



Open Enrollment Space Decisions

Department of Public Instruction

November 2013

Some Changes for Next Year

- Application will request pupil's current grade, rather than the grade next year.
 - This may alleviate problems when applications are approved based on a requested grade and later discovered that pupil is actually in a different grade than requested.
- Plan to show school district spaces on OE web page.
 - Optional to district.



Statutes

OE Statutes Relating to Space

- Wis. Stats. § 118.51 (5) a. 1
 - Nonresident school board may consider whether space is available in the schools, programs, classes & grades in the district.
 - Must determine the number of regular and special education spaces at the January board meeting.
 - May consider criteria such as class size limits, pupil teacher ratios, enrollment projections.

- In projecting enrollment, the board may include the following in its count of occupied spaces:
 - Pupils whose tuition is paid by another school district.
 - Pupils who are currently attending school in the district and siblings of such pupils.
 - If the district is a UHS, pupils attending an underlying K-8.

- If there are more applications than spaces, the board must give preference to:
 - Currently-attending pupils.
 - Siblings of currently-attending pupils.
 - If the district is a UHS, pupils attending an underlying K-8 district.

- If there are more applications than spaces, the board may guarantee approval to:
 - Currently-attending pupils.
 - Siblings of currently-attending pupils.
 - If the district is a UHS, pupils attending an underlying K-8 district.

- The board must adopt policies that specify its approval/denial criteria.



Before January: Review Policies

Approval/Denial Criteria

- Does the policy specify that the board will/may consider whether space is available in the schools, programs, classes or grades of the district?
- What will the board consider in determining space availability?
 - Class size
 - Pupil teacher ratios
 - Enrollment projections

Will Any Pupils Be Guaranteed?

- School boards are required to grant preference to currently-attending pupils and siblings of currently-attending pupils.
 - Preference may only be granted for available spaces.
- School boards may guarantee approval to currently-attending pupils or siblings.
 - Guarantees are made regardless of space.

- Who will be included in projected enrollment?
 - Pupils whose tuition is paid by another school district?
 - Pupils currently attending school in the district?
 - Siblings of pupils currently attending school in the district?
- Including a pupil in projected enrollment means the pupil is guaranteed approval.
 - It is not recommended to include siblings in the projected enrollment. It is less cumbersome to guarantee their approval during the application processing procedure.

Check for Contradictions

- Some policies have contradictory provisions.
 - i.e. shall not guarantee approval + shall include currently-attending pupils in the count of occupied spaces.
 - i.e. shall only grant preference + shall approve all currently attending pupils.
- Check the “mays” and “shalls.”
 - It is not contradictory to say the board “may” guarantee approval and “shall” grant preference, but the board needs to specify at the January board meeting.

Will There Be a Wait List?

- If so:
 - Wait list applies to pupils who submitted applications during the regular application period.
 - Must include a procedure to establish numbered wait list.
 - Following approval/denial criteria and required preferences.

Class Size Criteria

- Most districts use class sizes or pupil teacher ratios to determine space availability.
- The board should adopt/approve specific class sizes upon which to calculate the availability of spaces.
 - If the board uses criteria other than class sizes/pupil teacher ratios, it must be able to explain its space determinations in detail.



The January Board Meeting

Must Designate Spaces

- Board must actually designate the number of spaces available in each grade.
- Not enough to approve criteria.
- Once the number of spaces is designated, the board must fill them:
 - No more.
 - If additional spaces become available, board may fill them from a wait list.
 - No fewer (if it has applications)

May v. Shall

- If a policy states the board “may” take an action, the board should determine whether it will or will not take that action in the upcoming application period.
- For example, if the policy says the board “may” guarantee approval to currently-attending pupils, the board must determine whether it will do so in the upcoming application period.

PI 9422

- DPI has created a form which must be submitted with the record of any appeal due to space on which is recorded:
 - Space criteria
 - Projected enrollments
 - Number of spaces
 - Guarantees/preferences
 - Approvals/denials
 - Random selection
- It is recommended that the board use the form to record the decisions made at the January board meeting and after approving & denying applications.

Enter Guarantee/Preference Policy on PI 9422

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IV. SCHOOL BOARD POLICY (cont'd)

To be completed by the nonresident school district

Yes No

Does the policy either require or permit the board to approve applications from any of the following pupils even if space is not otherwise available (i.e. guarantee approval)?

CA

Sibs

currently-attending pupils

siblings of currently-attending pupils

both currently-attending pupils and siblings of currently-attending pupils

May guarantee CA & sibs, or only CA

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IV. SCHOOL BOARD POLICY (cont'd)

To be completed by the nonresident school district

Yes No

Does the policy either require or permit the board to approve applications from any of the following pupils even if space is not otherwise available (i.e. guarantee approval)?

CA

Sibs

currently-attending pupils

siblings of currently-attending pupils

both currently-attending pupils and siblings of currently-attending pupils

Does the policy require the board to grant preference for available spaces to currently-attending pupils and siblings (if such



Calculating Space

$$\text{Capacity} - \text{Projected Enrollment} = \text{Space}$$



Step 1: Calculate Capacity

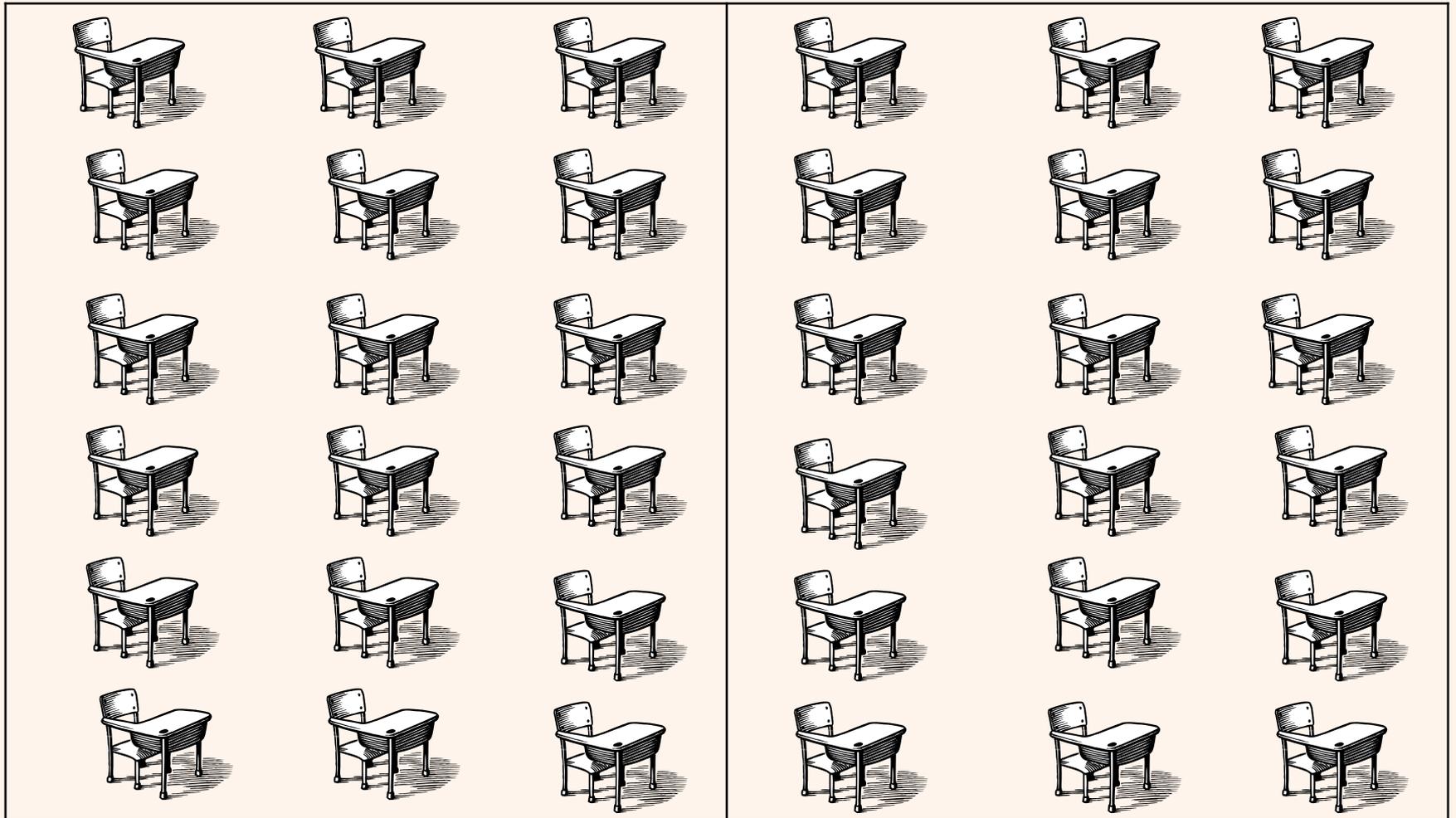
Grade 1

Class Size Limit (Capacity) = 18



Grade 2

Class Size Limit = $18 \times 2 = 36$ Capacity



Grade 3

Class Size Limit (Capacity) = 18



Calculate Capacity

Grade	Class Size Limit
First	18
Second	18
Third	18

Grade	Class Size Limit	Sections	Capacity = Class Size x Sections	Projected Enrollment	Spaces = Capacity Minus Enrollment
First	18	1	18		
Second	18	2	36		
Third	18	1	18		

Record Capacity on PI 9422

V. SPACE CRITERIA AND CALCULATION OF SPACES

To be completed by the nonresident school district

Yes No Has the board established class size limits or pupil-teacher ratios upon which to base open enrollment spaces?
 If no, attach a detailed explanation of any other criteria used to determine the number of spaces for each grade.
 If yes, provide the class size limits or pupil-teacher ratios below.

Grade	Class Size Limits	Grade	Class Size Limits	Grade	Class Size Limits	Grade	Class Size Limits
Prekindergarten		Second	18	Fifth		Eighth	
Kindergarten		Third	18	Sixth			
First	18	Fourth		Seventh			

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment		Spaces Capacity minus Enrollment	
				<input type="checkbox"/> includes current	<input type="checkbox"/> includes siblings	<input type="checkbox"/> New Spaces	<input type="checkbox"/> All Spaces
Prekindergarten							
Kindergarten							
First	18	1	18				
Second	18	2	36				
Third	18	1	18				
Fourth							





Step 2: Project Enrollment

Step 3: Calculate Spaces

Who Is Included in Projected Enrollment?

- Does your policy guarantee approval to currently-attending pupils?

CA

If yes, all currently-attending pupils are included in projected enrollment and any spaces designated are new spaces.

CA

If no, known non-resident, non-open enrolled pupils must be subtracted from projected enrollment.



Grade 1

Grade 1

Kids in Seats = 15

The diagram illustrates a classroom with 15 children seated at desks. The desks are arranged in three rows. The first row has three children. The second row has three children, with the first two having the letters 'CA' written on their desks. The third row has three children. The fourth row has three empty desks. The fifth row has three children. The sixth row has three children. The seventh row has three children. The eighth row has three children. The ninth row has three children. The tenth row has three children. The eleventh row has three children. The twelfth row has three children. The thirteenth row has three children. The fourteenth row has three children. The fifteenth row has three children. The sixteenth row has three children. The seventeenth row has three children. The eighteenth row has three children. The nineteenth row has three children. The twentieth row has three children. The twenty-first row has three children. The twenty-second row has three children. The twenty-third row has three children. The twenty-fourth row has three children. The twenty-fifth row has three children. The twenty-sixth row has three children. The twenty-seventh row has three children. The twenty-eighth row has three children. The twenty-ninth row has three children. The thirtieth row has three children. The thirty-first row has three children. The thirty-second row has three children. The thirty-third row has three children. The thirty-fourth row has three children. The thirty-fifth row has three children. The thirty-sixth row has three children. The thirty-seventh row has three children. The thirty-eighth row has three children. The thirty-ninth row has three children. The fortieth row has three children. The forty-first row has three children. The forty-second row has three children. The forty-third row has three children. The forty-fourth row has three children. The forty-fifth row has three children. The forty-sixth row has three children. The forty-seventh row has three children. The forty-eighth row has three children. The forty-ninth row has three children. The fiftieth row has three children. The fifty-first row has three children. The fifty-second row has three children. The fifty-third row has three children. The fifty-fourth row has three children. The fifty-fifth row has three children. The fifty-sixth row has three children. The fifty-seventh row has three children. The fifty-eighth row has three children. The fifty-ninth row has three children. The sixtieth row has three children. The sixty-first row has three children. The sixty-second row has three children. The sixty-third row has three children. The sixty-fourth row has three children. The sixty-fifth row has three children. The sixty-sixth row has three children. The sixty-seventh row has three children. The sixty-eighth row has three children. The sixty-ninth row has three children. The seventieth row has three children. The seventy-first row has three children. The seventy-second row has three children. The seventy-third row has three children. The seventy-fourth row has three children. The seventy-fifth row has three children. The seventy-sixth row has three children. The seventy-seventh row has three children. The seventy-eighth row has three children. The seventy-ninth row has three children. The eightieth row has three children. The eighty-first row has three children. The eighty-second row has three children. The eighty-third row has three children. The eighty-fourth row has three children. The eighty-fifth row has three children. The eighty-sixth row has three children. The eighty-seventh row has three children. The eighty-eighth row has three children. The eighty-ninth row has three children. The ninetieth row has three children. The ninety-first row has three children. The ninety-second row has three children. The ninety-third row has three children. The ninety-fourth row has three children. The ninety-fifth row has three children. The ninety-sixth row has three children. The ninety-seventh row has three children. The ninety-eighth row has three children. The ninety-ninth row has three children. The hundredth row has three children.

Grade 1

CA

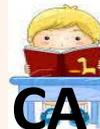
3 New Spaces

Projected Enrollment = 15

If currently-attending pupils are guaranteed approval, Grade 1 projected enrollment is 15.

$18 - 15 = 3$ new spaces.

CA pupils must apply, but they are guaranteed the seats they are occupying.



Enter Projected Enrollment in PI 9422

Currently-Attending Pupils Are Guaranteed Approval and Included in Projected Enrollment

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment		Spaces Capacity minus Enrollment	
				<input checked="" type="checkbox"/> includes current <input type="checkbox"/> includes siblings	<input checked="" type="checkbox"/> New Spaces <input type="checkbox"/> All Spaces		
Prekindergarten							
Kindergarten							
First	18	1	18		15	3	
Second	18	2	36				
Third	18	1	18				

Grade 1

CA

5 Total Spaces

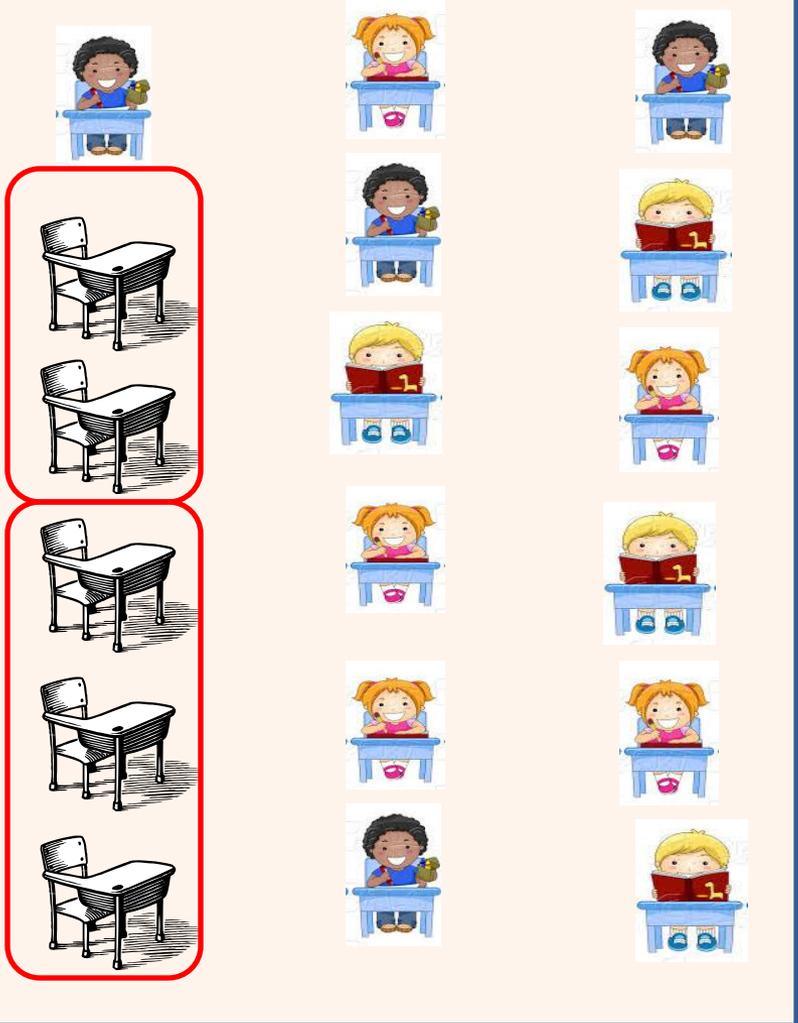
Projected Enrollment = 13



If CA pupils are not guaranteed approval, the 2 CA pupils are removed and Grade 1 projected enrollment is 13.

$18 - 13 = 5$ spaces, 3 of which are new and 2 of which are currently occupied.

CA pupils must apply, and are entitled to preference for any available seats, but they are not guaranteed the seats they are occupying.



Enter Projected Enrollment in PI 9422

Currently-Attending Pupils Are Not Guaranteed Approval and Are Not Included in Projected Enrollment

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment		Spaces Capacity minus Enrollment	
				<input type="checkbox"/> includes current <input type="checkbox"/> includes siblings		<input type="checkbox"/> New Spaces	<input checked="" type="checkbox"/> All Spaces
Prekindergarten							
Kindergarten							
First	18	1	18		13		5
Second	18	2	36				
Third	18	1	18				
Fourth							
Fifth							



Grade 3

Grade 3

Kids in Seats = 21



0 Spaces

Grade 3

CA

Projected Enrollment = 21

If currently-attending pupils are guaranteed approval, Grade 3 projected enrollment is 21.
 $18 - 21 = 0$ spaces

CA pupils must apply, but they are guaranteed the seats they are occupying, even though the class size exceeds the established limit.



Enter Projected Enrollment in PI 9422

Currently-Attending Pupils Are Guaranteed Approval and Are Included in Projected Enrollment

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

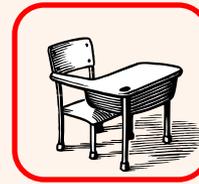
Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment		Spaces Capacity minus Enrollment	
				<input checked="" type="checkbox"/> includes current <input type="checkbox"/> includes siblings		<input checked="" type="checkbox"/> New Spaces <input type="checkbox"/> All Spaces	
Prekindergarten							
Kindergarten							
First	18	1	18		15		3
Second	18	2	36				
Third	18	1	18		21		0
Fourth							

1 Total Space

Grade 3

CA

Projected Enrollment = 17



If CA pupils are not guaranteed approval, the four CA pupils are removed, and the Grade 3 projected enrollment is 17.

CA pupils must apply and are entitled to preference for any available seats, but are not guaranteed the seats they are occupying. Since there is only one space, there must be a random selection.



Enter Projected Enrollment in PI 9422

Currently-Attending Pupils Are Not Guaranteed Approval and Are Not Included in Projected Enrollment

The following table works with most methods of calculating spaces. If this table does not work with the method the school board used (e.g., there may be intermediate calculations), attach a table that accurately depicts the method used to calculate spaces.

Grade	Class Size	Sections	Capacity Class Size x Sections	Projected Enrollment		Spaces Capacity minus Enrollment	
				<input type="checkbox"/> Includes current <input type="checkbox"/> Includes siblings		<input type="checkbox"/> New Spaces	<input checked="" type="checkbox"/> All Spaces
Prekindergarten							
Kindergarten							
First	18	1	18		13		5
Second	18	2	36				
Third	18	1	18		17		1
Fourth							





Processing Applications

- Does your policy guarantee approval to currently-attending pupils?

CA

If YES: all applications from currently-attending pupils are approved.

CA

If NO: currently-attending pupils are entitled to preference for available spaces, but must be denied if there is no space.

- Does your policy guarantee approval to siblings of currently-attending pupils?

SIB

If YES: siblings are approved, even if the result is to exceed the established class size.

SIB

If NO: siblings are entitled to preference for available spaces, but must be denied if there is no space.

Preferences and Random Selection

- All preference pupils are in the same random selection.
 - If your policy guarantees approval to currently-attending pupils, but not to siblings, then only siblings would be in a random selection (if there are more sibling applicants than spaces).
 - If your policy does not guarantee approval to either currently-attending pupils or siblings, they are all placed in the same random selection (if there are more current & sibling applicants than spaces).

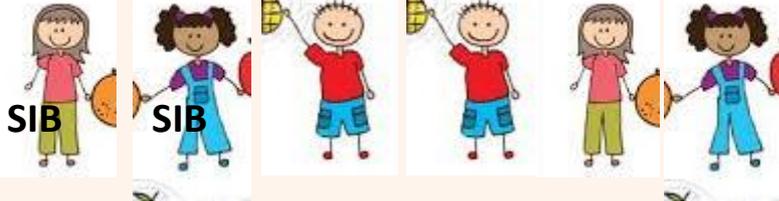
3 New Spaces

Grade 1

CA

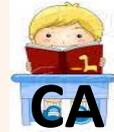
SIB

Nine Applications



9 applications

- 3 currently attending (one added since spaces were calculated)
- 2 siblings
- 4 non-current, non-sibling



Grade 1

CA

SIB

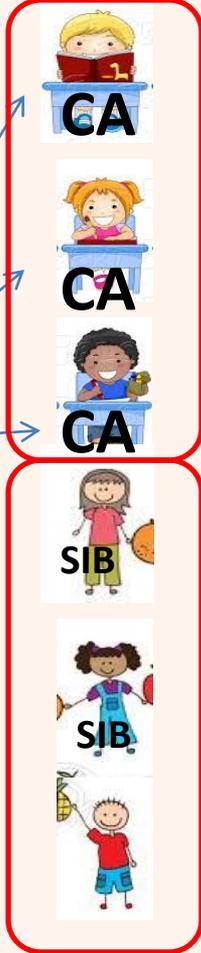
3 New Spaces

CA Guaranteed, Sibs Not



9 applications

- 3 CA approved
- 2 siblings approved
- 1 selected randomly
- 3 denied



Enter Applications, Approvals and Denials on PI 9422

Currently-attending pupils are guaranteed approval and the 3 new spaces are filled with 2 siblings and one pupil selected randomly. The remaining 3 applications are denied.

VII. APPLICATIONS, APPROVALS AND DENIALS <i>To be completed by the nonresident school district</i>								
Grade	<input checked="" type="checkbox"/> Spaces New <input type="checkbox"/> All Spaces	Total Applications	<input checked="" type="checkbox"/> Current Approved Guarantee <input type="checkbox"/> Preference	<input type="checkbox"/> Siblings Approved Guarantee <input checked="" type="checkbox"/> Preference	Other Approved	Current Denied	Siblings Denied	Other Denied
PreK								
K								
1	3	9	3	2	1	0	0	3
2								

New spaces

Total apps including CA

CA guaranteed approval

Sibs granted preference

1 selected randomly

3 denied

Grade 1

CA

SIB

5 Total Spaces

Nine Applications

9 applications

- 3 currently attending (one added since spaces were calculated)
- 2 siblings
- 4 non-current, non-sibling

The diagram illustrates the following applications:

- 3 CA students (top row, left)
- 2 SIB students (middle row, left)
- 4 non-current, non-sibling desks (middle row, right)
- 5 CA students (right column)

A red circle and arrow highlight the top-right application, which is currently empty.

Grade 1

CA

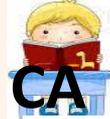
SIB

5 Total Spaces

Nine Applications



Can be filled from wait list



9 applications

•3 CA approved

•2 siblings approved

•4 non-current, non-siblings denied

Enter Applications, Approvals and Denials on PI 9422

CA

SIB

Currently-attending pupils are not guaranteed approval and the 5 total spaces are filled with 3 CA and 2 siblings. The remaining 4 applications are denied.

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VII. APPLICATIONS, APPROVALS AND DENIALS
To be completed by the nonresident school district

Grade	Spaces		Current Approved		Siblings Approved		Other Approved	Current Denied	Siblings Denied	Other Denied
	<input type="checkbox"/> New <input checked="" type="checkbox"/> All Spaces	Total Applications	<input type="checkbox"/> Guarantee <input checked="" type="checkbox"/> Preference	<input type="checkbox"/> Guarantee <input checked="" type="checkbox"/> Preference	<input type="checkbox"/> Guarantee <input checked="" type="checkbox"/> Preference					
PreK										
K										
1	5	9	3	2	0	0	0	0	0	4
2										

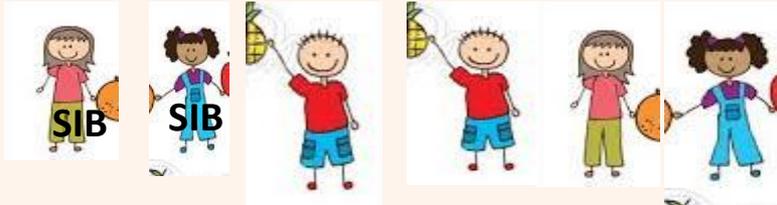
Total spaces
Total apps including CA
CA & sibs granted preference
4 denied

0 Spaces

Grade 3 Ten Applications

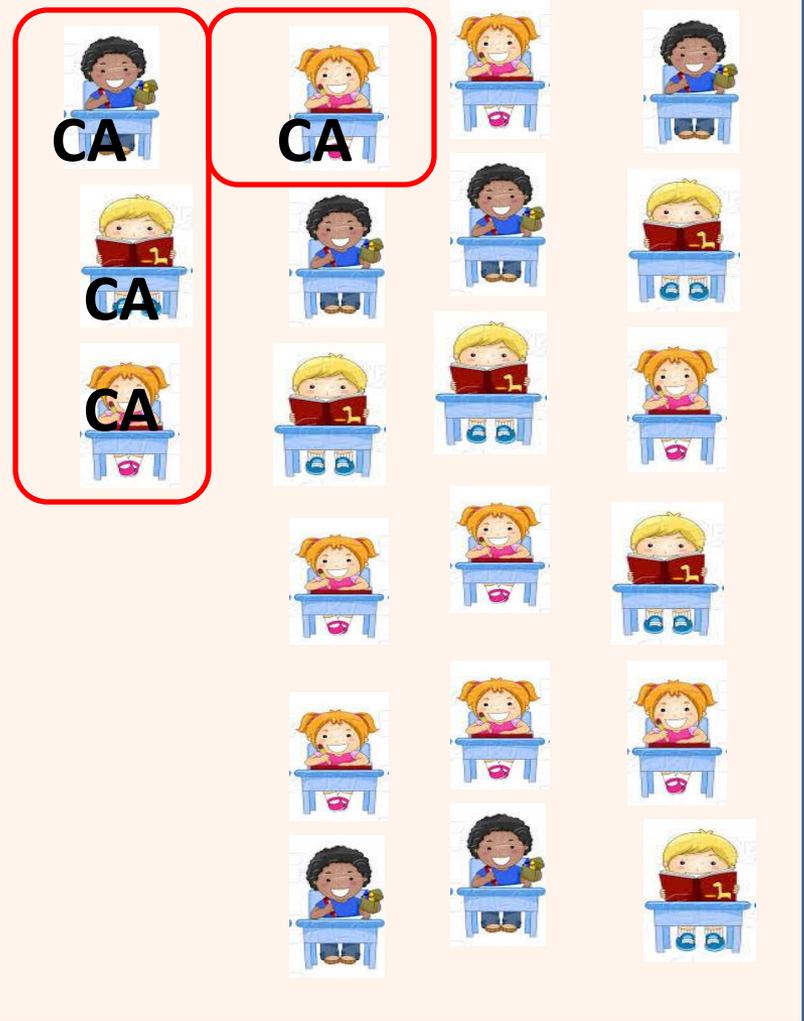
CA

SIB



10 applications

- 4 currently-attending approved
- 2 siblings denied
- 4 non-current, non-siblings denied



Enter Applications, Approvals and Denials on PI 9422

CA

SIB

CA pupils are guaranteed approval. Since there are no new spaces, all remaining applications are denied.

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VII. APPLICATIONS, APPROVALS AND DENIALS
To be completed by the nonresident school district

Grade	Spaces		Current Approved		Other Approved	Current Denied	Siblings Denied	Other Denied
	<input checked="" type="checkbox"/> New <input type="checkbox"/> All Spaces	Total Applications	<input checked="" type="checkbox"/> Guarantee <input type="checkbox"/> Preference	<input type="checkbox"/> Guarantee <input checked="" type="checkbox"/> Preference				
PreK								
K								
1	3	9	3	2	1	0	0	3
2								
3	0	10	4	0	0	0	2	4
4								

New Spaces

CA guaranteed approval

Sibs and all others denied

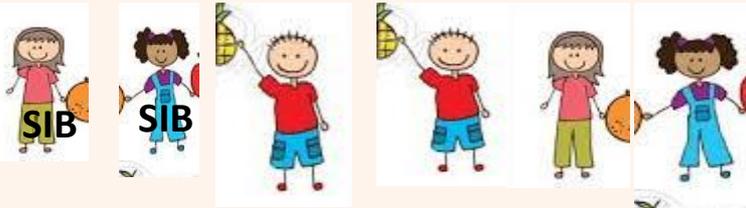
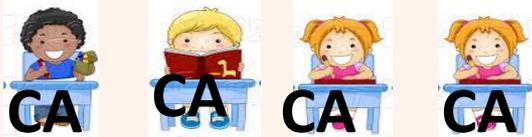
Total apps including CA

1 space

Grade 3 Ten Applications

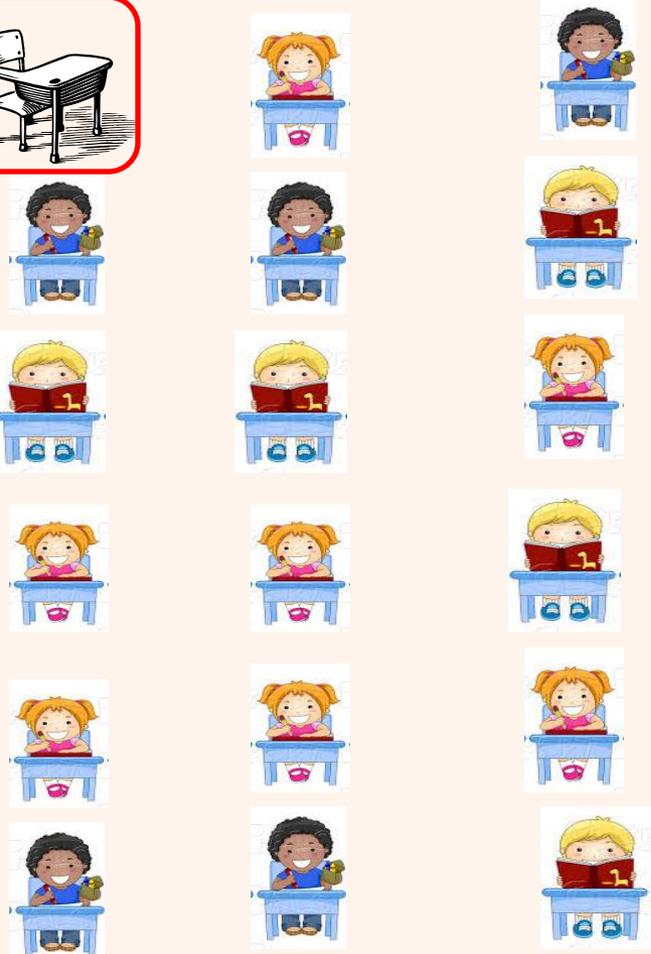
CA

SIB



10 applications

- 4 currently-attending
- 2 siblings
- 4 non-current, non-siblings

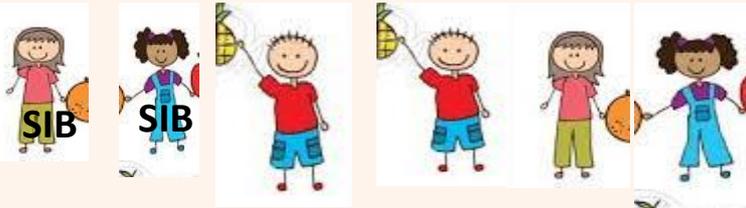
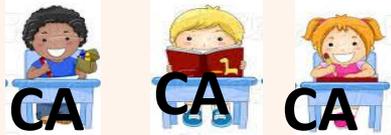


1 space

Grade 3 Ten Applications

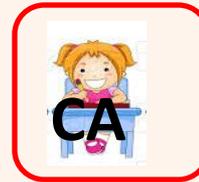
CA

SIB



10 applications

- 1 CA approved selected randomly
- 3 CA denied
- 2 siblings denied
- 4 non-current, non-siblings denied



Enter Applications, Approvals and Denials on PI 9422

CA

SIB

Currently-attending pupils are not guaranteed approval. The 1 space is filled by a randomly-selected CA. All others, including 3 CA and 2 siblings, were denied.

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VII. APPLICATIONS, APPROVALS AND DENIALS To be completed by the nonresident school district

Grade	Spaces		Current Approved			Siblings Approved			Other Approved	Current Denied	Siblings Denied	Other Denied
	<input type="checkbox"/> New	<input checked="" type="checkbox"/> All Spaces	<input type="checkbox"/> Guarantee	<input checked="" type="checkbox"/> Preference	<input type="checkbox"/> Guarantee	<input checked="" type="checkbox"/> Preference						
PreK												
K												
1	5	9	3		2		0		0	0	4	
2												
3	1	10	1		0		0		3	2	4	
4												

Total Spaces

Total apps including CA

1 CA selected randomly

3 CA, 2 siblings and all others denied

Adding a Sibling Guarantee

Granted During the Approval/Denial
Process

Grade 1

CA

Sib

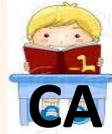
3 New Spaces

Nine Applications



9 applications

- 3 currently attending
- 4 siblings
- 2 non-current, non-sibling



3 New Spaces

Grade 1 Nine Applications

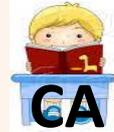
CA

Sib



9 applications

- 3 CA approved
- 4 siblings approved
- 2 non-current, non-sibling denied



Enter Applications, Approvals and Denials on PI 9422

CA

Sib

CA pupils are included in projected enrollments and guaranteed approval. Siblings are guaranteed approval, even though it results in approving more than the number of new spaces designated.

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Grade	Spaces		VII. APPLICATIONS, APPROVALS AND DENIALS <i>To be completed by the nonresident school district</i>				Current Denied	Siblings Denied	Other Denied
	<input checked="" type="checkbox"/> New <input type="checkbox"/> All Spaces	Total Applications	<input checked="" type="checkbox"/> Current Approved Guarantee <input type="checkbox"/> Preference	<input checked="" type="checkbox"/> Siblings Approved Guarantee <input type="checkbox"/> Preference	Other Approved				
PreK									
K									
1	3	9	3	4	0	0	0	2	
2									
3									

New Spaces

Total apps including CA

CA & Sibs guaranteed approval

All others denied





Random Selection & Wait Lists

Random Selection

- Where there are more applications than spaces, applications to be approved must be selected randomly:
 - If there are more preference pupils than spaces, the random selection must include only those pupils entitled to preference.

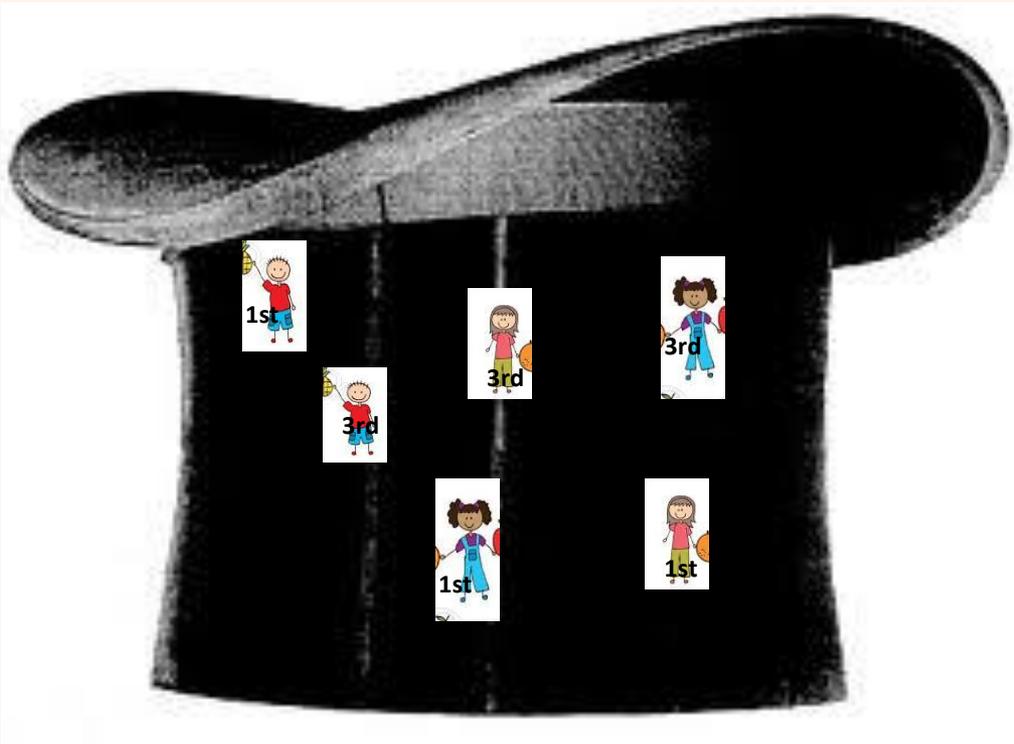
Two Ways to Do Random Selection

- All applications together
- Each grade individually
 - Grades must first be randomized

Wait Lists

- May begin offering spaces from a wait list after initial approvals and denials are made.

All Apps Together



Grade 1

Grade 3

1.

1.

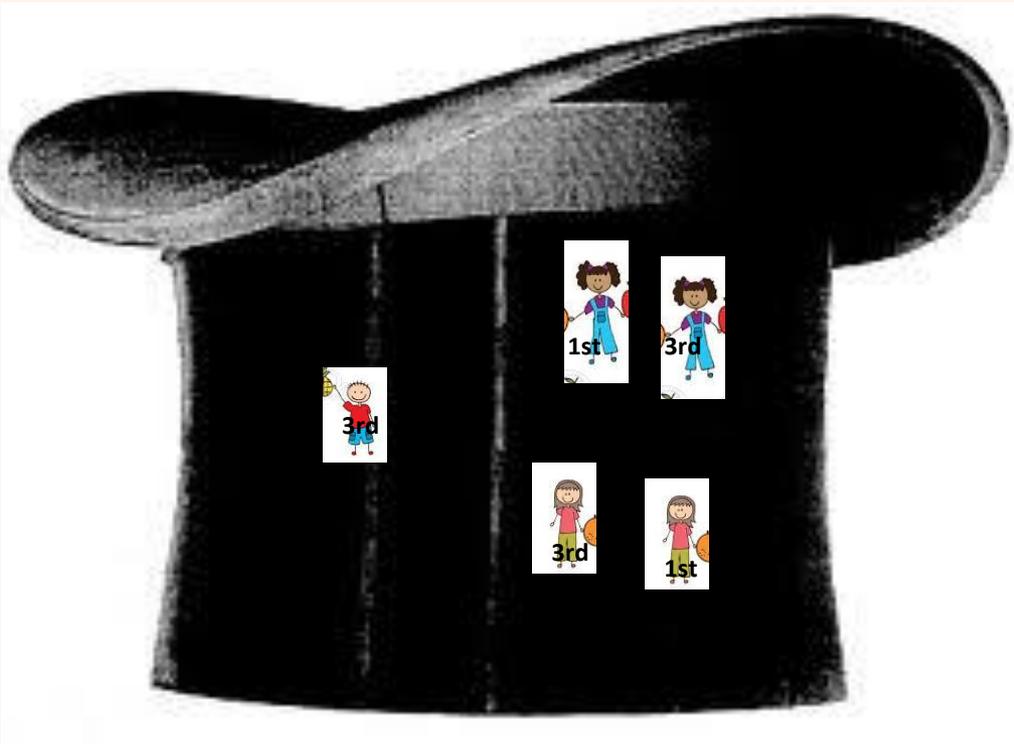
2.

2.

3.

3.

All Apps Together



Grade 1

1.



2.

3.

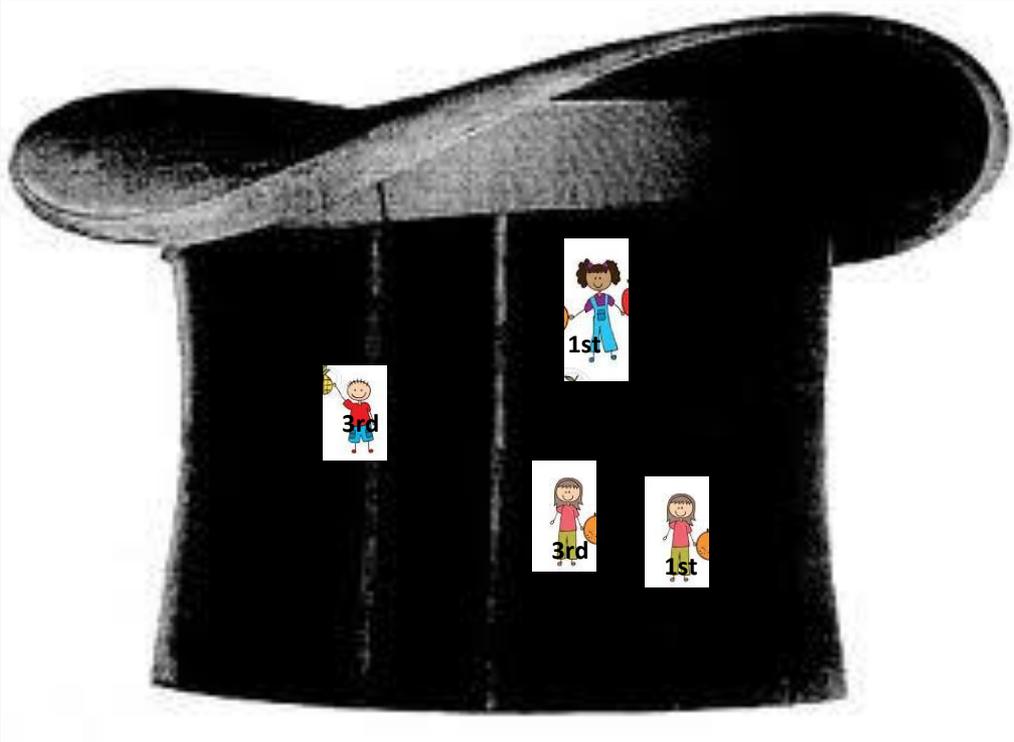
Grade 3

1.

2.

3.

All Apps Together



Grade 1

1.  1st

2.

3.

Grade 3

1.  3rd

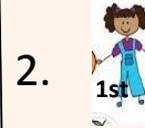
2.

3.

All Apps Together



Grade 1



Grade 3



Spaces & Wait List



Grade 1

1.  1st **A**

2.  1st **D-W**

3.  1st **D-W**

Grade 3

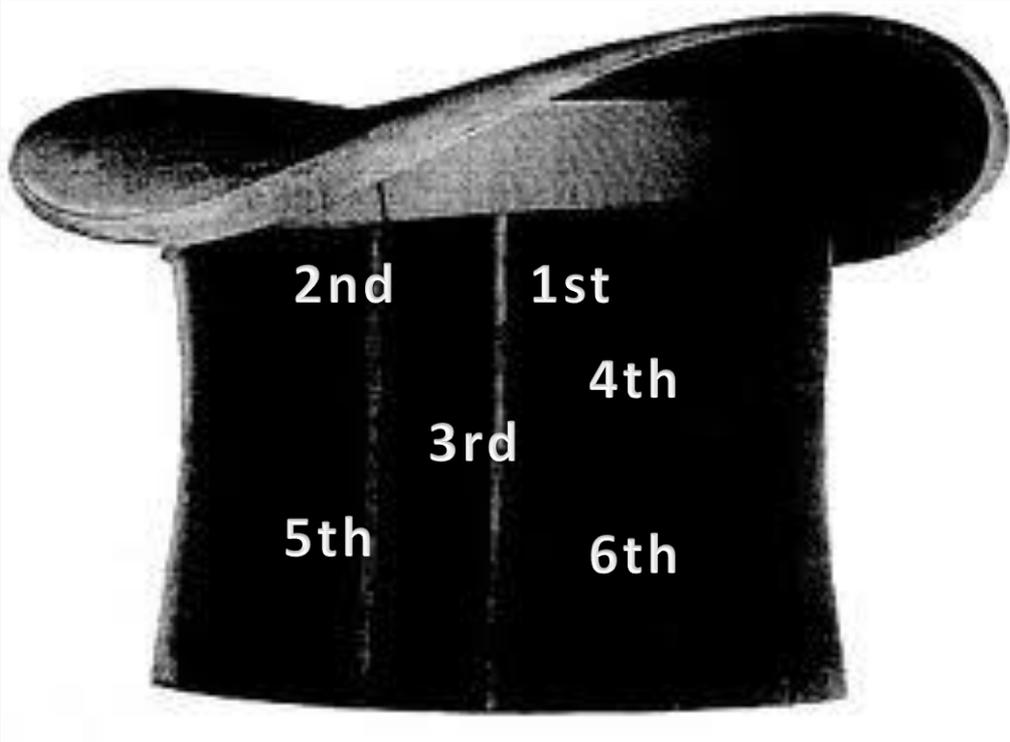
1.  3rd **A**

2.  3rd **A**

3.  3rd **D-W**

By Grade

First Randomize Grades

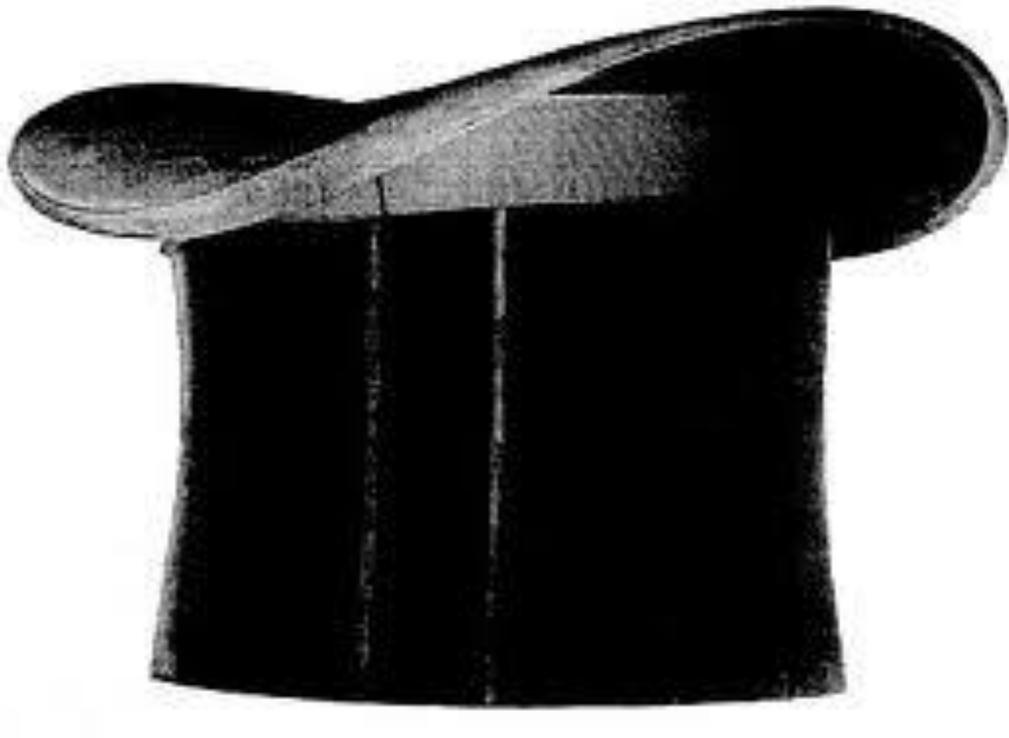


Grade Order:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

By Grade

Randomize Grades

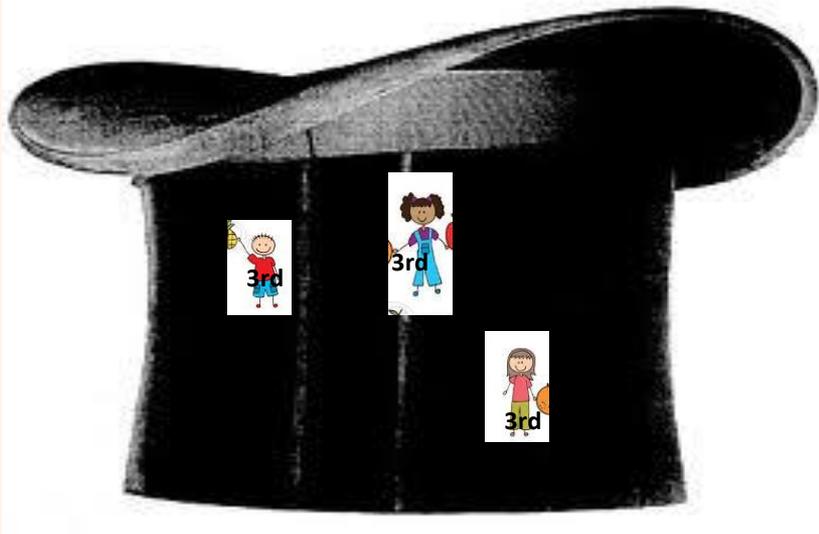


Grade Order

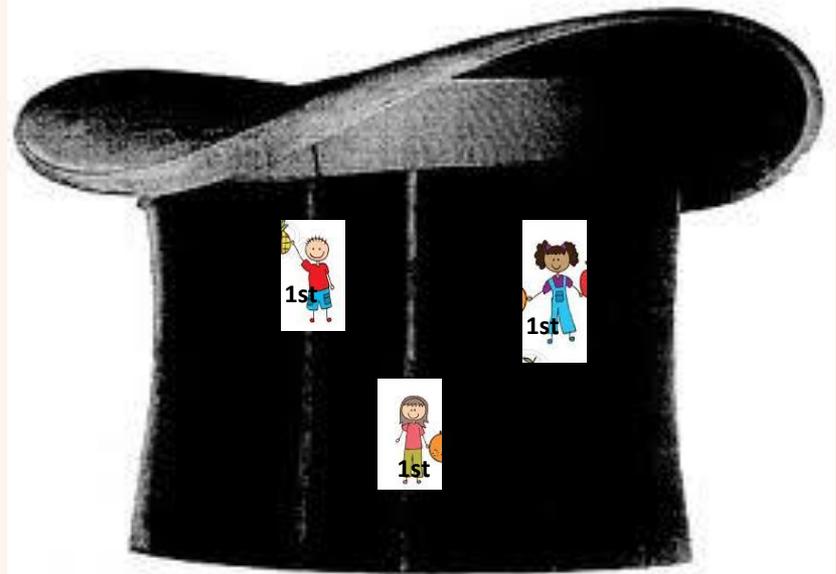
1. **5th**
2. **3rd**
3. **4th**
4. **6th**
5. **1st**
6. **2nd**

By Grade

Grade 3



Grade 1



Spaces & Wait List



Grade 1

1.  **A**

2.  **D-W**

3.  **D-W**

Grade 3

1.  **A**

2.  **A**

3.  **D-W**

Explain Random Selection on PI 9422

Yes No

Were any spaces filled by random selection?

If yes, describe the random selection process. Include the date on which the random selection was held, the method of random selection, the results of the random selection, the name(s) of the person(s) conducting the random selection and any witnesses. Attach additional pages, if necessary.

First, the grades were randomized and drawn in this order: 5th, 3rd, 4th, 6th, 1st, 2nd. After granting guarantees to currently-attending pupils and siblings, 2 spaces and 3 applicants remained for 3rd grade. Two pupils were selected randomly and approved and one was placed on the wait list...

Appeals

Parents May Appeal Denial

- Within 30 days of the day the notice of denial was postmarked or delivered to the parent, whichever is later.
- DPI is required to affirm the school board's decision unless we find the decision was arbitrary or unreasonable.

Submitting the Record

- If you have filled out the sections of PI 9422 as you went along, your record is about 90% complete.
- To complete the record submission, fill out the first page of PI 9422 and the last page, and submit the required documents.

II. RECORD OF DECISION
To be completed by nonresident school district

The nonresident school board must submit to the DPI the record of the school board's decision in this matter. The record includes all of the following:

- a copy of the pupil's open enrollment application, the school board's notice of denial and proof of mailing
- a copy of the school board's open enrollment policy and administrative rules
- a copy of the school board's written space criteria, including any policies, rules and/or guidelines, for all grades in the district
- all data and calculations, for all grades, used to determine the number of spaces available
- a description of all procedures used to determine which applications to approve or deny, including the granting of guarantees and/or preferences and random selection
- the number of applications received in all grades, the number approved, the number denied, the number of currently-attending students and siblings, the number granted guarantees and/or preferences and the number selected randomly
- a copy of the minutes of the January board meeting at which the number of spaces was determined, as well as any school board minutes, tapes or transcripts and of any other meetings at which the open enrollment policy, criteria, space availability and approval/denial were discussed (including copies of any materials provided to the board)
- a copy of any committee minutes, notes, tape or transcripts relating to the decision
- any other information pertaining to the denial of the appellant's application.

Date of January Board Meeting <i>Mo./Day/Yr.</i>

III. NET OPEN ENROLLMENT APPLICATION AND DENIAL
To be completed by nonresident school district

Provide all of the following information about the open enrollment application and denial

Date of Application <i>Mo./Day/Yr.</i>	Pupil's Grade	Pupil is: <input type="checkbox"/> attending nonresident district <input type="checkbox"/> sibling of a currently attending pupil <input type="checkbox"/> neither currently attending nor sibling	Date On Which Notice of Denial Was Mailed <i>Mo./Day/Yr.</i>	Is this a reapplication required upon entering middle school, junior high or high school? <input type="checkbox"/> Yes <input type="checkbox"/> No
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VII. APPLICATIONS, APPROVALS AND DENIALS (cont'd)*To be completed by the nonresident school district* Yes No

Were any nonresident pupils permitted to attend the school district who were not open enrolled, chapter 220, tuition waiver, or whose tuition was paid by another school district?

*If yes, explain.***VIII. CERTIFICATION AND CONTACT INFORMATION***To be completed by the nonresident school district*

I CERTIFY, the information contained herein is complete and correct.

Name of Contact Person

Email

Phone Number *Area Code/No.*

Name of Authorized Official

Title of Authorized Official

Email of Authorized Official

Signature of Authorized Official

Date Signed *Mo./Day/Yr.*

Should You Submit a Brief?

Yes!

A Brief Is Your Opportunity To:

- Explain your decision.
- Argue your case.
- Do not assume your data speaks for itself.
- Do not assume DPI will interpret your data the same way you do (use PI 9422)
- Be clear and to the point.
- A clear explanation can sometimes make the difference between being upheld and overturned.

DPI's Decision

- Will be made in the form of an order.
- May be appealed to circuit court by the losing party.
- If you do not understand the decision, contact us and we can explain it to you.
- If you are still experiencing problems, we can meet with you.

Open Enrollment Resources

Web site: http://sms.dpi.wi.gov/sms_psctoc

Open Enrollment List serve:

Receive information and announcements

Printed information rarely used

To sign up, send email to: openenrollment@dpi.wi.gov

DPI Open Enrollment Staff

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