

SCHOOL DISTRICT OF SHOREWOOD

423-Guideline

PUBLIC SCHOOL OPEN ENROLLMENT PROCEDURES

A. Nonresident Student Open Enrollment Applications

1. Determination of Space Availability

At the January meeting of the School Board each school year, the Board must determine open enrollment space availability and open enrollment special education space availability for the next school year. The Board shall determine space availability in accordance with the methods described in Board Policy 423, Public School Open Enrollment.

2. Application Review and Approval Process

The School Board designates the Executive Director of Curriculum, Instruction and Pupil Services to act on open enrollment applications for the full time open enrollment program under this section, subject to the requirements of Board Policy and applicable law.

a. The parents/guardians of a student who wishes to attend school in the District as a nonresident open- enrollment student may apply online from the Wisconsin Department of Public Instruction (DPI) website (<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application to the Executive Director of Curriculum, Instruction and Pupil Services or designee. The Executive Director of Curriculum, Instruction and Pupil Services or designee shall provide a copy of the application form to a parent/guardian upon the parent/guardian's request. 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 in February and not later than the last weekday in April of the school year immediately preceding the school year in which the pupil wishes to attend. Parents/guardians who complete the online application via DPI's website will receive a confirmation number. Paper applications shall be received by Executive Director of Curriculum, Instruction and Pupil Services and date stamped upon receipt. It is the applicant's sole responsibility to ensure that his/her

application is complete and timely. Any application received prior to or after the deadline dates are to be returned to the applicant with a notice of the proper application dates, unless the applicant is applying under the Alternative Application Procedures in Section III of Board Policy 423.

b. Upon receipt of the application, it will be forwarded to the Executive Director of Curriculum, Instruction and Pupil Services for review and recommendation. The Executive Director of Curriculum, Instruction and Pupil Services, along with a designee, shall review all the applications using the acceptance/rejection criteria outlined in Board Policy 423. The Executive Director of Curriculum, Instruction and Pupil Services or his/her designee shall act on acceptance or denial of applications per Board policy. No action shall be taken on any application until May 1, unless the application was submitted under Alternative Application Procedures in Board Policy 423.

(1) If there is sufficient space available to approve all of the open enrollment applications of the students who meet the remaining acceptance criteria, all such applications shall be approved. Following approval, the Executive Director of Curriculum, Instruction and Pupil Services or his/her designee shall notify the applicants, using the appropriate acceptance form, on or before the first Friday after the first Monday in June.

(2) If there are more applications than spaces available for a particular grade, the following random selection procedure shall be used:

The District shall include all applicants in the random selection process, whether they meet the criteria for acceptance in Board policy or not. The District shall ensure that all children with disabilities are included in the random selection process for their respective grades before considering the availability of and space available in the special education required by the student's IEP.

The District shall conduct the random selection process as follows:

1. For each grade level, identify the applications of students who are entitled to preference because they are already attending school in the District or siblings of students already attending school in the District. For

purposes of this paragraph, attendance in the District does not include solely part-time attendance by, for example, a student who is enrolled in another school district, private school, tribal school or home-based educational program.

2. Randomize the order of the grade levels from which applicants are selected. For each grade level, use a random selection process to fill the available spaces with applicants entitled to preference. The random process (such as placing the application numbers in a container and conducting a blind drawing or using a computer-based program such as random.org), shall be conducted in the presence of at least two staff members. If space is still available in a grade level after accepting students entitled to preference, the District will use the same random selection process to fill the remaining available spaces with applicants not entitled to preference. This process will continue until any available spaces are filled in each grade level.

3. If, at any time in the random selection process one student application from a family is chosen, the District shall give immediate consideration to the applications of remaining siblings in the family who applied for open enrollment at the same time, and admit all such otherwise eligible siblings if there is a space available in the sibling's grade at that point in the process.

4. When all available open enrollment spaces are filled, identify the applications of students who do not meet one or more of the remaining criteria (other than space availability) for acceptance established in Board policy, and deny these applications even if the student was assigned a space during the random selection process, above.

5. Place applicants who are entitled to preference (but not accepted due to space unavailability) in groups by grade level entitled "preference, waiting list." Place all remaining applicants in groups by grade level entitled "waiting list." Using the same random process described above, draw applicants from the "preference, waiting list" group in each grade level, and assign each applicant a place on the wait list for that grade level in the order they are randomly drawn. After all applications entitled to preference are assigned a place on the wait list for each grade, continue the random process to assign the

"waiting list" applicants places on the wait list for each grade.

If any spaces become available in a particular grade, applications may be accepted from the waiting list for that grade in accordance with Board Policy 423 until the third Thursday in September, as long as the applicant will attend school in the District on the third Friday in September.

On or before the first Friday after the first Monday in June, the District shall send the parents and guardians of all nonresident applicants who were accepted for open enrollment using the random process via the appropriate acceptance form. The notice will include the specific school or program that the student may attend in the following school year. On or before the first Friday after the first Monday in June, the District shall also notify all parents/guardians of nonresident applicants who have been denied under any of the District's criteria. This notification shall include the reason(s) for the denial and information regarding appeal rights required by Wis. Admin Code PI 36.06(4)(c).

c. The nonresident student's parents/guardians shall notify the Executive Director of Curriculum, Instruction and Pupil Services or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance.

d. Annually by July 7, the District shall notify resident district school boards of the names of the students from the resident district who will be attending school in the District the following school year. For students accepted for open enrollment from the waiting list who choose to attend school in the District, the resident school district notification will be provided as soon as possible after the District receives confirmation of attendance from the student's parent or guardian.

B. Resident Student Open Enrollment Applications

The School Board designates Executive Director of Curriculum, Instruction and Pupil Services to act on open enrollment applications for the full time open enrollment program under this section, subject to the requirements of Board Policy and applicable law.

1. Upon receipt of any paper copy of a resident student's application to attend a school or program in another public school district, school office staff shall forward it to the Executive Director of Curriculum, Instruction and Pupil Services or his/her designee for review and recommendation.

2. All applications, those received online and paper applications, shall be reviewed by the Executive Director of Curriculum, Instruction and Pupil Services, along with other members of the administrative staff, using the acceptance/denial criteria outlined in Board policy. The Executive Director of Curriculum, Instruction and Pupil Services or his/her designee shall submit recommendations regarding acceptance or denial of applications to the Board for action. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the denial.

3. The District shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.

C. Appeals of Open Enrollment Decisions

The student's parents/guardians may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI.

D. Transportation

Low income parents/guardians may apply to the DPI for reimbursement of costs of transportation at the time of application for the program.

APPROVED: January 27, 1998

REVISED: January 28, 2003
January 25, 2005
December 13, 2005
January 10, 2012
December 11, 2012