

OPEN ENROLLMENT POLICY

If the Board of Education determines that there is availability in its schools, classes, and/or programs, it shall allow nonresident students residing within the State of Wisconsin, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program during the forthcoming school year.

Enrollment of Nonresident Students

- A. Beginning with the school year 1998-99, the District Administrator shall determine, after receipt of all applications, the availability of openings for nonresident students based on the maximum number of students that can be accommodated in each school, class, and program. The availability of space in the schools, programs, and classes may be based on class size limits, student-teacher ratios, students attending the District for whom tuition is paid under 121.78 (1)(a), or enrollment projections established by the District Administrator. The Board shall required nonresident students who are attending school in this District under this policy to reapply prior to entering high school.
- B. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, nonresident students shall be selected for admission, using a random selection process established by the District Administrator.
- C. Enrollment priority shall be given to a nonresident student already admitted under this policy or his/her sibling.
- D. A parent of a nonresident student who wishes his/her child to attend school in this District in the subsequent school year shall submit a request on the State-issued form to the District Administrator no earlier than the first Monday in February nor later in the third Friday in February of the current school year. The District Administrator shall forward a copy of each application to the district of residence and the Department of Public Instruction by no later than the fourth Monday in February.
- E. The District Administrator shall establish guidelines for the analysis of the applications to determine the grades and programs for which there are applications and for making the determination as to which such grades and programs applications can be accepted.
- F. The District Administrator shall notify the applicant on or before the first Friday after the first Monday in April whether or not the application has been accepted.

If the application is accepted, the District Administrator shall provide written notification to the applicant, on or before the second Friday following the first Monday in May, of the specific grade, program, or class and/or school the student will be attending. The parent must, notify the District Administrator, on or before the first Friday following the first Monday in June, if his/her child will be attending school in this District.

By no later than June 30th, the District Administrator shall provide the district or residence with the name of each of its students who will be attending school in this District in the forthcoming year.

Criteria for Non-Admission

- A. Enrollment may not be available to any nonresident student who meets one or more of the following criteria:
- B. The student has been expelled from school by any school district during the current of two (2) preceding school years, or a disciplinary proceeding involving the student is pending. The District Administrator shall make the decision based on the circumstances involved. Other statutory provisions regarding the enrollment of students who have been expelled from school will also apply to this policy.
 - 1. The special education program or related services described in the child's individualized education program is not available in the District or there is no space available in the appropriate special education program.
 - 2. The child has not been properly screened by his/her resident school district to determine if there is reasonable cause to believe that the child is a child with exceptional educational needs or the child has been reported or identified by his/her resident school district but not yet evaluated by a multidisciplinary team appointed by the resident district.
 - 3. The District's policy on Equal Educational Opportunity shall apply to all the applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability.

The District Administrator shall be responsible for developing administrative guidelines to implement this policy (See attachments).

The District Administrator may inform the parent of non-acceptance for any of the above stated reasons any time prior to the beginning of the school year.

Transportation Arrangements

- A. Parents of non-resident students accepted for enrollment shall be responsible for transporting their child to the school the child will attend.
- B. The District may provide transportation to non-resident, special education students as required under Wis. Statute 121.54 (3).

Release of Resident Students

- 1. The Board shall release any resident student who wishes to apply for enrollment in another school district, providing the number of students does not reach 3% of the total student enrollment in 1998 and an additional 1% each succeeding year to a maximum of 10%. The maximum number of students who may be released in any given school year will comply with statutory limitations. The District Administrator shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.
- 2. If a student in need of a special education seeks to apply for enrollment in a nonresident school district and the costs involved for this District in making such

a transfer creates an undue financial burden, the Board shall require the student to receive his/her education in this District.

The District Administrator shall ensure that the records of a transferring resident student are sent promptly to the receiving school district.

This policy shall be reviewed annually by the Board on or before January 31.

Open-Enrollment for Part-Time Students

The Board of Education shall allow non-resident, high school students residing within the State of Wisconsin, and who qualify, to enroll as part-time students in not more than two courses offered by the district.

The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the District Administrator along with a request that a copy of the student's academic and disciplinary records be sent immediately.

The District Administrator shall use the same criteria for enrolling a part-time student into a course as are used for enrolling resident students, except that the District shall give preference in enrollment to resident students. If more applications are received than the District can accommodate, the selection shall be done by a random-selection procedure established by the District Administrator.

If a student's application is accepted, the parents and the non-resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and what the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If the requested course does not satisfy one of the high school graduation requirements specified in Wis. Statute 188,33, the parents are to be so notified.

The parents of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to school.

The District Administrator shall submit the costs of providing instruction in the course(s) to the non-resident student to his/her resident school district for payment as determined by the Department of Public Instruction.

Note: These costs may be able to take into account special education or other accommodation costs for a student.

The District Administrator may reject an application.

If the application is to be rejected, the parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course and provided the reason for the rejection.