



# INSTRUCTIONS FOR COMPLETION

2008-09 Open Enrollment Application Form  
PI-9410

**Read All Instructions Carefully. Missing or inaccurate information can cause problems handling the application and may even cause an approved open enrollment to be voided at a later date. If you have any questions, please contact the open enrollment coordinator at the school district to which you are applying, or call the open enrollment consultant at the Department of Public Instruction at 888-245-2732 (ext. 2, then 1).**

1. **Student's Name:** Provide the student's first name, middle initial and last name. Please use the same name for all applications for this student. Fill out a separate application form for each student.
2. **Provide the student's birthdate** (month, day, year) **and sex.**
3. **Daytime Phone:** Provide a home phone number and a work phone number (if applicable).
4. **Mailing Address and Street Address:** The mailing address is where you receive your mail. This is where the notices of approval or denial will be sent. If your mailing address is a post office box or different than where you actually live, please provide your street address.
5. **Grade:** Indicate the student's grade in the 2008-09 school year.
  - The open enrollment law limits the ability of students to participate for prekindergarten, 4-year-old kindergarten, and early childhood education. In order to participate in these programs, the student's resident school district must offer the same type of program and the student must be eligible for the program in her or his resident school district. If your resident school district does not offer prekindergarten or 4-year-old kindergarten, your application will be denied.
6. **Race/Ethnicity:** Indicate the student's race/ethnicity. You may indicate all categories that apply to the student.
7. **Nonresident School District:** This is the school district you want your child to attend.
  - **You may apply to no more than three nonresident school districts for each student.** If you applied to other school districts, please indicate them on the form.
    - You must submit a separate form to each of the school districts to which you apply.
    - If you submit applications to more than three school districts, **all** applications will be declared invalid.
8. **Resident School District:** This is the school district in which you will reside in the 2008-09 school year. You must indicate a resident school district; and the resident school district must be the same on all applications you submit. You must be living in this district at the beginning of the school term and through September 19, 2008. Do not leave this space blank, do not write "unknown," and do not indicate more than one resident school district. If you move to a school district other than the one indicated on the application form, the open enrollment is void.

If you do not know the school district in which your home is located, **DO NOT GUESS.** Contact the municipal clerk in your municipality to find out. Then verify by calling the resident school district.

## **Important Information if You Are Planning to Move**

- If you are planning to move, you may apply for open enrollment. You must indicate as the resident district, the district in which you will be living by September 19, 2008. You do not have to have an address in that district at this time, but you must know what the district will be. If you do not know what district you will be living in, it is very difficult to apply for open enrollment.
  - It is not required that you reside in this school district right now. However, you **must** be residing in this school district no later than the third Friday in September (September 19, 2008) or your open enrollment will be void.
  - If you are planning a move to a different school district and wish your children to continue to attend the district they currently live in and attend, it may not be necessary to apply for open enrollment at this time. Call the open enrollment coordinator at your school district or the open enrollment consultant at the Department of Public Instruction and discuss "Tuition Waiver Due to a Move." If the student will be a senior in the 2008-09 school year, ask about the "senior rule."
  - If you move to a school district other than the one indicated on the application form, the open enrollment is void.
9. **The public school district or private school your child is currently attending.** If your child is currently enrolled in a home-based private educational program, write "home-base."
    - **IMPORTANT NOTE:** If your child is currently enrolled in a private school or a home-based private educational program, you may apply for open enrollment. However, if your child participates in open enrollment in the 2008-09 school year, she or he may not be simultaneously enrolled in a private school or home-based private educational program.

10. **Optional. You may request a specific school or program in the nonresident school district.**

- However, assignment to the requested school or program is not guaranteed, and your child may be assigned to a different school than the one requested. You may indicate in the check box that you only wish to be considered for the school listed, however, if you do this: 1) your application may be denied even if there is space in another school in the district and 2) you will not be placed on a waiting list if the school district has one.

11. **Please answer all of the yes/no questions.**

12. **You are responsible for transporting your children to and from school in the nonresident school district.**

- If the student is eligible for free or reduced price meals under the federal school lunch program, you may apply to the Department of Public Instruction for partial reimbursement of your transportation costs.
- Following are the income guidelines for the federal school lunch program in the 2007-08 school year to assist you in determining whether you may be eligible for reimbursement.

Household Size	Gross Monthly Income	Household Size	Gross Monthly Income
1	\$1,575	5	\$3,721
2	\$2,111	6	\$4,257
3	\$2,648	7	\$4,794
4	\$3,184	8	\$5,330
<i>For each additional household member, add</i>			\$537

- If you wish to apply for reimbursement, please check “yes” on the form and provide the following information:
  - The number of students you will be transporting.
  - The number of miles in a round trip from home to school and back home again.
- In May, the Department will send you information about submitting a claim for reimbursement of your costs and provide an estimate of the amount of reimbursement you may receive (based on the number of miles and students you provide).

13. **The form must be signed by the student’s parent or guardian. An 18-year-old student may sign her or his own form.**

14. **Please print legibly the name of the parent or guardian.**

## INSTRUCTIONS FOR SUBMITTING THE FORM

- **The form must be submitted to the school district office of the nonresident school district.** Do not take the form to your resident school district and do not mail the form to the Department of Public Instruction. Your application is not valid unless it is delivered to the proper place by the deadline.
- **The form must be submitted no earlier than February 4, 2008, and no later than 4:00 p.m. on February 22, 2008.** Late applications *will not be accepted* for any reason.
- **It is strongly recommended that you hand-carry the application form to the nonresident school district office.** If you mail the form and it arrives after 4:00 p.m. February 22, it will be invalid. If you fax the form and it does not arrive or arrives after 4:00 p.m. on February 22, it will be invalid.
- **When you deliver the form, ask the school district official to date-stamp your copy of the form.** Take that date-stamped copy home and keep it. It is your proof that you submitted the application to the right place at the right time.

For information contact:

Mary Jo Cleaver  
Public School Open Enrollment Program Consultant  
Wisconsin Department of Public Instruction  
608-267-9101 or toll-free 888-245-2732, ext. 2 then 1  
email: [maryjo.cleaver@dpi.state.wi.us](mailto:maryjo.cleaver@dpi.state.wi.us)

**DO NOT SEND THE APPLICATION FORM TO THE DEPARTMENT OF PUBLIC INSTRUCTION**



**I. GENERAL INFORMATION**

To be completed by the parent or legal guardian (or the student if age 18 or older). The form must be physically received in the school district office of the nonresident school district **no earlier than February 4, 2008**, and **no later than 4:00 p.m. on February 22, 2008**. A postmark does not meet this requirement. *The time period may not be extended for any purpose.*

Student's Name <i>A separate form must be completed for each student.</i>	Birthdate <i>Mo./Day/Year</i>	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Home Phone <i>Area Code/No.</i> ----- Work Phone <i>Area Code/No.</i>
Mailing Address	City	<b>WI</b>	
Street Address <i>If different from Mailing Address.</i>	City	<b>WI</b>	

What grade will the student be in for the 2008-2009 school year?  5-year-old Kindergarten  1  
 2  3  4  5  6  7  8  9  10  11  12

PreK **or** 4-year-old Kindergarten  
 Early childhood /special education  
*Only if resident district also offers program and child is eligible.*

**Nonresident School District** *School district the student is applying to attend.*

You may apply to no more than three school districts (if you submit forms to more than three districts, **all** applications will be invalid). If you submitted application forms to other school districts, indicate here:  
 1. \_\_\_\_\_ 2. \_\_\_\_\_

Race/Ethnicity  
 American Indian/Alaskan Native  
 Asian/Pacific Islander  
 Black, not of Hispanic Origin  
 Hispanic  
 White, not of Hispanic Origin

**Resident School District** in the 2008-2009 school year. Please read item 8 in the instructions carefully, especially if you may be moving prior to the beginning of the next school year. *You **must** indicate a school district here.*

What school district, private school, or home-based education program is the student currently attending?

—Optional—	If you are applying for the student to attend a specific school(s) or program(s) in the nonresident school district, please indicate here.	<i>Enrollment in a specific school or program is not guaranteed. If you <b>do not wish</b> to have your child considered for placement in a different school or program, please indicate below.</i> <input type="checkbox"/> I wish my child to be considered <b>only</b> for the school(s) or programs(s) indicated to the left. I understand that if space is not available in these school(s) or program(s), my application may be denied even if there is space in other district schools
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**Yes No**

Has the student been expelled at any time during the 2005-2006, 2006-2007, and/or 2007-2008 school year or are any disciplinary proceedings pending that could lead to expulsion?

Is the student currently attending public school in the nonresident school district?

Are siblings of the student currently attending public school in the nonresident school district? Name(s)

Are siblings of the student also applying at this time to attend the nonresident school district? Name(s)

Has the student ever been found, by an IEP team, to have a disability?  
*If yes, does the student have an individualized education program (IEP)?*  Yes  No

Has the child been referred for a special education evaluation that has not yet been completed?

<b>Parents are responsible for transportation. If the student is eligible for free or reduced-price lunches under the School Lunch Program, you are eligible to apply for reimbursement of transportation costs.</b> Check if you are applying for transportation reimbursement. <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Students Transported	No. of Miles Roundtrip
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**II. PARENT/GUARDIAN SIGNATURE AND PERMISSION FOR RELEASE OF RECORDS**

All information is complete and correct. I am the child's parent or legal guardian or I am the student age 18 or older. I grant permission for the nonresident school district to request from the school my child attends information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). I understand that under s. 118.51 (8), Wis. Stats., the nonresident school district may request from the resident school district any information about my child relating to expulsion or expulsion proceedings. This consent is effective until May 15, 2008.

Signature(s) of Parent/Guardian or student (if 18 or older)	Parent/Guardian Name(s)	Date Signed	Date/Time Received in Nonresident School District
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**Distribution: Parent** please provide original and two (2) copies of the form to the **nonresident** district. Keep one copy for your records. **Nonresident** district keep original; send one (1) copy each to the resident district and the DPI.

## IMPORTANT OPEN ENROLLMENT DATES

**February 4-22, 2008:** Parents must apply to the nonresident school district. Early or late applications will not be accepted. Forms must be physically received in the nonresident school district no later than 4:00 p.m. on February 22. It is strongly recommended that the parent hand-deliver the form to the nonresident school district and keep a date-stamped copy for the parent's records. Do not send the form to the Department of Public Instruction.

**April 11, 2008:** School districts must mail notification to parents of approval or denial of their applications

**If the application is denied, parents may submit an appeal to the Department of Public Instruction no later than 30 days after the notice of denial is postmarked or delivered to the parent, whichever occurs first.**

**May 16, 2008:** School districts must notify parents of the school or program to which the student is assigned.

**June 6, 2008:** Parents whose applications were approved must notify nonresident school districts whether the pupil will attend the nonresident school district in the 2008-2009 school year. Failure to make this notification may result in the student being unable to participate in open enrollment.

**August 15, 2008:** This is the last date on which nonresident school districts that have waiting lists may notify students that they have been approved from the waiting list.

## REASONS FOR APPROVAL AND DENIAL

### Nonresident or Resident School District

- **Invalid application:** Early and late applications, applications that do not contain enough information to process them (including the names of the resident and nonresident school districts), and deliberately falsified applications.
- **Ineligible due to age:** A student must be 4 years old on or before September 1 in order to enter 4-year-old kindergarten and 5 years old on or before September 1 in order to enter 5-year-old kindergarten. School districts are not required to evaluate students for early admission.
- **Prekindergarten, 4-year-old-kindergarten, early childhood education.** The student may transfer only if the resident school district offers the same type of prekindergarten, 4-year-old kindergarten or early childhood education program and only if the student is eligible for the program in the resident school district.
- **Racial Imbalance:** The application must be denied if it would increase racial imbalance in the school district.

### Nonresident School District

- **Space is not available...**in the school, program, class or grade.
- **Expulsion:** The nonresident school district may deny a student who is currently expelled or has been expelled within the current or preceding two years (for certain violent conduct).
- **Special education and related services are not available...**space in the special education and related services is not available, the student has been referred for a special education evaluation that has not been completed or the student has been found to have a disability but doesn't have a valid individualized education program (IEP).

### Resident School District

- **Undue financial burden:** The resident school district may deny the application if the cost of the special education and related services required in the student's individualized education program (IEP) causes an undue financial burden to the resident school district.

For information contact: Mary Jo Cleaver, Department of Public Instruction, 608-267-9101, or toll-free 888-245-2732 (ext. 2, then 1). Email: [maryjo.cleaver@dpi.state.wi.us](mailto:maryjo.cleaver@dpi.state.wi.us). Web: <http://dpi.wi.gov/sms/psctoc.html>

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