

Part 2b of Processing Regular Open Enrollment Applications covers how districts review applications.

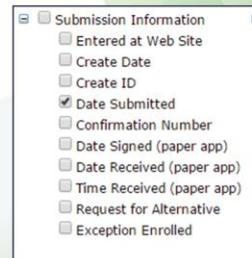
To advance to the next slide, click on the Next button.



Next, we'll describe the steps to review applications.

## Reviewing Live Apps

- Can begin reviewing as soon as applications appear in OPAL under the All Applications tab.
- Can be edited or deleted up to end of application period.
- Keep track of the date each time you download.
- If Date Submitted is different from last time, the app was amended.



A screenshot of a 'Submission Information' form. The form is titled 'Submission Information' and contains several checkboxes. The 'Date Submitted' checkbox is checked, while all other checkboxes are unchecked. The checkboxes are: Entered at Web Site, Create Date, Create ID, Date Submitted, Confirmation Number, Date Signed (paper app), Date Received (paper app), Time Received (paper app), Request for Alternative, and Exception Enrolled.

The district can begin reviewing online applications as soon as they appear in OPAL under the All Applications tab. But be aware that parents can edit or delete their applications up until the 4pm deadline on the last day.

Districts can edit any paper applications that they entered into OPAL.

When using the Export to Excel function, it's useful to keep track each time of the date that you downloaded data. If the Date Submitted is different from the last time you downloaded, the application was amended.

## Review for: Duplicate Applications

- Located under the All Applications tab in OPAL.
- A true duplicate is one for the same pupil to the same nonresident district from the same resident district.
- Request deletion of duplicate applications.

7 applications retrieved Add New App Print All

Student	Grade last Yr	Applying For Grade	Resident District	Nonresident District	App ID	Source			
Goode, Barby B	KG	01	Mauston (3360)	Adams-Friendship Area (0014)	16-0123889-1	adams	Edit	Delete	PDF
Goose, Baby	KG	01	Milton (3612)	Adams-Friendship Area (0014)	16-0123892-1	website	Edit	Delete	PDF
Gold, Freddie	09	10	Necedah Area (3871)	Adams-Friendship Area (0014)	16-0123888-1	website	Edit	Delete	PDF
Gold, Freddie	09	10	Necedah Area (3871)	Adams-Friendship Area (0014)	16-0123890-1	adams	Edit	Delete	PDF
Hessner, Toby	06	07	New Lisbon (3048)	Adams-Friendship Area (0014)	16-0123887-1	website	Edit	Delete	PDF
Domino, Jake	10	11	Westfield (6335)	Adams-Friendship Area (0014)	16-0123884-1	website	Edit	Delete	PDF
Domino, June	10	11	Westfield (6335)	Adams-Friendship Area (0014)	16-0123885-1	website	Edit	Delete	PDF



It is extremely important to identify and delete duplicate applications. You can look for duplicate applications under the All Applications tab in OPAL.

Some common reasons for parents to submit duplicate applications are:

- The parent submitted both an online and a paper application. This is why it is important to wait until the end of the application period before entering paper applications into OPAL.
- The parent wanted to make a change and forgot the ID and password, so the parent started a whole new application.
- One parent submitted an application and another parent submitted the same application.

## Review for: Excess Applications for the Same Pupil

- Located under the All Applications tab in OPAL.
- Request deletion of excess applications.

Student	Grade Last Yr	Applying For Grade	Resident District	Nonresident District
Payne, Zoey	K4	KG	Wisconsin Dells (6678)	Appleton Area (0147)
Payne, Zoey	K4	KG	Wisconsin Dells (6678)	McFarland (3381)
Payne, Zoey	K4	KG	Wisconsin Dells (6678)	Northern Ozaukee (1945)
Payne, Zoey	K4	KG	Wisconsin Dells (6678)	Waukesha (6174)

Student	Grade Last Yr	Applying For Grade	Resident District	Nonresident District
Jones, Zane	K4	KG	Adams-Friendship Area (0014)	Wisconsin Dells (6678)
Jones, Zane	K4	KG	Mauston (3360)	Wisconsin Dells (6678)



It is extremely important to identify and delete excess applications for the same pupil. You can look for excess applications under the All Applications tab in OPAL.

Some common reasons for parents to submit excess applications are:

- The parent wants to apply to more than three nonresident school districts. If discovered, the parent should be contacted and directed to withdraw the extra applications. If the parent does not do so, all applications may be denied.
- The parent is planning to move and doesn't know where they will be living, so the parent submits multiple applications to the same nonresident district from different resident districts. The parent should be contacted and informed that the resident district can be changed later, but they need to choose one at this time.

## Multiple Applications-Out are Not Duplicate Applications

- Located under the All Applications tab.
- A pupil may apply to up to 3 nonresident districts.
- Not duplicate applications.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for Adams-Friendship Area (0014)

Mailbox Students Alt Apps Apps Exports Contacts DPI

All Applications Approve or Deny School Assignments Intent to Attend Data Entry

All Applications From February-April Open Enrollment Period

Year: 2015-2016 Student Name:

Grade: All Grades  Search  Reset

Transfers In  Transfers Out

Listed below are applications where the district selected above is listed as the resident district.

3 applications retrieved

Student	Grade	Applying For Grade	Resident District	Nonresident District	App ID	Source	Edit	Delete	PDF
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	Mau斯顿 (3360)	16-0123891-2	website	Edit	Delete	PDF
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	Necedah Area (3871)	16-0123891-3	website	Edit	Delete	PDF
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	New Lisbon (3948)	16-0123891-1	website	Edit	Delete	PDF



However, only true duplicates are deleted, that is, there is more than one application for the same pupil from the same resident district to the same nonresident district.

When a pupil applies to more than one nonresident school district, each application is listed separately in OPAL.

This means there will be more than one application listed on the resident district page. However, they are duplicate applications only if they are to the same nonresident district.

In this example, the pupil is applying to three different nonresident districts, so these are not considered duplicate applications.

## Review for: Reapplications

- Reapplication for pupils beginning middle school, junior high, or high school (if district requires it).
  - Print application.
  - Request deletion.
- Unnecessary reapplication.
  - Request deletion.



A nonresident district can require reapplication one time and one time only, at the beginning of middle school, junior high, or high school.

If a parent submitted a reapplication via an online application, print a copy of the PDF of the application and then request deletion of the application from DPI through OPAL.

Some parents think that they need to reapply for open enrollment every year. If the nonresident district does not require reapplication, request deletion of these unnecessary applications through OPAL.

## Review for: District Name Errors

- Located under the All Applications tab in OPAL.
- Similar names in drop down list
  - De ...
  - Lake ...
  - Washington ...
  - West ....
  - Wau ...
  - Wisconsin ...



It's easy for parents to make mistakes with the drop down lists. Some common errors that are made include:

- De...such as De Pere and West De Pere
- Lake...such as Lake Geneva and Lake Holcombe
- Washington...such as Washington (in Door County), Washington-Caldwell (in Milwaukee area) and Washington High School (in MPS)
- West...such as West Allis, West Bend, Westby, West Salem
- Wau...such as Wausau, Wausaukee, Waukesha, Wauwatosa, Wautoma, Waunakee
- Wisconsin...such as Wisconsin Heights vs Wisconsin Rapids

If it looks like the parent applied to or from the wrong district, contact the parent to find out what they intended. If the application period has not ended, encourage the parent to go in and fix the application. If the application period has ended, it is too late to change the nonresident district.

## Review for: District Name Errors

- District/Community Name Mix-Up
  - D C Everest School District is in Weston
  - Weston School District is in Cazenovia
- District/School Name Mix-Up
  - Hamilton School District
  - Hamilton High School (Milwaukee)
  - Hamilton Middle School (Madison)

Adams  
Elementary in  
Janesville?

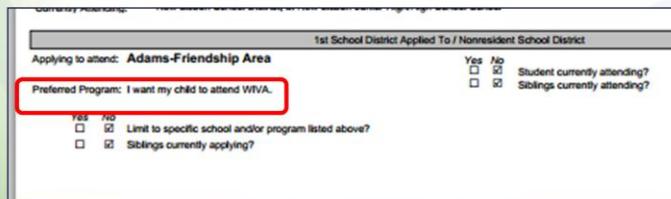
				A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Student	Grade Last Yr	Applying For Grade		Resident District										Nonresident District											
Goose, Baby	KG	01		Milton (3612)										Adams-Friendship Area (0014)											

Some other common errors with districts names include:

- District/Community Name Mix-Up
  - D C Everest School District is in Weston (in north central Wisconsin)
  - Weston School District is in Cazenovia (in southwestern Wisconsin)
- District/School Name Mix-Up
  - Hamilton School District (school district in suburban Milwaukee area)
  - Hamilton High School (school in the Milwaukee Public School District)
  - Hamilton Middle School (school in the Madison Metropolitan School District)

## Review for: Virtual Charter School

- Some parents apply for VCS (or online courses, etc.) to districts that do not have them.
- Contact parent: list of districts with VCS is on both online & apps or on DPI web site.



1st School District Applied To / Nonresident School District

Applying to attend: **Adams-Friendship Area**

Preferred Program: I want my child to attend WVA.

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Limit to specific school and/or program listed above?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Siblings currently applying?

YES	NO	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student currently attending?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Siblings currently attending?

If the application indicates “virtual charter school”, be sure that the nonresident district to which the parent submitted an application to has a virtual charter school.

If it does not, contact the parent. A list of school districts with virtual charter schools is located on the online application (under PageID: VCS on parent application) and on the DPI’s open enrollment website.

## Review for: 4K

- Pupil may OE for 4K only if resident district also offers 4K.
- If you do not offer 4K, check your transfers out.

3 applications retrieved				
A B C D E F G H I J K L M N O P Q R S T U V W X				
Student	Grade Last Yr	Applying For Grade	Resident District	Nonresident District
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	Mauston (3360)
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	Necedah Area (3871)
Jewel, Tiffany	XX	K4	Adams-Friendship Area (0014)	New Lisbon (3948)



A pupil may open enroll to a nonresident district for 4K only if the pupil’s resident district also offers 4K.

If you do not offer 4K, be sure to review applications to identify 4K applications out of your district. Unfortunately, it is not unusual for resident districts to erroneously approve 4K applications out. This may cause problems when it is discovered, as a parent and child believe they can open enroll and then find out that they cannot.

## Review for K-8/UHS

- Parents who live in K-8/UHS districts often use the names interchangeably.
- If you are K-8/UHS be sure to check grades.
- If you have K-8/UHS near you, be sure to check grades.



Parents who live in K-8/UHS districts often use the names interchangeably. For example, the parent will indicate that they live in the Arrowhead UHS district, even though their pupil is not in high school.

If you are a K-8/UHS district, be sure to check the grades of your applicants to make sure the parent selected the correct district.

If you have a K-8/UHS district near you, be sure to check the grades of your applicants as well.

This is usually a resident district issue, since the online application will prevent a pupil from applying to a school or district that does not offer the pupil's grade.

## Review for: Grade

- Parent must indicate both:
  - Current year grade.
  - Next year grade.
- May apply only for:
  - Next year grade, or
  - Age-appropriate grade (if not in school in current year).



Sometimes, in the past, parents have applied for the wrong grade for the pupil. This is because the parent wants the pupil to be held back or advanced. Sometimes it is because the parent knows there is no space in the correct grade. This creates a problem if the pupil is approved and, upon enrollment, it is found that there is no space in the pupil's correct grade.

In an effort to alleviate this issue, the parent must indicate on the application both the grade the pupil is in this year and what their grade will be next year.

If the parent improperly filled out the application and it is later discovered that the pupil was approved for a grade that does not have space, the pupil may be informed that there is no space and the pupil may not attend.

If the parent properly filled out the application and it is later discovered that the pupil should be held back or advanced, the pupil must be permitted to attend and placed in the appropriate grade.