

## **423.1 PART-TIME OPEN ENROLLMENT**

This policy shall be administered in accordance with the state public school open enrollment law. The Board authorizes the Superintendent or his/her designee to act on applications for the open enrollment program subject to any policies and criteria adopted by the Board.

A student enrolled in grades 9-12 may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A student, however, may attend no more than two courses at any time in nonresident districts. School District of Wisconsin Rapids high school students may apply to attend courses in a nonresident school district while remaining primarily enrolled in the School District of Wisconsin Rapids.

### **APPLICATION PROCESS**

1. Parent(s)/guardian(s) and students may obtain application forms from the high school main office, from the Department of Public Instruction (DPI), or directly from the DPI open enrollment website.
2. The student must apply to the nonresident school district no later than six (6) weeks before the scheduled start of the course. Late applications will not be accepted; it is the responsibility of the parent(s)/guardian(s) and/or student to find out the start date of the course.

### **RELEASE OF RECORDS**

The student's parent(s)/guardian(s) are required to sign the application form (students who are 18 years of age or older may sign for themselves). By signing the form, parent(s)/guardian(s) grant permission for the nonresident school district to request and obtain records from the District that are necessary to determine whether or not the student is in high school, and whether the student meets all prerequisites and/or entrance requirements for the course.

### **APPROVAL OR DENIAL BY NONRESIDENT SCHOOL DISTRICT**

1. No later than one week before the start date of the course, the nonresident school district is required to notify the student if the application is approved or denied. The nonresident school district may deny a student's application for only the following reasons:
  - a. Space is not available in the course.
  - b. The student is not in the high school grades.
  - c. The student does not meet the nonresident school district's criteria for being admitted to the course.
  - d. The student is not enrolled in a public high school in Wisconsin.
  - e. The application was submitted less than 6 weeks before the start of the course.

### **APPROVAL OR DENIAL BY THE SCHOOL DISTRICT OF WISCONSIN RAPIDS**

1. No later than one week before the start date of the course, the School District of Wisconsin Rapids will notify the student:
  - a. if the application is denied (notification is not required for approval).
  - b. if the course does not meet the high school graduation requirements (although the student may still take the course even if it does not meet high school graduation requirements).
2. The School District of Wisconsin Rapids may deny a student's application for only the following reasons:
  - a. The cost of the course creates an undue financial burden on the District.
  - b. The course conflicts with the Individualized Education Program (IEP) for a student who requires special education.
  - c. The application was submitted less than 6 weeks before the start of the course; the pupil is enrolled in private school or home school; or the pupil is not in a high school grade.

3. If the District has received more qualifying applications than there are spaces available, the District will use a random procedure to determine which additional students to accept into the course.
4. A nonresident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of his/her expulsion.

### **NOTIFICATION OF THE STUDENT'S INTENT TO ATTEND THE COURSE**

If the student has been notified of acceptance into a course, the parent(s)/guardian(s) must notify the nonresident district and the School District of Wisconsin Rapids whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts.

### **APPEALS**

If the application is rejected by either the nonresident district or the School District of Wisconsin Rapids, the parent(s)/guardian(s) may appeal the decision to the Department of Public Instruction (DPI) within 30 days. The DPI is required to uphold the school board's decision unless the DPI finds the decision was arbitrary or unreasonable. The DPI's decision is final.

### **TRANSPORTATION**

The parent(s)/guardian(s) and/or student is responsible for transportation to and from the course in the nonresident school district. If the parent(s)/guardian(s) is unable to pay the cost of transportation, the parent(s)/guardian(s) may apply to the DPI for a prorated reimbursement of the actual transportation costs. The DPI must give preference to pupils who meet the income criteria to be eligible for a free or reduced price lunch.

LEGAL REF.: Sections 118.13 Wisconsin Statutes  
 118.145  
 118.33  
 118.52  
 118.53  
 118.57  
 PI 36 Wisconsin Administrative Code

CROSS REF.: 343.2, Class Size  
 411, Student Non-Discrimination and Anti-Harassment  
 420, School Admissions  
 423, Public School Open Enrollment  
 431, Student Attendance  
 431 Rule, Student Attendance Procedures  
 432, School Attendance Boundaries

APPROVED: February 11, 2019