

## **423-RULE PROCEDURES FOR PROCESSING PUBLIC SCHOOL OPEN ENROLLMENT APPLICATIONS**

### **Nonresident Student Open Enrollment Applications (OPEN ENROLLED "IN")**

#### Full-Time Enrollment

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall follow the established guidelines and procedures set by the Department of Public Instruction (DPI) to submit the required on-line open enrollment application. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than 4:00 p.m. on the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend (unless the application is submitted under the "Alternative Application Procedures" section of Policy 423). Untimely applications will not be considered. Paper applications are to be submitted to the District Open Enrollment Coordinator. Upon receipt, the Open Enrollment Coordinator will date and time stamp the application.
- b. Applications may be submitted to no more than 3 nonresident school boards for any pupil in any school year.
- c. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The Superintendent or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the Board for action. District decisions on full-time open enrollment applications will be made no earlier than May 1<sup>st</sup> and no later than the first Friday following the first Monday in June, unless otherwise provided by the DPI. The District will make decisions regarding applications submitted under the Alternative Application Procedures section of Policy 423 pursuant to the timelines specified in that section.
- d. On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, whether the application has been accepted. This determination shall be made in consultation with other appropriate staff and in accordance with established District policies and procedures. If accepted, the specific school or program that the applicant may attend in the following school year will be identified. If the application is rejected, the notice shall include the reason(s) for the rejection.
- e. On or before the second Friday following the first Monday in June following receipt of a copy of the application, if a resident school board denies a pupil's enrollment in a nonresident district, the resident school board shall notify the applicant and the nonresident school board, in writing, that the application has been denied and include in the notice the reason for denial.
- f. On or before the last Friday in June following receipt of the notice of acceptance, the nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year.
- g. Annually, by July 7, each nonresident school board that has accepted a pupil for attendance in the following school year shall report the name of the pupil to the pupil's resident school board.

#### **Random Drawing / Waiting List**

Unless the open enrollment applicant meets the criteria for rejection established in Board Policy 423, the District will conduct a random drawing should it receive more applications than there are spaces available.

Once all available spaces have been filled on a random basis as described below, the District will then establish a waiting list of the nonresident applicants.

Each open enrollment application will be assigned a number. All numbers from the applications will be placed into a container. In the presence of at least two other staff members, a blind drawing of the numbers will be conducted with each number written down on a list in the order they are drawn. The drawing will continue until all numbers have been drawn. A student with a disability will be included in any random selection held before the District considers the availability of and the space within the special education program that is required by the student's IEP. If at any time during the selection process, one student application from a family is chosen and the student is eligible for acceptance under all applicable criteria, the District shall give immediate consideration to the applications for the remaining siblings of the family who applied for open enrollment at the same time, and admit such otherwise eligible siblings for whom there is space available at that point in the process. Students not approved due to space constraints will hold their position on the list until the time that an opening in the needed grade and programming occurs.

Parents/guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned. If the District notifies a parent/guardian of acceptance on or after 10 days prior to the last Friday in June, the parent/guardian shall have 10 calendar days to respond to the placement offer; otherwise, the parent/guardian must respond to the notice no later than the last Friday in June. If the parent/guardian does not respond in the allotted time, the space will be offered to the next student on the waiting list. The last day that space will be offered from the waiting list will be the third Thursday in September.

## **Resident Student Open Enrollment Applications (OPEN ENROLLED "OUT")**

### **Full-Time Enrollment**

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another public school district, all applications shall be reviewed using the criteria outlined in Board policy.
- b. The Superintendent or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the Board for action. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.
- c. Special Procedure for Resident Students Not Enrolled in the District – Students who reside in the District, but have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must formally enroll in the District prior to attending school in another public school district under the open enrollment program.

### **Appeal of Rejection**

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

LEGAL REF.: Wisconsin Statutes Sections:  
115.385(4), 115.787, 115.7915, 118.13, 118.145, 118.16(1)(a), 118.50(6), 118.51, 118.57,  
120.13(1)(f) and (h), 121.54(1), 121.545(1), 121.55, 121.58(2)(a), 121.78, 121.84(1)(a)  
PI 36, Wisconsin Administrative Code

CROSS REF.: 343.2, Class Size

411, Student Non-Discrimination and Anti-Harassment  
420, School Admissions  
423-Rule, Procedures for Processing Public School Open Enrollment Applications  
431, Student Attendance  
431-Rule, Student Attendance Procedures  
432, School Attendance Boundaries

APPROVED: December 8, 1997

REVISED: August 13, 2001  
February 14, 2011  
November 12, 2012  
January 12, 2015  
April 13, 2020