

AR423 – Open Enrollment Program

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Acceptance and Rejection – *The District may deny open enrollment for the following reasons:*

1. *Space is not available in the school, program, class or grade the student would attend.*
 - a. *Projected enrollment of resident school students is to be determined by the District Administrator or his/her designee by no later than the third Friday in December.*
 - b. *The District Administrator or his/her designee shall determine the availability of openings for non-resident students based on the established maximum number of students that can be accommodated in each school, class, and program.*
 - c. *The availability of space in the schools, programs, and classes may be based upon:*
 - i. *Class size guidelines (Policy #343.2 – Class Size)*
 - ii. *Student-teacher ratios*
 - iii. *Census data*
 - iv. *Enrollment projections*
 - d. *The number of openings in a particular program for non-resident students will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without causing undue instructional or financial hardship for the district. This includes all regular and special education programs.*
 - e. *Assignment of students under open enrollment within the District is based upon space availability. Every effort will be made to accommodate requests for specific schools as space permits. [Wis. Stats. 118.51(5)(a)1.]*
2. *The student is currently expelled and the expulsion will extend into the school year for which the application is submitted. [Wis. Stats. 120.13(1)(f)]*

3. *The student has been expelled during the current or preceding two school years for certain conduct specified in statute. [Wis. Stats. 118.51(5)(a)2.]*
4. *The student was habitually truant from the non-resident district during any semester in the current or previous school year. [Wis. Stats. 118.51(5)(a)3.]*
5. *The special education or related services required by the student's individualized education program (IEP) are not available in the non-resident school district or there is not space in the special education or related services required by the student's IEP. [Wis. Stats. 118.51(5)(a)4]*
6. *The student has been referred for a special education evaluation but has not been evaluated. [Wis. Stats. 118.51(5)(a)6.]*

Each application shall be evaluated on a case-by-case basis.

Required Preference

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Selection of Applications - Should the number of applications for open enrollment into the District exceed the number of slots available for open enrollment, non-resident student names will be selected for admission using a random selection process. The District Administrator or his/her designee shall use the following process:

1. *Students who are currently attending school in the District shall be guaranteed approval.*
2. *Siblings of currently attending students shall be guaranteed approval.*
3. *Tuition Waiver students who have attended school in the District during the past school year shall be given priority over applications from other non-resident students.*
4. *The remaining non-attending student applications shall be approved by the following random selection process:*
 - a. *All submitted applications are assigned a number starting with 1 by alphabetical order.*
 - b. *Using an electronic randomization tool, the numbers shall be entered and randomized.*
 - c. *The randomly ordered numbers shall be printed for the record and used in determination of approval of applications.*

- d. *If a student is selected and space is not available in said class or program, they shall be placed on a waiting list in the same order that they were randomly selected.*
 - e. *If a student whose application was randomly selected has sibling(s) in the same random selection process, said sibling(s) shall immediately be granted approval if space is available in said class(es) and/or program(s). If space is not available, the sibling(s) shall be placed on the waiting list in the order they were considered for approval.*
5. *The waiting list shall be maintained and utilized through the third Friday in September, but only if the student will be in attendance on the third Friday in September.*

Students and families shall be notified of approval/denial per State Statute.

*Legal Ref.: Section 118.51, 120.13, 121.78(1)(a), 939.22(10),
Wisconsin Statutes*

PI 23, PI 36, Wisconsin Administrative Code

*Cross Ref.: Board Policy 423 – Open Enrollment
Board Policy 112 - Discrimination
Board Policy 343.2 – Class Size*