eligible for early admission in both districts.

If the resident district has a 4K program, but their board policy states that they do not evaluate for early admission, the pupil would not be eligible for open enrollment.

2-year-olds in Birth-to-3 Programs

- May apply:
 - Nonresident may approve.
 - No cost estimate without IEP.
 - When IEP is developed:
 - Nonresident may consider space & develop estimate.
 - Resident may consider undue financial burden.
- Pupil must be 3 and receiving services by 3rd Friday in September.
 - If not, may submit alternative application when 3.



The nonresident district may approve or deny an application for a two year old for early childhood if the pupil is being served in a county birth to 3 program and if the pupil will be eligible to receive services by the 3rd Friday in September. If not, the parent may submit an alternative application when the pupil becomes eligible.

The nonresident district may approve or deny the application at that time. They are not required to send a cost estimate at that time, since there is no IEP.

When the IEP is developed and the application was approved, the nonresident district may at that time consider availability and space. The nonresident district will send a cost estimate to the resident district, which may deny if the cost is an undue financial burden. If the child is found to not be eligible for special education, they cannot open enroll.

If the application is denied, once an IEP is created, the nonresident district may, but is not required to, approve the application if it has the special education space and the services. At that time, if the application is approved, the nonresident district will send a cost estimate to the resident district, which may deny if the cost is an undue financial burden.

Private School, Home-Schooled, Other Non-Enrolled Pupils

- May apply for open enrollment.
- Approve/deny same as resident pupils.
- Not necessary to enroll in resident district prior to application.
- Once open enrolled, may not be simultaneously enrolled in private school or home-school.



Pupils not already enrolled in a public school should be treated like any other open enrollment applicant. They can apply for open enrollment and their application can be approved or denied in the same way as all other applicants. It is not necessary for the pupil to enroll in the resident district prior to completing an application or in order to be approved.

Once the pupil is open enrolled and attending the nonresident district, they may not be simultaneously enrolled in a private school or a home-based private educational program.