

### Random Selection & Waiting List Procedures

The Tri-County Area School District Administration will meet by no later than May 1 to review all applications and determine how many, if any, can be accepted.

Preference will be given to students who are already attending school in the District and their siblings. Siblings of students already attending are to be enrolled prior to the random-selection process. However, if there are more siblings applying than spaces available, the random selection procedure listed below will be used. If necessary, a waiting list will be established.

If there are fewer applications than the number of spaces available, all those who meet acceptance criteria set forth in policy 423.00, Open Enrollment Program and/or 423.01 Course Options are to be notified of acceptance.

If there are more applicants who meet the acceptance criteria than spaces available for a particular grade or program, the following selection procedure shall be used:

- Assign a number to each application and place corresponding numbers in a container. In the presence of at least one (1) other staff member, conduct a blind drawing of the numbers and list each number drawn in the order they are drawn. The drawing is to continue until all the numbers have been drawn.
- Based on the results of the blind drawing, determine which applications are to be selected and send those parents policy code #423.00 Exhibit.
- Maintain all applications in numbered order.

Waiting List For Applicants - The District may establish a numbered waiting list in those instances where applications exceed the number of available seats. Normal acceptance and rejection criteria will be followed when establishing the waiting list. Non-resident pupils placed on the waiting list will be assigned numbers through a random selection process. If space becomes available, students will be selected from the waiting list according to: 1) Rank order on the waiting list; and 2) Match between grade requested and seat availability. Preferences will be given to currently attending students and their siblings. Denied non-resident applicants placed on the District's waiting list will receive notification of their waiting list status, including their rank on the waiting list.

Acceptance from Waiting List - Waiting list applicants will be notified of an opening as soon as possible, but no later than the third Friday in August. If a student is accepted from the waiting list, parents will be notified by mail. Parents must provide notice of acceptance no later than two (2) weeks after the notice of selection, but in no case shall such notice be provided after the first day of the school year. Parental notification will include the following:

- Notice that the pupil has been accepted from the waiting list.
- Name of the school or program to which the pupil is assigned.
- Date by which the parent(s) must notify the Board of whether the pupil will attend and proper procedure for notifying the board.

If the parents do not respond within two (2) weeks, the acceptance will be rescinded and the open space will be offered to the next applicant on the waiting list.

When the District receives an application, the District Administrator shall inform the parents as soon as possible of any pre-requisites for a program or course of study in which enrollment is sought. No nonresident student will be enrolled in a program or course of study who has not met the pre-requisites established for District students and tuition students.

The District's regular enrollment procedure Code 420.00, School Admissions is to be followed when enrolling a nonresident student.

The District shall not discriminate against any disabled students (IDEA or 504) but the District is not required to provide any services not currently available in the District or adapt any facilities for a disabled student in accordance with his/her IEP or 504 plan.

Participants in interscholastic athletics must comply with pertinent regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant league standards regarding eligibility of transfer students for participation in interscholastic athletics.

Enrollment in the District is subject to an agreement that transportation of the nonresident student:

- Is provided for by the student, his/her parents, or the resident district. Exceptions to this requirement may be necessary for students with disabilities.

- Is subject to a scheduled in-District bus stop as determined by the Board.

The appropriate Principal shall award the transfer of academic credit, academic assignment, or placement as he/she deems appropriate in light of the student's completion of courses or grades in the student's home school and notify the nonresident school within 10 days of such transfer.

Prior Approval:	November 23, 2010
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