

DE SOTO AREA SCHOOL DISTRICT

423-Rule

PROCEDURES FOR PUBLIC SCHOOL OPEN ENROLLMENT

FULL-TIME OPEN ENROLLMENT - NONRESIDENT STUDENTS

A. APPLICATION PROCEDURES

1. All applications for admission under this program are to be sent to the District Administrator no earlier than the first Monday in February nor later than the third Friday following the first Monday in February of the current school year. Upon receipt, they will be date-stamped and examined to ensure that all the application requirements listed on the state form have been fulfilled properly. No applications are to be accepted or date-stamped until the first Monday in February and none after the third Friday following the first Monday in February. 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.

Those that are not properly completed will be returned to the applicant. The District may attempt to obtain any missing information provided it is received prior to the end of the application period.

2. All properly-completed applications are to be sent to the resident school district and the department of public instruction (DPI) on the fourth Monday in February.
3. All properly-completed applications are to be sent to the District Administrator who will be responsible for organizing them by grade-level and/or program, whatever is applicable.
4. Projected enrollment of resident school students for the next school years is to be determined by each principal by no later than March 10 and sent to the District Administrator.

5. The District Administrator shall determine, before acting on any applications, the availability of space in the schools, programs, and classes, which may be based on class-size limits, student-teacher ratios, enrollment projections established by the Board, and the number of students currently attending District schools whose tuition is paid by another school district and students applying for open enrollment who are already attending public school in the District, and their siblings.
6. The District Administrator will then determine grade-levels/classes/programs for which applications will not be accepted. The District Administrator will also determine which grade-levels/classes/programs are available and the number of applicants that can be accepted for the forthcoming school year.
7. For those grade-levels/classes/programs for which applications will be accepted, if there are fewer applications for enrollment than the number of spaces available, the District Administrator shall notify all those who meet acceptance criteria on or before the first Friday after the first Monday in April. Included in the notification shall be a request to the parent(s)/guardian and the resident school district that the student's records be sent to the District. This information will be essential for determining placement. It is recommended that such information be provided by no later than April 15th as placement decisions have to be made by the second Friday in May.
8. If there are more applications than spaces available:
 - a. Students who do not meet the acceptance criteria established in Board policy shall be identified. The District Administrator shall notify all those who do not meet acceptance criteria on or before the first Friday after the first Monday in April. The notice of denial shall include the reason for rejection. Since an applicant may appeal the denial to the DPI, it is essential that the reasons for the denial relate directly to the factors that were used in arriving at the decision and are not arbitrary or unreasonable.

b. Nonresident students who are attending a District school and their siblings shall be identified. These students and their siblings are to be enrolled prior to the random selection process.

c. Determination of which remaining applications will be accepted, including those accepted from a waiting list, shall be made by the following random selection process:

- (1) Assign a number to each application and place the numbers in a container.
- (2) In the presence of at least one 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 numbers have been drawn.
- (3) Based on the results of the blind drawing, determine which applications are to be selected and notify applicants on or before the first Friday following the first Monday in April.
- (4) Parent(s)/guardians of students accepted from the waiting list shall be notified:
 - (a) That the student has been accepted and the school/program to which he/she is assigned;
 - (b) The date by which the parent/guardian must notify the District whether the student will attend the District (within 10 days of the date the notice was mailed);
 - (c) That if the parent/guardian does not respond in a timely manner the space will be offered to the next applicant on the waiting list.

(The last date on which the Board may notify a parent/guardian that an applicant has been accepted from the waiting list is the third Friday in August.)

9. If there is no space available, the Board may nevertheless accept a nonresident student who is already attending school in the District or his/her sibling.

B. DETERMINATION OF PLACEMENT

1. All accepted applications are to be maintained by the District Administrator for review and proper placement.
2. The administrators, counselors, and school psychologist will meet to determine placement.
3. Placement decisions are to be made based on the information contained in the applicants' records. The appropriate principal or designee shall determine academic assignment or placement based upon completion of courses or grades in the student's home school and the awarding of transfer academic credit, if applicable.
4. The District Administrator shall provide written notification to the applicant, on or before the second Friday following the first Monday in May, of the specific grade, program and class, and/or school the student will be attending. If the placement is different than requested on the application, the applicant is to be so informed and provided with the reasons why the requested placement cannot be made. Such reasons are to be related to the factors that were used in determining placement for resident students, such as prerequisites.
5. The notification of placement shall include: (a) the District's regular enrollment procedure which is to be followed when enrolling a nonresident student; and (b) information regarding eligibility of transfer students for interscholastic athletic participation that complies with Wisconsin Interscholastic Athletic Association and athletic league standards.

C. The parent must notify the District Administrator, on or before the first Friday following the first Monday in June, if his/her child will be attending school in this District.

D. By no later than June 30, the District Administrator shall provide the district of residence with the name of each of its students who will be attending school in this District in the forthcoming school year.

FULL-TIME OPEN ENROLLMENT - RESIDENT STUDENTS

When a resident student is accepted for enrollment in a nonresident district's open enrollment program, the District's withdrawal/transfer from school procedures shall be followed.

If, during the school year, a resident student wishes to transfer back to his/her home school, the student may do so. If the student has a record of academic difficulty, the principal may wish to assess the student's current level of performance using the assessment guideline as appropriate to the situation.

PART TIME OPEN ENROLLMENT - NONRESIDENT STUDENTS

If more applications are received than the District can accommodate, the selection shall be done by a random-selection procedure established by the District Administrator.

- A. Applications for enrollment must be received by the District no later than six weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the District Administrator, along with a request that a copy of the student's academic records be sent immediately.
- B. If a student's application is accepted, the parent(s)/guardian and the nonresident school district are to be notified, writing, no later than one week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered.
- C. The parent(s)/guardian of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to the school or request a contract with the District for transportation services, as permitted under state law.

- D. The District Administrator shall submit the costs for providing instruction in the course(s) to the nonresident student, as determined by the DPI, to his/her resident school district for payment.
- E. The District Administrator may reject an application. If the application is to be rejected, the parent(s) and the resident school district are to be notified, in writing, no later than one week prior to the commencement of the course and provided the reason for the rejection.

PART-TIME ENROLLMENT - RESIDENT STUDENTS

If the requested course does not satisfy one of the high school graduation requirements under state law, the parent(s)/guardian are to be so notified.

APPROVED: March 10, 2008
