

Application Procedure for Open Enrollment

Parents may apply in one of two ways:

- On-line (recommended) at <https://www2.dpi.state.wi.us/OpenEnrollApp>
- Although on-line application is recommended, paper applications may be obtained from the Department of Public Instruction or any school district in January and must be delivered (hand-delivery is recommended) to the nonresident school district during the application period - starting no sooner than the first Monday in February and no later than the last weekday in April of the school year immediately preceding the school year in which attendance is required.

As applications are posted/received, they will be forwarded to the District Administrator for review. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The Administrative team shall submit recommendations regarding acceptance or rejection of applications to the Board for action. No action shall be taken on any application until after May 1st.

The following factors shall be examined when considering available space in classes, subjects, grades and programs:

1. The District's mission of success for all children may be impacted by:
  - The daily school attendance of a pupil.
  - The number of "problem" children in a grade, class, subject or program.
  - The number of "at-risk" children in a grade, class, subject or program.
  - The number of "special needs" children and the degree of individualized educational assistance required for the grade, class, subject or program.
  - The staff-student ratio.
  - The level of attained knowledge and skills.
  - The balance to maintain either a homogenous or heterogenous grouping pattern of students.
  - The level of learning necessary to be successful (i.e. advanced course pre-requisites).
  - The availability of teachers, equipment, materials or other resources.
  - Grant restrictions.
  - District enrollment projections.

2. Whether the resident district offers a similar program of PreK and/or Kindergarten for which the student is eligible.
3. Whether a non-resident child will be turning three after the beginning of the school year and will need early childhood education in accordance with an Individual Educational Plan (I.E.P.) and wishes to attend the District.
4. Whether a resident student whose family is moving but wants to remain enrolled in the District.

On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted or rejected. The notice of approval/rejection is to state that the District has approved the Open Enrollment request but does not indicate approval of the resident school district. A separate notice will be sent from the resident school district approving or denying the application. If the application is rejected, the notice shall include the reason(s) for rejection.

The Administrative secretary shall prepare and sign an Affidavit of Mailing. This affidavit shall minimally include the name of the student, parents' names, address, type of notice (denial/acceptance), date and time delivered to the post office.

Parent(s)/guardian(s) may appeal a rejection or denial to the DPI within thirty (30) days after the notice of denial is post-marked or delivered to the parent, whichever is earlier.

If the application is accepted by the District, and not rejected by the student's resident school board, the District shall also send out a Notice of Acceptance and Notice of Intent to Attend form to the parents/guardians.

The Notice of Acceptance is to clearly state that it is the parents' responsibility to notify the District no later than the last Friday in June or within 10 days of receipt of the Notice of Acceptance whether the student will attend the District and that failure to provide notification will deny the non-resident student the opportunity to attend the District.

The Administrative secretary shall prepare and sign an Affidavit of Mailing. This affidavit shall minimally include the name of the student, parents' names, address, type of notice, date and time delivered to the post office.

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. This must be done on or before the last Friday in June or within ten (10) days of receiving the Notice of Acceptance.

Annually, by June 30, the District Administrator shall notify the resident district of the students from the resident district who will be attending school at Tri-County the following school year.

Prior Approval:	November 23, 2010
Attorney Review:	January 2016.
Approved:	February 24, 2016