Important Dates for Public School Open Enrollment
January – December 2020

	Tracking Transfers and Tuition Waivers	Processing Applications for Regular Application Period	Processing Alternative Applications & Transfers

January	• January 10 – 2nd Friday in January
	  o Nonresident district (NONRES) must enter OE information for 2nd Friday in January, using the 2nd Friday list in OPAL. Only pupils who were open enrolled on 3rd Friday will appear on the 2nd Friday list.
	  o Alternative application pupils who were not present on 3rd Friday will not be on the 2nd Friday list. Instead, use the Change Enrollment tab to report whether or not the pupil was open enrolled on the 2nd Friday Count date.
	• January 17 – 2nd Friday list view in OPAL will be locked.
	  o Any changes after this date must be made for the individual pupil using the Change Enrollment tab.
	
	Ongoing Tracking Tasks:
	• Enter withdrawals in OPAL using the Withdraw Student tab.
	• If a pupil moves to a different school district after 3rd Friday and continues OE, enter the Resident District Next Year using the Change Enrollment tab.
	
	• If a child's SPED status changes, this information should be entered as
		BEGIN 2020-21 APPLICATION PROCEDURES
		• NONRES must designate regular and special education spaces at a January school board meeting.
		• Districts must amend any policies or procedures to be used during upcoming regular application period (must be done before February 3).
		• NONRES must notify parents if reapplication is required for middle school, junior high or high school.
		• Recommend that NONRES notify parents of CYTW and AYTW pupils of upcoming regular application period.
		• NONRES & resident district (RES) must provide application information to parents upon request.
		• DPI issues press release to announce 2020-21 application period.
			Receive & process alternative applications for 2019-20 school year:
			• Parent submits paper application to NONRES, who enters application information into OPAL.
			• RES must provide SPED/EXPULSION records to NONRES within 10 calendar days after the alternative application was submitted.
			• NONRES must request SPED/EXPULSION records from the district of attendance, if it is not the RES.
			  o It is not recommended that a pupil's alternative application is approved by the NONRES until NONRES has received a copy of the pupil's IEP.
			• NONRES must approve or deny within 20 days.
			  o Enter approval or denial into OPAL using Approve or Deny tab under the Alt Apps tab.
			  o If application is approved, "enroll" pupil in OPAL under All Alternative Apps tab.
			  o If pupil attends, report in OPAL using Change Enrollment tab. Days of enrollment = the number of days from the first day of enrollment to the end of the school term.
			• RES district not required to notify of approval; denial notices must be

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	Partial SPED in OPAL using the Special Ed tab or the Change Enrollment tab.
	
	Process Tuition Waivers:
	• NONRES grants CYTW to complete 2019-20 school year for eligible pupils who move to a new RES.
	• See Tuition Waiver Matrix document for assistance.
			issued within 20 days after the application was submitted.
			  o Enter approval or denial into OPAL using Approve or Deny tab under the Alt Apps tab.
			  o Parent may file appeal of a RES denial within 30 days of notice of denial.
			  o If pupil was not included in 3rd Friday Count, report as "Not Counted" using Counted in Membership tab under the Alt Apps tab.

February	Continue ongoing tracking tasks. Process Tuition Waivers: • NONRES grants CYTW to complete 2019-20 school year for eligible pupils who move to a new RES. • Pupils who move after February 3rd should apply for OE for 2020-21 school year. AYTW not recommended (unless OE application would be denied). • See Tuition Waiver Matrix document for assistance. • DPI will send printed lists of 2019-20 AYTW pupils to NONRES and RES. Lists must be returned on or before February 28.	February 3 – Regular application period begins. • Parents submit online or paper applications. Parents may amend or delete online applications until the end of the regular application period. • RES may send SPED/EXPULSION records as applications come in (recommend sending records of new apps no more than once a month before regular application deadline). • RES needs to make sure that the most recent IEP is sent to the NONRES; if the IEP was sent earlier, check to make sure it has not been revised in the meantime.	Continue to receive & process alternative applications for 2019-20 school year.

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March & April	Continue ongoing tracking tasks.		Continue to receive and process alternative applications for the 2019-20 school year.
May	• <u>May 1</u> – School districts must enter all data in OPAL that affect 2019-20 aid transfers. The following fields will be locked to districts and all changes after that must be requested through DPI: OE status on 3rd Friday, FTE, SPED, Partial SPED, grade and withdraw pupil. Districts may still approve and reject pending data changes. • DPI will finalize 2019-20 aid adjustments and provide them to the School Finance team. OE aid transfer information will be in OPAL; DPI will send to school districts final lists of AYTW pupils. • Pupils who are eligible for AYTW should be encouraged to apply under alternative application procedure after July 1. • The <u>estimated</u> 2020-21 open enrollment transfer amount is $8,125. • The <u>estimated</u> 2020-21 open enrollment transfer amount for pupils with disabilities is $12,977.	Regular application period continues. Regular application period ends at 4:00pm on May 29.	Continue to receive and process alternative applications for the 2019-20 school year. Alternative applications for the 2020-21 school year may not be submitted until July 1.
June	• DPI will adjust each district's final state aid payment for 2019-20 open enrollment.	• <u>June 1</u> – Districts may begin acting on applications.	• Alternative applications for 2020-21 may not be submitted in June.

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	• School districts can begin to enter into OPAL withdrawals of non-continuing pupils (summer withdrawals) for the 2020-21 school year. • Pupils who are eligible for AYTW should be encouraged to apply under alternative procedure after July 1. (However, if AYTW is granted, send form to DPI and RES.) • Parents may begin to file transportation reimbursement claims as soon as school is out. The online claim form will be available on the open enrollment website by June 1. • Corrections to final state aid adjustment must be submitted by June 19. END OF TRACKING 2019-20 TRANSFERS	○ Nonresident districts can begin correcting applications, including deleting duplicate applications. They must send a request to DPI to make changes to applications. • June 1 - All paper applications must be entered by NONRES into OPAL by the end of the day. • June 5 – RES must send expulsion records to NONRES. • June 8 –RES must send special education records to NONRES.	○ The earliest that an alternative application can be submitted is July 1. • DPI will send a list of revenue limit exemptions to districts for pupils for the 2019-20 school year who were not included in their membership report at the time the district's levy was set. • Districts should review the list and send corrections to DPI.
July	• July 15 – Deadline for parents to file transportation reimbursement claims. Claim form is on OE website; questions should be referred to DPI. • July 31 – Last day on which school districts can enter into OPAL withdrawals of non-continuing pupils for the 2020-21 school year. • July 31 - All pending changes in OPAL must be approved or rejected prior to rollover.	• July 2 – Deadline for NONRES to notify parents of approval/denial. Notice must be in writing, which can be sent via email, and include the reason for denial. Approvals must include school assignment. • July 9 – Deadline for RES to notify parents if application is denied (notification of approval is optional). Notice must be in writing, which can be sent via email, and include the reason for denial. Parents whose applications were denied by nonresident or resident districts may file an appeal to the DPI within 30 days of the date the notice was postmarked or	• July 1 – Parents can begin to submit alternative applications for the 2020-21 school year.

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		delivered to the parent, whichever was later. • July 31 – Deadline for parents to notify NONRES of intent to attend. If notice is not provided, NONRES may determine that pupil cannot attend.	

August	• August 1 – OPAL rolls over for 2020-21 school year. Actively Open Enrolled list is empty. All Students list contains:
	  o All pupils who completed 2019-20 school year as OE and who were not withdrawn during the summer.
	  o All new applicants for 2020-21.
	  o Any alternative applicants who have been "enrolled" by NONRES.
	• Late August/Early September - Transportation reimbursement checks will be mailed in late August/early September.
	• Any AYTW forms submitted during the summer must be sent to DPI (however, alternative application should be used unless application would be denied).
		• August 7 – NONRES must enter intent to attend in OPAL.
		• August 3 – Last day NONRES denial may be appealed to DPI (unless denial was untimely).
		• August 10 - Last day RES denial may be appealed to DPI (unless denial was untimely).
			Continue to receive and process alternative applications for 2020-21 school year.

September	BEGIN TRACKING 2020-21 TRANSFERS
	• September 18 – 3rd Friday in September
	  o If any new or continuing pupil has not attended on/before 3rd Friday, OE is terminated.
	  o NONRES district enters into OPAL whether pupil is or is not
		September 17 – Last day on which NONRES may accept pupils from wait list, but only if the pupil is in attendance on September 18 (3rd Friday)
		
		PROCESSING OF 2020-21 REGULAR APPLICATIONS ENDS.
			Continue to receive and process alternative applications for 2020-21 school year.
			
			BEGIN TRACKING 2020-21 ALTERNATIVE APPLICANTS

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	OE using 3ʳᵈ Friday list. (OE includes any pupil who is OE on the 3rd Friday in September or, if not in attendance on 3ʳᵈ Friday, at least any day before <u>and</u> any day after.) Alternative application pupils are not on 3ʳᵈ Friday list in OPAL.
	    o For alternative application pupils, OE 3ʳᵈ Friday status should be indicated on the Change Enrollment tab in OPAL.
	• <u>September 25</u> – 3ʳᵈ Friday list view is locked. Any changes made after this date must be made in the individual pupil record using the Change Enrollment tab in OPAL.
			• Use the Change Enrollment tab to report 2020-21 alternative applicants who attend NONRES:
			    o If pupil attended on/before 3ʳᵈ Friday in September, days of enrollment = 180.
			    o If pupil began attending after 3ʳᵈ Friday in September, days of enrollment = instructional days remaining in school term.
			    o Once pupil reported as OE, tracking continues as for "regular" OE pupils.

October	• Continue ongoing tracking tasks. • DPI sends AYTW lists in October. Lists must be returned in November.		Continue to receive and process alternative applications for 2020-21 school year.
November & December	Continue ongoing tracking tasks.	<u>BEGIN PREPARING FOR 2021-22 APPLICATION PERIOD</u> • Review/amend policies. • Ensure OPAL contacts are current. • Ensure OPAL users are authorized. • Establish procedures to respond to questions and receive applications. • Review OE Training modules.	Continue to receive and process alternative applications for 2020-21 school year.

DPI Open Enrollment Program
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