

1      **Board Policies**

Blair-Taylor School District

2      Series: 300

INSTRUCTION

3      Section: 340

EDUCATIONAL PROGRAM

4      Policy #: 342.7

PUBLIC SCHOOL OPEN ENROLLMENT RULE

5

6

7

**FULL-TIME OPEN ENROLLMENT PROCEDURES**

8

**APPLICATIONS SUBMITTED DURING THE REGULAR OPEN ENROLLMENT APPLICATION**

9

**PERIOD**

10

11

12

**A. Nonresident Student Open Enrollment Applications**

13

14

**1. Determination of Space Availability**

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

- a. The Superintendent, along with other members of the administrative staff, shall review the District's projected enrollment, including the projected number of occupied spaces in each grade, program and school for the subsequent school year during the month of December each year. Projections specific to individual classes may be made to the extent appropriate. Projected enrollment may include reserving spaces for expected growth in the number of students entitled to attend school in the District, to the extent appropriate, for each given class, grade, program or school.
- b. The number of openings in a particular class, grade, program or school for nonresident open enrollment students will be determined using the existing class size guidelines (as applicable), including consideration to desired student-teacher ratios, overall building capacity, and the effect of enrollment levels on District expenditures relative to revenue. Space availability determinations should include regular education and special education programs.
- c. Space availability information will be compiled and presented to the School Board for action at the regular Board meeting in January.

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

**2. Application Review and Approval Process**

- a. The parent(s) or guardian of a student who wishes to attend school in the District as a nonresident open-enrollment student may apply online from the Wisconsin of Public Instruction (DPI) website (<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application to the Superintendent or his/her designee. 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 the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend. Parents and guardians who complete the online application will receive a confirmation number. Paper applications shall be date stamped upon receipt. Although the District may make an effort to allow an applicant to revise an incomplete application, it is the applicant's sole responsibility to ensure that his/her application is complete and timely. Any applications received prior to or after the deadline dates, other than those submitted pursuant to the alternative application procedures specified in state law, are to be returned to the applicant with a notice of the proper application dates. The District shall send a copy of any paper application received to the student's resident school board and to the DPI by the end of the first weekday following the last weekday in April. For applications filed online, these notifications are made automatically.

56

- 57 b. Upon receipt of the application, it will be forwarded to the Superintendent for  
58 review and recommendation. The Superintendent, along with other members of  
59 the administrative staff, shall review all the applications using the  
60 acceptance/denial criteria outlined in Board policy, and determine which school  
61 or program, if any, the nonresident student could attend the following school year  
62 if accepted. The Superintendent shall submit recommendations regarding  
63 acceptance or denial of applications to the Board for action. No action shall be  
64 taken on any application before May 1.

65

66 If the application relates to a student with a disability and the District has received  
67 a copy of the nonresident student's individualized education plan (IEP), the  
68 District shall provide an estimate of special education costs to the student's  
69 resident district by the third Friday following the first Monday in May.

70

71 (1) If there is sufficient space available to approve all of the open enrollment  
72 applications of those students who meet the remaining acceptance criteria,  
73 all such applications shall be approved. Following approval, the  
74 Superintendent or designee shall notify the applicants in writing of their  
75 acceptance and of the specific school or program that they may attend in the  
76 following school year. This notification will be made on or before the first  
77 Friday following the first Monday in June.

78

79 (2) If there are more applications than spaces available for a particular school,  
80 grade or program, the District will accept all students who are already  
81 attending school in the District and their siblings for nonresident open  
82 enrollment in the District even if space is not otherwise available for other  
83 open enrollment students. For purposes of this paragraph, attendance in the  
84 District does not include solely part-time attendance by, for example, a  
85 student who is enrolled in another school district, private school or home-  
86 based private education program.

87

88 (3) If there are still more applications than spaces available, the following  
89 selection procedure shall be used:

90

91

- 92 • Identify the applications of students who do not meet one or more of  
93 the remaining criteria (other than space availability) for acceptance  
94 established in Board policy. This group of applications may be  
95 denied, but the applications should be assigned a number, in the  
96 random process identified below in the event the District's  
97 determination with respect to the other criteria is overturned.
- 98 • Assign a number to each remaining application using a random  
99 process conducted in the presence of at least two staff members  
100 (such as placing the application numbers in a container and  
101 conducting a blind drawing), the application numbers shall be listed  
102 according to the results of the random selection process.
- 103 • Based on the results of the random selection process, determination  
104 which applications are to be accepted, starting with the first  
105 application number listed. If, at any time in the random selection  
106 process one student application from a family is chosen and is  
107 eligible for acceptance under all remaining criteria, the District shall  
108 give immediate consideration to the applications of remaining  
109 siblings in the family who applied for open enrollment at the same

110

111

- 112 time, and admit all such otherwise eligible siblings for whom there is  
113 a space available at that point in the process.
- 114
- 115 • The District shall notify the parents and guardians of all students who  
116 were accepted for open enrollment using the random selection  
117 process, in writing, of their acceptance and of the specific school or  
118 program that they may attend the following school year on or before  
119 the first Friday following the first Monday in June. The District shall  
120 also notify all parents and guardians of student application that have  
121 been denied under any of the District's criteria. This notification must  
122 include the reasons for the denial and be completed no later than the  
123 first Friday following the first Monday in June.
  - 124
  - 125 • A waiting list will be created for those students initially denied open  
126 enrollment due to space availability, maintaining the same  
127 application order as resulted from the random selection process  
128 initially used to order applications, as described above in these  
129 procedures. As any spaces become available, applications will be  
130 accepted from the waiting list. This shall be done until the third  
131 Thursday in September, provided the student accepted for  
132 enrollment from the waiting list will be in attendance in a school or  
133 program in the District on the third Friday in September. Parents and  
134 guardians will be notified in writing if a space becomes available,  
135 including notification of the school or program to which the student  
136 has been assigned. If the District notifies a parent or guardian of  
137 acceptance on or after 10 days prior to the last Friday in June, the  
138 parent or guardian shall have 10 calendar days to respond to the  
139 placement offer provided the student is also in attendance by the  
140 third Friday in September; otherwise, the parent or guardian must  
141 respond to the notice no later than the last Friday in June. If the  
142 parent or guardian does not respond in the allotted time, the  
143 student's application will be placed at the end of the waiting list and  
144 the space will be offered to the next student on the waiting list.
- 145
- 146 (4) The District's regular enrollment procedures are to be followed when  
147 enrolling a nonresident student.
  - 148
  - 149 c. The nonresident student's parent(s) or guardian shall notify the Superintendent  
150 or designee of the student's intent to attend school in the District in the following  
151 school year on or before the last Friday in June following receipt of the notice of  
152 acceptance, except as noted above for nonresident students accepted for  
153 enrollment from the waiting list.
  - 154
  - 155 d. Annually by July 7, the resident district school boards shall be notified of the  
156 names of the students from the resident district who will be attending school in  
157 the District the following school year.
- 158
- 159 **B. Resident Student Open Enrollment Applications**
- 160
- 161 1. Upon receipt of any paper copy of a resident student's application to attend a school  
162 or program in another public school district, school office staff shall forward it to the  
163 Superintendent for review and recommendation. To the extent applicable to the  
164 student, the District shall send the nonresident school district to which the open  
165 enrollment application was made a copy of the resident student's IEP and/or any  
166 relevant disciplinary records by the first Friday following the first Monday in May.
  - 167

- 168        2. All applications, those received online and paper applications, shall be reviewed by  
169        the Superintendent, along with other members of the administrative staff, using the  
170        acceptance/denial criteria outlined in Board policy. The Superintendent shall submit  
171        recommendations regarding acceptance or denial of applications to the Board for  
172        action. If the application is denied, the applicant and the nonresident school board  
173        shall be notified, in writing, that the application has been denied. This notification  
174        shall be made on or before the second Friday following the first Monday in June. The  
175        notice shall include the reason(s) for the denial.  
176
- 177        3. Special Procedure for Resident Students Not Enrolled in the District. Students who  
178        reside the Blair-Taylor School District but who have been enrolled in a private school  
179        or home-based private educational program and students who did not reside in the  
180        Blair-Taylor School District at the time of applying for full-time open enrollment in  
181        another district must formally enroll in the District prior to attending school in another  
182        public school district under the full-time open enrollment program.  
183
- 184        4. The District shall ensure that the records of a resident student who transfers to a  
185        nonresident district are sent promptly to the other district.  
186

187        **APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT CRITERIA AND**  
188        **PROCEDURES**

- 189        A. **Eligibility Criteria** – A parent or guardian of a student who wishes to attend school in a  
190        nonresident school district may submit an open enrollment application outside of the  
191        regular open enrollment application period or in lieu of it if the application is for the  
192        current school year, the student meets one of the following criteria, and the parent or  
193        guardian describes the criteria that the student meets in the application:  
194
- 195        1. The resident school board determines that the student has been the victim of a  
196        violent criminal offense in a school in the resident school district. The application  
197        must be made within 30 days of the resident school board's determination.  
198
- 200        2. The student is or has been a homeless student in the current or immediately  
201        preceding school year.  
202
- 203        3. The student has been the victim of repeated bullying and harassment and all of the  
204        following apply: (a) the student's parent or guardian must have reported the bullying  
205        or harassment to the school board or designee under a bully/harassment complaint  
206        process and (b) in spite of action taken by the board or designee the repeated  
207        bullying and harassment continues.  
208
- 209        4. The place of residence of the student's parent or guardian and of the student has  
210        changed as a result of military orders. The application must be made within 30 days  
211        of the date on which the military orders changing the place of residence were issued.  
212
- 213        5. The student moved into Wisconsin. The application must be made within 30 days  
214        after moving into the state.  
215
- 216        6. The student's residence has changed as a result of a court order or custody  
217        agreement or because the student was placed in or removed from a foster home or  
218        with a person other than the student's parent. The application must be made within  
219        30 days after the student's change in residence.  
220
- 221        7. The student's attendance in a school in the nonresident school district is considered  
222        to be in the best interests of the student. The application must explain the reasons

223 for requesting this exception and why attendance at the nonresident school district is  
224 in the best interests of the student.

225

226 **B. Application Review and Approval Process**

227

- 228 1. When the District receives an open enrollment application that has been submitted  
229 under the alternative open enrollment criteria outlined above, whether it is submitted  
230 by a nonresident student or a resident student, the application shall be forwarded to  
231 the Superintendent for review and recommendations.
- 232 a. If the application involves a nonresident student seeking to attend school in the  
233 District under open enrollment, the District will:
- 234 (1) Immediately send a copy of any paper application received by the District to  
235 the student's resident school district, or, if applicable, the student's  
236 anticipated resident school district;
- 237 (2) Work with the resident district (or the anticipated resident district) identified in  
238 the application to determine where the applicant is currently attending school,  
239 and to determine from which school the District will receive any relevant  
240 special education records (e.g., the student current IEP) and/or disciplinary  
241 records (e.g., expulsion records). If the applicant is not currently attending  
242 school in the resident district, the District will request such records from the  
243 school or school district the student is attending or most recently attended;  
244 and
- 245 (3) Within 10 days after receiving, or, if necessary, developing, an IEP for a  
246 student with a disability, provide an estimate to the resident district of the  
247 costs to provide the student with special education or related services.
- 248 b. If the application involves a resident student who is attending, or who previously  
249 attended, school in the District, the District shall send the nonresident school  
250 district to which the open enrollment application was made a copy, if applicable,  
251 of the student's IEP and any expulsion or other relevant discipline-related records  
252 within 10 days of receiving the application.
- 253 2. The Superintendent, along with other members of the administrative staff, shall  
254 review the application using the acceptance/denial criteria outlined in Board policy.  
255 The Superintendent shall submit recommendations regarding acceptance or denial of  
256 the application to the Board for action.
- 257 a. The District may deny an application of a resident student if (1) it determines that  
258 the criteria relied on by the parent or guardian to submit the application do not  
259 apply to the student or (2) it determines that the cost of special education and  
260 related services required in the IEP for a student with a disability is an undue  
261 financial burden (except as to an applicant who the Board determined was the  
262 victim of a violent crime).
- 263 b. The District may deny an application of a nonresident student:
- 264 (1) For the same reasons it may deny an application submitted during the  
265 regular open enrollment application period; or
- 266 (2) If the application relies on the best interests of the student criteria and the  
267 District determines that open enrollment is not in the student's best interests.
- 268
- 269
- 270
- 271
- 272
- 273
- 274
- 275
- 276
- 277
- 278

- 279           3. If the application involves a nonresident student seeking to attend school in the  
280           District, the District will notify the applicant, in writing, whether the application has  
281           been approved or denied no later than 20 days after receiving the application.  
282
- 283           a. If the application has been denied, the notification shall include the reasons for  
284           the denial. To the extent consistent with state law and District policy, acceptance  
285           of an application may be contingent or subject to revocation.  
286
- 287           b. If the District has approved the open enrollment application of a nonresident  
288           student, the notification provided to the applicant shall identify the specific school  
289           or program that the student may attend. A nonresident student accepted for  
290           enrollment may immediately begin attending the assigned school or program in  
291           the District and shall begin attending the school or program no later than the 15<sup>th</sup>  
292           day following receipt of the notice of acceptance. If the nonresident student has  
293           not enrolled in or attended school in the District by that date, the District may  
294           notify the student's parent or guardian, in writing, that the student is no longer  
295           authorized to attend the school or program in the District.  
296
- 297           c. To the extent that there is a delay in the District's receipt of any relevant  
298           disciplinary records from another school or school district, the District will review  
299           and act upon such records promptly, and, if necessary, inform the student that  
300           the District's ability to confirm or deny the application if contingent upon the  
301           District's receipt and review of such records. If the DPI allows the District to  
302           conditionally approve such an application subject to that contingency, the District  
303           may do so. Otherwise, such applications may be held in abeyance until the  
304           relevant records are received, or, if necessary, the application may be denied.  
305
- 306
- 307           4. If, for purposes of the application, the District is identified as the resident school  
308           district, the District shall notify the applicant whether the application has been  
309           approved or denied in accordance with any deadlines established by state law or DPI  
310           rule. Normally, the District will issue such notifications no later than 20 days after the  
311           District's receipt of the application. In addition:
- 312
- 313           a. If the application has been denied, the notification shall include the reasons for  
314           the denial. To the extent consistent with state law and District policy, approval of  
315           an application may be contingent or subject to revocation.  
316
- 317           b. To the extent that there is a delay in the District's receipt of any relevant records  
318           or information such that the District is unable to determine whether the criteria  
319           upon which the application was based apply to the student, the District will act  
320           upon such records/information promptly upon receipt and notify the applicant of  
321           its decision to approve or deny the application within five days of making the  
322           determination.  
323
- 324           c. If the student is a student with a disability, the District will normally make a  
325           determination whether the nonresident school district's estimate of relevant  
326           special education and services costs constitutes an undue financial burden on  
327           the District within 15 days after the District has received the relevant estimate.  
328           The District will notify the applicant of a denial relying on this criteria within five  
329           days of making the determination.  
330

331           **APPEALS OF OPEN ENROLLMENT DECISIONS**

332           The student's parent(s) or guardian may appeal a District decision regarding full-time open  
333           enrollment to the DPI by following the deadlines and other procedures established by the DPI,  
334           except as otherwise specifically provided under state law or under DPI rules.

335

336 **TRANSPORTATION**

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

339

340 Approved:

341

342

343

344

345

346

347

348

349

350

351

352

353

354

355

356

357

358

359

360

361

362

363

364

365

366

367

368

369

370

371

372

373

374

375

376

377

378

379

380

381

382

383

384

385 First Reading: 4/16/12

Adopted: 5/21/12

386

387

388 Clerk: \_\_\_\_\_