

PROCEDURES FOR PROCESSING OPEN ENROLLMENT EXCEPTIONS

Applications

Nonresident District Enter Application Into OPAL

The parent submits a paper application to the nonresident school district. (Online applications will be created at a later date.)

The nonresident district enters the application into OPAL. OPAL sends an email to the resident and nonresident districts.

To enter the application into OPAL, go to the All Exceptions Apps page under the Exceptions tab. To add an application click on “Add New Exception App.” (The background for exceptions pages is grey.)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for *Abbotsford*
Logged in as John Smith

Mailbox Students **Exceptions** Applications Contacts
All Exception Apps Approve or Deny Enrollment Counted by Resident District Data Entry

All Exception Applications

Year: 2011-2012 Student Name: [] Reasons: Victim of Violent Crime Moved to Wisconsin
 Homeless Custody Change
 Bully In Best Interest
 Military Orders

Grade: All Grades [] Search [] Reset []
 Transfers In Transfers Out

Listed below are applications where Abbotsford is listed as the **nonresident** district. Currently, only the applications that Abbotsford has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

3 applications retrieved [Add New Exception App] [Print All]

Student	Grade	Resident District	Nonresident District	App ID	Source	Reasons
Cleaver, Theodore	06	Menomonie Area	Abbotsford	12-0123781-1	abbotsford	Edit Delete PDF Enroll Move
Pepper, Polly	07	Owen-Withee	Abbotsford	12-0123791-1	abbotsford	Edit Delete PDF Enroll Best
Thumb, Tom	07	Owen-Withee	Abbotsford	12-0123795-1	abbotsford	Edit Delete PDF Enroll Violence

Fill in the data entry page. It is similar to the regular open enrollment application page, except it has space to enter the reason and explanation for requesting the exception.

Be sure to SAVE the application when completed.

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Data Entry for Exception Applications For 2011-2012

[Return to Exceptions Home](#)

Please note that this page has **minimal edits** to allow entry of any data on a paper application you have received regardless of its completeness. The nonresident district is set to your district; however, you can change it if it is incorrect.

You will be able to edit this application after it's saved in case of error. Enter data then click on the Save button at the bottom. You presented with a new, blank screen to enter the next application.

Student Data	
Student First Name	Benjamin
Student Middle Initial	
Student Last Name	Franklin
Student Suffix	Jr.
Birthdate	9/1/2000 <small>mm/dd/yyyy</small>
Grade	7th Grade
Current Attendance	
Resident District	Owen-Withee
Current program code	Other
Attending Dist:	
Attending School:	
Private School or Other:	Philadelphia Public Schools
Current description freeform text (only from paper application)	
Nonresident Data	
Nonresident District	Abbotsford
Preferred School:	
Specific Program	
Attending nonresident	<input type="radio"/> Yes <input checked="" type="radio"/> No
Siblings attending nonresident	<input type="radio"/> Yes <input checked="" type="radio"/> No
Names:	

Explanation:

Military Orders Date of Military Orders: (mm/dd/yyyy)
 Explanation:

Move to Wisconsin Date of Move: 4/20/2012 (mm/dd/yyyy)
 Explanation:
 We have recently moved to Wisconsin from Pennsylvania. We plan to purchase a home in Abbotsford, but are only able to find a rental in Owen. We would like Ben to start school in Abbotsford right away.

Custody Change Date of Residence Change: (mm/dd/yyyy)
 Explanation:

In Best Interest of Child
 Explanation:
 Ben has already moved several times due to my job. It would not be good for him to start school in Owen, then attend Abbotsford next school year.

For Paper Applications

Date Received: 4/21/2012 Time Received:
 Date Signed: 4/21/2012

When the application is saved, OPAL will send an email to the resident school district. The nonresident district can enter another application or “Return to Exceptions Home.”

Both districts may view the application on the All Exceptions Apps page under the Exceptions Tab.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
 OPAL Open Enrollment for **Abbotsford**
 Logged in as John Smith

Mailbox | Students | **Exceptions** | Applications | Contacts Export to Excel

All Exception Apps | Approve or Deny | Enrollment | Counted by Resident District | Data Entry

All Exception Applications

Year: 2011-2012
 Student Name: Reasons: Victim of Violent Crime Moved to Wisconsin
 Homeless Custody Change
 Bully In Best Interest
 Military Orders

Grade: All Grades
 Transfers In
 Transfers Out

Listed below are applications where Abbotsford is listed as the **nonresident** district. Currently, only the applications that Abbotsford has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

4 applications retrieved Add New Exception App | Print All

Student	Grade	Resident District	Nonresident District	App ID	Source	Reasons
Cleaver, Theodore	06	Menomonie Area	Abbotsford	12-0123781-1	abbotsford	Move
Franklin, Benjamin	07	Owen-Withee	Abbotsford	12-0123796-1	abbotsford	Move, Best
Pepper, Polly	07	Owen-withee	Abbotsford	12-0123791-1	abbotsford	Best
Thumb, Tom	07	Owen-Withee	Abbotsford	12-0123795-1	abbotsford	Move, Best

Nonresident District Approve and Deny Applications

The nonresident district may request special education and expulsion records from the resident district. The resident district must send the records within 10 days. The nonresident district must provide an estimate of the special education/related services costs within 10 days after receiving the IEP.

The nonresident district must approve or deny applications, in writing, within 20 calendar days. If the application is approved, the nonresident district must notify the parent of the school assignment at the same time. If the nonresident district has not approved or denied the application within 20 days, it is presumed to be denied.

The nonresident district may deny the application for the same reasons it may approve or deny applications submitted during the regular application period. There are no provisions in the statute for a parent to appeal an exception denial by the nonresident district.

The nonresident district must enter the approval or denial (with reason for denial) on the Approve or Deny page under the Exceptions tab. Be sure to SAVE. (There are currently no approval or denial forms in OPAL for exceptions. These will be created at a later date.)

If the application is approved, the student may begin attending the nonresident district immediately. If the student has not attended the nonresident district by the 15th day following the parent's receipt of the notice of approval, the nonresident district may notify the parent, in writing, that the student is no longer approved to attend the nonresident school district. (The nonresident school district may permit the student to attend after the 15 days, if it wishes.)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for Abbotsford

Logged in as John Smith

Mailbox | **Students** | **Exceptions** | Applications | Contacts

All Exception Apps | **Approve or Deny** | Enrollment | Counted by Resident District | Data Entry

Exception Applications - Approve or Deny

Year: 2011-2012
Grade: All Grades
 Transfers In
 Transfers Out

Resident District: Approved, Denied, All of the above
 All Reasons

Abbotsford: Approved, Denied, All of the above
 All Reasons

Indicate below whether each student was approved or denied, and indicate the reason if denied.
 You still need to click the Save button after approving or denying!

4 applications retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Resident District	Res Dist
12-0123781-1	Cleaver, Theodore	06	<input type="radio"/>	<input checked="" type="radio"/>	No space (21)	Menomonie Area	Appr/Deny
12-0123796-1	Franklin, Benjamin	07	<input checked="" type="radio"/>	<input type="radio"/>	No space (21)	Owen-Withee	
12-0123791-1	Pepper, Polly	07	<input checked="" type="radio"/>	<input type="radio"/>	SPED - no space (22)	Owen-Withee	
12-0123795-1	Thumb, Tom	07	<input checked="" type="radio"/>	<input type="radio"/>	SPED - services n/a (5)	Owen-Withee	

Reason for Denial dropdown options: No space (21), SPED - no space (22), SPED - services n/a (5), SPED - refer for eval (6), Expel - current (7), Expel - prior/pend (8), Late or incomplete (10), Too many apps (11), No comparable PK (12), Age is ineligible (13), Habitual Truancy (20), Criteria Not Applicable (24)

Buttons: Approve All, Deny All, Save

Resident District Approve and Deny Applications

The resident district may not deny an application that was submitted based on the resident district's determination that the student was the victim of a violent crime.

For all other exception applications, the resident district may deny if the actual, additional special education cost is an undue financial burden or if the resident district determines that the criteria upon which the application is based do not apply to the student.

The resident district must enter the approval or denial (with reason for denial) on the Approve or Deny page under the Exceptions tab. Be sure to SAVE. (There are currently no approval or denial forms in OPAL for exceptions. These will be created at a later date.)

If the parent and the nonresident district agree that a transfer is in the best interests of the student and the resident district denies the application, the parent may file an appeal with the department within 30 days. If the department determines that denial of the transfer is not in the best interests of the student, the parent may file an appeal with the department.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for Owen-Withee
Logged in as Mary Jones

Mailbox Students **Exceptions** Applications Contacts
All Exception Apps Approve or Deny Enrollment Counted by Resident District Data Entry

Exception Applications - Approve or Deny

Year: 2011-2012
Grade: All Grades

Transfers In
 Transfers Out

Owen-Withee
 Approved
 Denied
 All of the above

Nonresident District
 Approved
 Denied
 All of the above

All Reasons All Reasons

Indicate below whether each student was approved or denied, and indicate the reason if denied.
You still need to click the Save button after approving or denying!

3 applications retrieved

App ID	Student	Grade	Appr	Deny	Reason for Denial	Nonresident District	nonres Dist Appr/Deny
12-0123796-1	Franklin, Benjamin	07	<input type="radio"/>	<input type="radio"/>	Select...	Abbotsford	Approved
12-0123791-1	Pepper, Polly	07	<input type="radio"/>	<input type="radio"/>	Select...	Abbotsford	Approved
12-0123795-1	Thumb, Tom	07	<input type="radio"/>	<input type="radio"/>	Undue financial burden (14) Not in Best Interest (25) Criteria Not Applicable (26)	Abbotsford	Approved

Approve All Save

Save

Go to Top

Done Internet 100%

Enrollment

If the student attends the nonresident district, the nonresident district must request the DPI to “enroll” the student. On the All Exception Apps page, in the 2nd to last column, click on Enroll.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for **Abbotsford**
Logged in as John Smith

Mailbox | **Students** | **Exceptions** | **Applications** | **Contacts** | [Export to Excel](#)

All Exception Apps | Approve or Deny | Enrollment | Counted by Resident District | Data Entry

All Exception Applications

Year: 2011-2012 | Student Name: [] | Reasons: Victim of Violent Crime, Moved to Wisconsin, Homeless, Custody Change, Bully, Military Orders, In Best Interest

Grade: All Grades | Transfers In | Transfers Out

Listed below are applications where Abbotsford is listed as the **nonresident** district. Currently, only the applications that Abbotsford has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

4 applications retrieved | [Add New Exception App](#) | [Print All](#)

Student	Grade	Resident District	Nonresident District	App ID	Source	Edit	Delete	Enroll	Reasons
Cleaver, Theodore	06	Menomonie Area	Abbotsford	12-0123791-1	abbotsford	Edit	Delete	Enroll	Move, Best
Franklin, Benjamin	07	Owen-Withee	Abbotsford	12-0123796-1	abbotsford	Edit	Delete	Enroll	Best
Pepper, Polly	07	Owen-Withee	Abbotsford	12-0123791-1	abbotsford	Edit	Delete	Enroll	Best
Thumb, Tom	07	Owen-Withee	Abbotsford	12-0123795-1	abbotsford	Edit	Delete	Enroll	Move, Best

Click on Send Request. This will send a request to DPI. We will review the request and approve it. (If we have any questions, we will contact you.)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for **Abbotsford**
Logged in as John Smith

Mailbox | **Students** | **Exceptions** | **Applications** | **Contacts** | [Export to Excel](#)

Request to Enroll Student

To request that an application be converted into an open-enrolled student:

- Verify that the information below is the correct student to enroll,
- Then click the Send Request button to send an email to DPI requesting the enrollment.

Year: 2012
App ID: 12-0123796-1
Student Name: **Franklin, Benjamin**
Date of Birth: 09/01/2000
Resident District: Owen-Withee
msmith@owen-withee.k12.wi.us
Nonresident District: Abbotsford
jsmith@abbotsford.k12.wi.us
Source: abbotsford

[Cancel](#) | [Send Request](#)

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Open Enroll Contacts

Mailbox | **Students** | **Exceptions** | **Applications** | **Contacts** | [Export to Excel](#)

All Exception Apps | **Approve or Deny** | Enrollment | Counted by Resident District | Data Entry

All Exception Applications

Year: 2011-2012 Student Name: Reasons: Victim of Violent Crime Moved to Wisconsin
 Homeless Custody Change
 Bully In Best Interest
 Military Orders

Grade: All Grades

Transfers In Transfers Out

Listed below are applications where Abbotsford is listed as the **nonresident** district. Currently, only the applications that Abbotsford has added can be edited or deleted (i.e. applications entered by the parent cannot be altered as yet).

A request to enroll Franklin, Benjamin has been sent to DPI.

Applications retrieved

Student	Grade	Resident District	Nonresident District	App ID	Source	Reasons
Cleaver, Theodore	06	Menomonee Area	Abbotsford	12-0123781-1	abbotsford	Move
Franklin, Benjamin	07	Owen-Withee	Abbotsford	12-0123796-1	abbotsford	Move, Best
Pepper, Polly	07	Owen-Withee	Abbotsford	12-0123791-1	abbotsford	Best
Thumb, Tom	07	Owen-Withee	Abbotsford	12-0123795-1	abbotsford	Move, Best

Once DPI has approved the Enrollment, the student will be added to the district's All Students list. Note that this is now under the Students tab, not the Exceptions Tab (remember Exception pages are gray).

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Open Enroll Contacts

Mailbox | **Students** | **Exceptions** | **Applications** | **Contacts** | [Export to Excel](#)

Actively Open Enrolled | **All Students** | 3rd Friday in Sept | Special Ed | 2nd Friday in Jan | Virtual | Returns

All Students

Year: 2011-2012 Student Name: SPED Counted Sept
 Non-SPED Not Counted Sept
Grade: All Grades Res Dist: Exceptions Only Counted Jan
 Transfers In Transfers Out Withdrawals Only Not Counted Jan Only

Below is a list of **ALL** students, regardless of whether they were marked as attending on any count date.

Listed below are students where Abbotsford is listed as the **nonresident** district.

17 students retrieved

Grade	Name	3rd Fri	FTE	2nd Fri	FTE	SPED	Resident District	Date Withdraw	Days Enrolled	Ex	Date Enroll	Days Enroll	FTE
05	Bee, Honey	N	0	N	0	N	Colby			N			
05	Blue, Little B	Y	1	Y	1	N	Owen-Withee			N			
05	Contrary, Mary Q	Y	1	Y	1	N	Colby			N			
11	Daw, Marjorie	Y	1	N	0	N	Owen-Withee	10/04/2011	23	N			
06	Ella, Cinder	Y	1	Y	1	N	Colby			N			
04	Fourth, Sally	N	0	N	0	N	Colby			N			
07	Franklin, Benjamin	N	0	N	0	N	Owen-Withee			Y			
01	Horner, Jack	Y	1	Y	1	N	Colby			N			
12	Lockett, Lucy	Y	1	Y	1	N	Owen-Withee	01/23/2012	90	N			
04	Muffett, Missy	Y	1	Y	1	N	Colby			N			
05	Nimble, Jack B	Y	1	Y	1	N	Colby			N			
03	Peep, Bo	Y	1	Y	1	N	Colby			N			
07	Pepper, Polly	N	0	N	0	N	Owen-Withee			Y		40	1
KG	Piper, Tom	Y	1	Y	1	N	Owen-Withee			N			
02	Showers, April	N	0	N	0	N	Colby			N			
07	Thumb, Tom	N	0	N	0	N	Owen-Withee			Y	4/30/2012	40	1
05	White, Snow	N	0	N	0	N	Colby			N			

Nonresident District Reports the Student as Open Enrolled

If the student is attending the nonresident district, the nonresident district must report the student as open enrolled. From the All Students page, click on the student's name. This will open up the student summary. Then click on the Change Enrollment tab. Then click on Edit.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for **Abbotsford**
Logged in as John Smith

Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Addr
				Aid Calculation

Current Student Data, School Year 2011-2012

Student Name: **Benjamin Franklin** Parent/Guardian: Benjamin Franklin
 DOB / Gender: 09/01/2000, Male Mailing Address: 123 Main Street
 Owen, WI 54460
 Age on 9/1/2011: 11 years old Street Address: 123 Main Street
 Owen, WI 54460
 Grade for 2011-2012: 07 Phone: (555) 555-5555 (home)
 Ethnicity: Not Hispanic White Email: benjaminfranklin@continentalcongress.gov
 Special Needs:

Resident School District: Owen-Withee First Open Enrolled: 2011-2012
 Enrolled as an Exception on [unknown]
 Days enrolled [unknown]; FTE [unknown]
 Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Nonresident School District: Abbotsford
 Is NOT open-enrolled to Abbotsford

No changes are pending for this student.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
OPAL Open Enrollment for **Abbotsford**
Logged in as John Smith

Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Addr
				Aid Calculation

Franklin, Benjamin Resident District: Owen-Withee First Open Enrolled: 2011-2012
 09/01/2000 Nonresident District: Abbotsford (2012 / 337221)

Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overwrite the incorrect data with the correct values.

An email will be sent automatically to Owen-Withee asking them to review your changes and accept them if they agree.

If they do not agree, you will receive an email informing you of the rejection, although we encourage districts to work out differences by phone beforehand.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.

Grade: 07
 Resident District: Owen-Withee
 SPED: N
 SPED Next Year: N
 Virtual Charter School:
3rd Friday in September:
 Open-Enrolled:
 FTE:
2nd Friday in January:
 Open-Enrolled:
 FTE:
Next Year:
 Future Resident District:
Exception Process:
 Date of Enrollment as Exception:
 Days of OE as Exception:
 Exception FTE:

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Contacts
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Data that are year-dependent are listed here. If this data is incorrect or missing, please click on the EDIT button below the data and overwrite the incorrect data with the correct values.

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Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception:
Days of OE as Exception:
Exception FTE:

Your changes awaiting acceptance:

Grade:	7th Grade	
Resident District:	Owen-Withee	
Resident District Next Year: (Optional)		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input type="radio"/> No	
OE on 3rd Friday in September:	<input type="radio"/> Yes <input type="radio"/> No	FTE: <input type="text"/>
OE on 2nd Friday in January:	<input type="radio"/> Yes <input type="radio"/> No	FTE: <input type="text"/>
Date of Enrollment as Exception:	<input type="text"/>	
Days of Open Enrollment as Exception:	<input type="text"/>	FTE: <input type="text"/>
Comments:	<input type="text"/>	
	<input type="button" value="Delete"/>	<input type="button" value="Save"/>

Done Internet 100%

Enter the following:

- Whether the student was open enrolled into the district on the 3rd Friday in September. If yes, enter the FTE.
- Whether the student was open enrolled into the district on the 2nd Friday in January. If yes, enter the FTE.
- The date of enrollment as an exception. This answer must be compatible with the answers for the 3rd Friday in September and the 2nd Friday in January. That is:
 - If the student was open enrolled into the district on the third Friday in September, the date of enrollment must be on or before the 3rd Friday in September.
 - If the student was open enrolled into the district on the second Friday in January, the date of enrollment must be on or before the 2nd Friday in January.
- The days of enrollment as an exception. This is the number of days remaining in the school year from the first day of enrollment to the last day of school. If the date of enrollment is prior to the 3rd Friday in September, enter 180. (This will be revised if the student withdraws from open enrollment.)
- The student's FTE.
- Comments, if any.

Be sure to SAVE. When you save, the new entries will turn to bright yellow. This will send an email to the resident district which must accept the changes before OPAL is updated.

Logout
Contact DPI

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Mailbox

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Data that are year-dependent are listed here. You have previously entered changes and they are shown below and are awaiting acceptance from Owen-Withee.

You can still make changes to the data by entering them below. However, if these changes are no longer needed, you can delete the request by using the DELETE button found at the bottom of the page.

Once Owen-Withee accepts your changes, the database will be automatically updated.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.

Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception:
Days of OE as Exception:
Exception FTE:

Your changes awaiting acceptance:

Grade:	7th Grade	
Resident District:	Owen-Withee	
Resident District Next Year: (Optional)		
SPED:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SPED Next Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In Virtual Charter School:	<input type="radio"/> Yes <input type="radio"/> No	
OE on 3rd Friday in September:	<input type="radio"/> Yes <input type="radio"/> No	FTE: <input type="text"/>
OE on 2nd Friday in January:	<input type="radio"/> Yes <input type="radio"/> No	FTE: <input type="text"/>
Date of Enrollment as Exception:	4/30/2012	
Days of Open Enrollment as Exception:	40	FTE: 1.0
Comments:	<input type="text"/>	
<input type="button" value="Delete"/> <input type="button" value="Save"/>		

Resident District Accepts the Changes

When the nonresident district enters the student's enrollment information on the Change Enrollment page, OPAL will send an email to the resident district. The resident district needs to sign into OPAL, where the mailbox will show a pending change in the Transfers Out column. Click on New Data Change Requests.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Owen-Withee**

Logged in as Mary Jones

Mailbox	Students	Exceptions	Applications	Contacts
Summary	Action Needed		Pending	
Transfers In 0 New Data Change Requests 0 Students with Pending Data Change Requests			Transfers Out 1 New Data Change Requests 0 Students with Pending Data Change Requests	
Responses to Your Requests 11 Approved Student Data Change Requests 0 Rejected Student Data Change Requests			Responses to Your Requests 7 Approved Student Data Change Requests 0 Rejected Student Data Change Requests	
Your Responses to Others 0 Approved Student Data Change Requests 0 Rejected Student Data Change Requests			Your Responses to Others 6 Approved Student Data Change Requests 0 Rejected Student Data Change Requests	

Done Internet 100%

Click on the Student's Name.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Owen-Withee**

Logged in as Mary Jones

Export to Excel

Mailbox Summary Students Action Needed Exceptions Pending Applications Approval History Contacts

Requests Received from Other Districts - Action Needed

Year: 2011-2012 Student Name:

Grade: All Grades Requested By:

Transfers In

Transfers Out

Listed below are students where Owen-Withee is listed as the **resident** district.

1 student retrieved

Grade	Name	Date of Birth	Requested By	Need Response From
07	Franklin, Benjamin	09/01/2000	Abbotsford	Owen-Withee

[Go to Top](#)

A bright yellow banner will inform the resident district that it needs to accept changes from the nonresident district. Click on the link under the yellow banner.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Owen-Withee**

Logged in as Mary Jones

Back to Students Student Summary Change Name, etc Change Enrollment Withdraw Student Change Parents/Addr Aid Calculation

Current Student Data, School Year 2011-2012

Student Name: **Benjamin Franklin** Parent/Guardian: Benjamin Franklin

DOB / Gender: 09/01/2000, Male Mailing Address: 123 Main Street
Owen, WI 54460

Age on 9/1/2011: 11 years old Street Address: 123 Main Street
Owen, WI 54460

Grade for 2011-2012: 07 Phone: (555) 555-5555 (home)

Ethnicity: Not Hispanic Email: benjaminfranklin@continentalcongress.gov

White

Special Needs:

Resident School District: Owen-Withee First Open Enrolled: 2011-2012

Nonresident School District: Abbotsford Enrolled as an Exception on [unknown]
Days enrolled [unknown]; FTE [unknown]
Was NOT counted by the resident district (Owen-Withee) on the 3rd Friday in September

Is NOT open-enrolled to Abbotsford

Abbotsford is waiting for you to act on:

- [Enrollment tab](#)

Click on the above links to see the pending changes

To accept the changes, click on Accept. All the Exception fields are accepted together. If the resident district does not agree with the changes, the resident district should contact the nonresident district to discuss them. If the resident district rejects the changes, the process is finished. A new Change Enrollment procedure must be started in order to enter new information.



OPAL Open Enrollment for
Owen-Withee

Mailbox	Students	Exceptions	Applications	Contacts
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student
				Change Parents/Addr
				Aid Calculation

Franklin, Benjamin
09/01/2000

Resident District: Owen-Withee
Nonresident District: Abbotsford

First Open Enrolled: 2011-2012
(2012 / 337221)

Data that are year-dependent are listed here. You may make changes to this data if it is missing or incorrect.

However, Abbotsford has requested changes and is waiting for your acceptance - we suggest that you act on the changes below **first** before making your own changes to this student.

Please indicate your acceptance or rejection by clicking the appropriate button found next to the each line item below. If you disagree with a change, we encourage you to work it out with Abbotsford before rejecting it here.

Questions? Contact Mary Jo Cleaver at (608) 267-9101.

Some fields have been locked. Call Mary Jo if you need to make a change to any fields that you are unable to edit.

Abbotsford has requested the following changes:

Change Date of Enrollment to:	4/30/2012	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	
Change Days of Exception Enrollment to:	40	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	
FTE (Exception):	1.0	<input type="button" value="Accept"/>	<input type="button" value="Reject"/>	All exception fields are accepted/rejected together
Comments:				
	<input type="button" value="Accept All"/>		<input type="button" value="Reject All"/>	

Grade: 07
Resident District: Owen-Withee
SPED: N
SPED Next Year: N
Virtual Charter School:
3rd Friday in September:
Open-Enrolled:
FTE:
2nd Friday in January:
Open-Enrolled:
FTE:
Next Year:
Future Resident District:
Exception Process:
Date of Enrollment as Exception:
Days of OE as Exception:
Exception FTE:

OPAL
[Logout](#)
[Contact DPI](#)

Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Virtual Schools](#)
[Returning Seniors](#)

Exceptions
[All Exception Apps](#)
[Approve or Deny Enrollment](#)
[Counted by Res](#)
[Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny Letters](#)
[School Assignments](#)
[Intent to Attend](#)
[Data Entry](#)

Contacts
[Open Enroll Contacts](#)

Done

Internet 100%

Once the resident district accepts the changes, the student will be added to the Actively Open Enrolled Transfers In page for the nonresident district and the Actively Open Enrolled Transfers Out page for the resident district. Note that the student is identified as an Exception Student (Ex).

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Abbotsford**

Logged in as John Smith

Mailbox | Students | Exceptions | Applications | Contacts

Actively Open Enrolled | All Students | 3rd Friday in Sept | Special Ed | 2nd Friday in Jan | Virtual | Returns

Students Actively Open-Enrolled

Year: 2011-2012 | Student Name: | SPED
 Grade: All Grades | Res Dist: | Non-SPED
 Transfers In | Search | Reset | Exceptions Only
 Transfers Out | Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the 3rd Friday in September tab by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Abbotsford is listed as the **nonresident** district.

12 students retrieved

Grade	Name	FTE	SPED	W/D	Ex	Resident District	Final Amount
05	Blue, Little B	1.0				Owen-Withee	5,867.00
05	Contrary, Mary Q	1.0				Colby	5,867.00
11	Daw, Marjorie	1.0		Yes		Owen-Withee	877.00
06	Ella, Cinder	1.0				Colby	5,867.00
07	Franklin, Benjamin	1.0			Yes	Owen-Withee	1,526.00
12	Lockett, Lucy	1.0		Yes		Owen-Withee	3,434.00
04	Muffett, Missy	1.0				Colby	5,867.00
05	Nimble, Jack B	1.0				Colby	5,867.00
03	Peep, Bo	1.0				Colby	5,867.00
KG	Piper, Tom	1.0				Owen-Withee	5,867.00
07	Thumb, Tom	1.0			Yes	Owen-Withee	1,526.00
All Pages:		12 students	12.0				62,299.00

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for **Owen-Withee**

Logged in as Mary Jones

Mailbox | Students | Exceptions | Applications | Contacts

Actively Open Enrolled | All Students | 3rd Friday in Sept | Special Ed | 2nd Friday in Jan | Virtual | Returns

Students Actively Open-Enrolled

Year: 2011-2012 | Student Name: | SPED
 Grade: All Grades | Nonres Dist: | Non-SPED
 Transfers In | Search | Reset | Exceptions Only
 Transfers Out | Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the 3rd Friday in September tab by the nonresident district or have been enrolled as an exception to the OE application period.

Listed below are students where Owen-Withee is listed as the **resident** district.

8 students retrieved

Grade	Name	FTE	SPED	W/D	Ex	Nonresident District	Final Amount
05	Blue, Little B	1.0				Abbotsford	5,867.00
11	Daw, Marjorie	1.0		Yes		Abbotsford	877.00
07	Franklin, Benjamin	1.0			Yes	Abbotsford	1,526.00
06	Gaeder, Cooney	1.0				Madford Area Public	5,867.00
12	Lockett, Lucy	1.0		Yes		Abbotsford	3,434.00
KG	Piper, Tom	1.0				Abbotsford	5,867.00
08	Porgie, Georgev	1.0				Augusta	5,867.00
07	Thumb, Tom	1.0			Yes	Abbotsford	1,526.00
All Pages:		8 students	8.0				34,831.00

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Was the Student Included in the Resident School District Membership Count on the 3rd Friday in September?

Because exception students may transfer to a nonresident school district in the middle of the school year, the student may or may not have been counted by the resident district in membership on the third Friday in September. The following students may not have been counted in membership:

- Students who moved from out of state.
- Students who moved as a result of military orders.
- Students who have been homeless.
- Students who were enrolled in private schools or home-based private education.
- Students who were residents of other school districts

Under Act 114, a resident school district may receive a revenue limit exemption in the amount of the aid transfer. This revenue limit exemption may be taken in the following school year. For example:

- Benjamin Franklin resided in another Pennsylvania. He is in 7th grade.
- Ben moved into Owen-Withee School District on April 20, 2012.
- Ben applied and was approved to attend Abbotsford.
- Student enrolled in Abbotsford on April 30, 2012. The number of days from April 5 to the end of the school year is 40.
- The open enrollment payment for the student is \$1,526 (40 days x 38.15 daily rate).
- Owen-Withee is eligible for a revenue limit exemption of \$1,526 in the 2012-13 school year.

Resident District Reports Whether Student Was Counted on the 3rd Friday in September

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

OPAL Open Enrollment for Owen-Withee

Logged in as Mary Jones

Mailbox | Students | Exceptions | Applications | Contacts

All Exception Apps | Approve or Deny | Enrollment | Counted by Resident District | Data Entry

Export to Excel

Exceptions - Counted by Resident District on 3rd Friday

Year: 2011-2012

Grade: All Grades

Transfers In

Transfers Out

Only exception applications that have been 'enrolled' are shown below. Only the nonresident district can request an application be changed to an enrolled student.

Indicate below whether each student was counted on the 3rd Friday in September.
You still need to click the Save button afterwards!

3 students retrieved

Grade	Name	Counted by Owen-Withee	Not Counted by Owen-Withee	Nonresident District	Final Revenue Limit Amt
07	Franklin, Benjamin	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
07	Pepper, Polly	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
07	Thumb, Tom	<input type="radio"/>	<input checked="" type="radio"/>	Abbotsford	0.00
All Pages: 3 students					0.00

Save

Go to Top

Done Internet 100%

Aid Calculation

Both districts can view the individual student's aid calculation. Click on the Student's Name. On the Student Summary page, click on Aid Calculation.

The screenshot shows a web application interface with a navigation bar at the top. The 'Aid Calculation' link is circled in red. The main content area is titled 'Aid Calculation, School Year 2011-2012' and displays the following information:

Student Information:
 Student Name: Benjamin Franklin
 Resident School District: Owen-Withee
 Nonresident School District: Abbotsford
 DOB / Gender: 09/01/2000, Male
 Age on 9/1/2011: 11 years old
 Grade for 2011-2012: 07
Final Aid Amount: \$1,526
 Revenue Limit Exemption: \$1,526

Factors:

SPED Status	3rd Friday in September Status	Exception Data	Withdrawal Data
Not SPED	Not open enrolled In Resident Membership: No	Enrollment Date: 4/30/2012 Maximum Number of Days: 40 days FTE: 1.0	Not withdrawn

Current Rates:
 Estimate or Final: Final

	1.0 FTE
Basic Rate:	\$6,867/year
Daily Rate:	\$38.15/day

Calculation:
 The student was not open enrolled on the 3rd Friday in September, enrolled as an exception, attended for the remainder of the school year; prorated aid is \$1,526.
 The resident district did not count the student on the 3rd Friday in September and is eligible for a revenue limit exemption in the amount of the aid payment.
 Aid is calculated as (daily rate) * (number of days as stated when enrolled as exception) * (FTE as stated when enrolled as exception), or
\$38.15/day * 40 days * 1.0 FTE = \$1,526

If you have any questions about this document, please contact:

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June 12, 2012