

Administering the Regular Open Enrollment Application Process: Overview



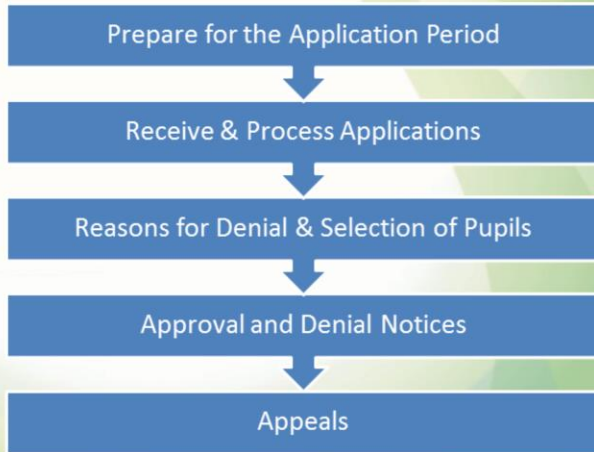
The open enrollment application process allows a parent to apply to have their child attend a school district other than the one that they live in.

This presentation is a brief overview of the regular open enrollment application process from start to finish.

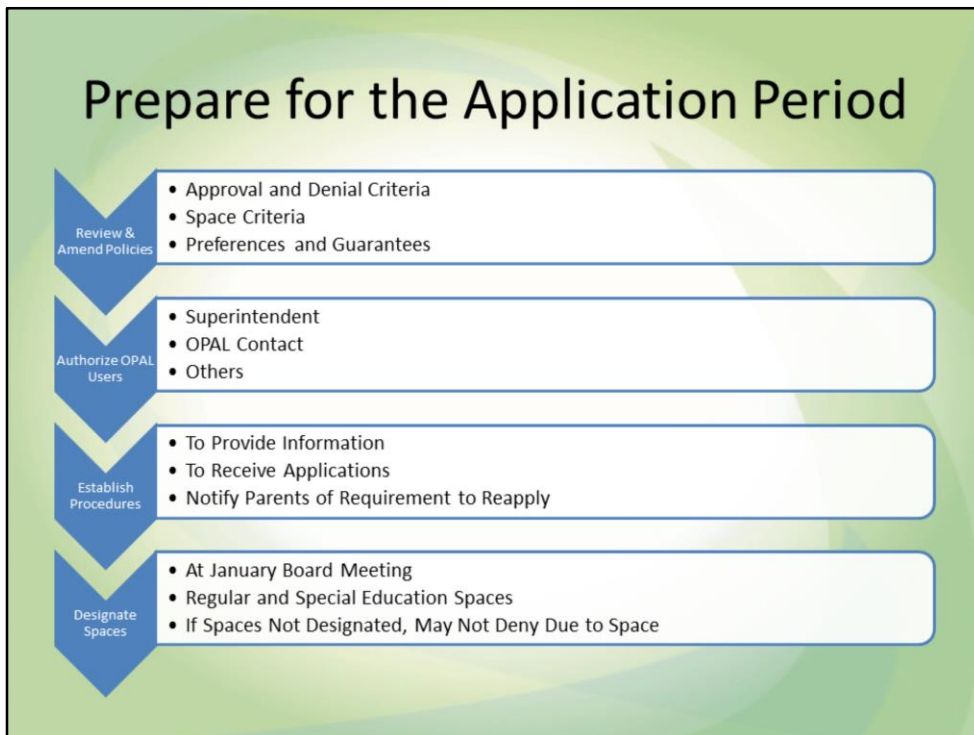
A separate presentation on Acting on Applications will provide more specifics on this process.

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Administering the Regular Open Enrollment Application Process



These are the steps involved in administering the regular open enrollment application process. Each of these steps will be discussed briefly in turn.



Review and Amend Policies: Any changes to a district’s open enrollment policy must be done before the regular open enrollment application period begins. Some items that the district should pay attention to in their policy include: whether approval and denial criteria reflect the board’s intentions, whether any pupils will be guaranteed approval and whether the district will have a wait list. If the board wishes to consider space, the board must have some kind of space criterion, usually class size limits, either in policy or other administrative guidelines.

Authorize OPAL Users: Be sure that all the necessary OPAL users are authorized and the OPAL contact for the district is current. All OPAL-generated emails are sent to the OPAL contact. If the OPAL contact is not current, the district may miss important information.

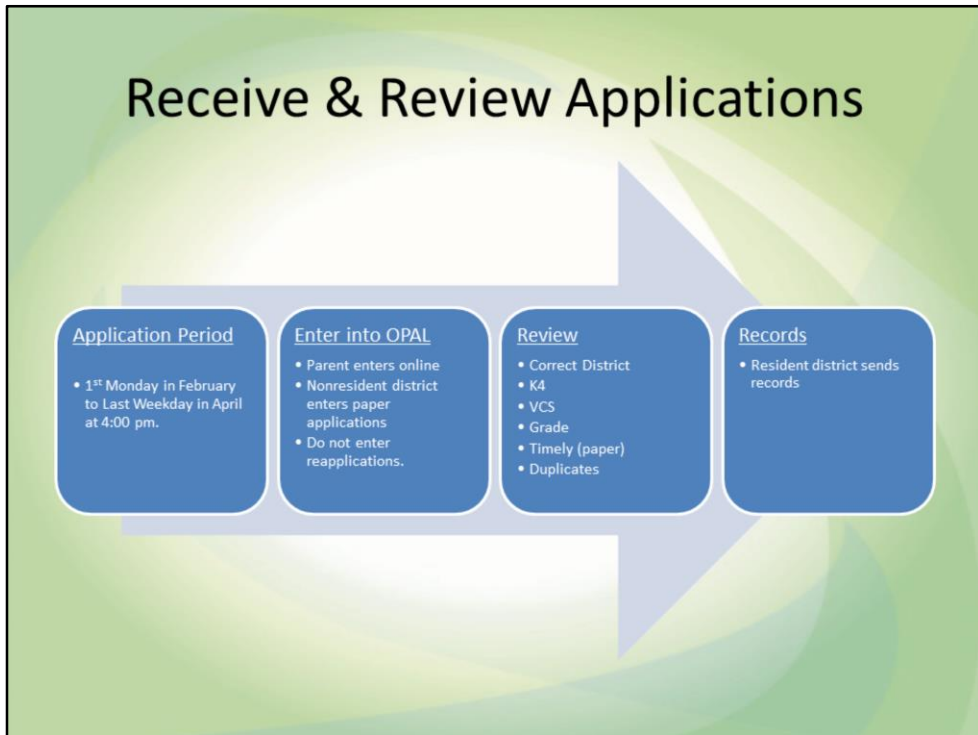
Establish Procedures: The district should designate one place that will receive applications and designate one person/office to respond to questions. If the district wants to add a link to the application on their own websites, they should add the DPI’s open enrollment website at <http://dpi.wi.gov/oe>, which will have a link at the top of the home page to take parents directly to the online application.

Before the beginning of the application period, the nonresident district must notify parents of open enrolled pupils who will be required to reapply for middle school, junior high, or high school. Please note that paper applications are preferred for reapplications and many districts send a paper application along with the notice.

We recommend that the district send out notices to parents of pupils who are attending the district on a tuition waiver, including parents of homeless pupils. Homeless pupils are not required to apply for open enrollment while they are homeless but they may need open enrollment to remain in the district after they find permanent housing.

Designate Spaces: The board must designate spaces at the January board meeting. A separate presentation on Space discusses criteria, calculation of spaces and the January Board Meeting.

Receive & Review Applications



Application Period: The regular open enrollment application period is from the first Monday in February until the last weekday in April at 4:00pm.

Enter into OPAL: Parents will complete an application online. Upon submission, it will be available for both districts to view in OPAL. There will be a paper form available, which will be located on DPI's open enrollment website. The nonresident district should enter the paper application into OPAL. Reapplications should not be entered into OPAL.

Review: To the extent possible, both districts should review applications as they come in to catch errors as soon as possible. Some questions that you should ask yourself during the review include:

- Is the nonresident district correct?
 - Did the parent apply to a virtual charter school that the district does not have?
 - Did the parent apply for 4K when the nonresident or resident district does not have 4K?
 - Does the nonresident district name look correct?
- Is the resident district correct?
- Do the age and grade make sense?
- Was the application submitted on time (for paper apps only)?
- Is this a duplicate application?

Records: The resident district must send copies of IEPs and expulsion records to the nonresident district.

Special Situations

4K

- Only if resident district also offers 4K.
- Only if pupil is eligible in resident district.

Early Admission

- Nonresident may evaluate for 4K or 5K.
- Must also be eligible for early admission in resident district for 4K.

Early Childhood/Special Education

- Same type of program as defined in IEP.
- 2-year-old may apply; must be 3 and receiving services on or before 3rd Friday.

Anticipated Move

- Parent should indicate expected resident district on 3rd Friday.
- Not necessary to reside in resident district or in Wisconsin to apply.

Private School, Home-Base, Other Non-Enrolled

- Not required to enroll in public school before applying.

4K: 4K 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 Admission: The nonresident district may evaluate an applicant for early admission to 4K or 5K, but it does not have to do so. If the applicant is applying for early admission to 4K, the pupil must also be eligible in the resident district. For 5K applicants, only the nonresident district needs to evaluate the pupil.

Early Childhood/Special Education: For early childhood/special education, the same type of program is defined in the IEP. If the applicant does not yet have an IEP, the nonresident district may approve or deny the application. When the IEP is developed, the nonresident district may consider availability and space.

Anticipated Move: A parent may apply in anticipation of a move. 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. 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 will be changed. The application is not considered void.

Private School, Home-Base, Other Non-Enrolled: Pupils not already enrolled in a public school should be treated just like any other open enrollment applicant. 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.



Districts can deny an open enrollment application only for reasons listed in statute and school board policy.

A separate presentation on Reasons for Denial discusses the specific reasons for denial that apply to nonresident or resident districts or both.

Notifications and Appeal

Nonresident District	Resident District	DPI
<ul style="list-style-type: none">• Must Notify of Approval or Denial• If Approved, Must Notify of School Assignment• If Approved, Parent Must Notify of Intent to Attend.• If Denied, Parent May Appeal to DPI	<ul style="list-style-type: none">• Must Notify of Denial• If Denied, Parent May Appeal to DPI	<ul style="list-style-type: none">• Must Affirm Unless Decision was Arbitrary or Unreasonable

Nonresident District: The nonresident district must notify parents of approval or denial on or before the first Friday following the first Monday in June. An approval must include the notice of school assignment.

Resident District: The resident district is only required to send a notice of denial and must do so on or before the second Friday following the first Monday in June. If the resident district does not send notification to the parent, it is assumed that the application is approved.

Intent to Attend: Parents of approved applicants must notify the nonresident district of the pupil's intent to attend the nonresident district in the following school year on or before the last Friday in June.

By July 7, the nonresident district must notify the resident districts of the names of pupils who intend to attend the following school year. This notification is reported using OPAL.

Appeal of Denial: Parents may appeal either a nonresident or resident district's open enrollment denial to the DPI within 30 days after the notice of denial was mailed. DPI is required to affirm the decision unless the decision was arbitrary or unreasonable.