

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 425

PUBLIC SCHOOL OPEN ENROLLMENT APPLICATION PROCEDURES

FULL-TIME OPEN ENROLLMENT

A. Non-Resident Open Enrollment Applications

1. The parent(s)/guardian(s) of a non-resident student who wishes to attend school in the district must submit an application to the District Office, on the form prepared by the Department of Public Instruction (DPI) during the application period established by state law in the school year immediately preceding the school year in which the student wishes to attend. The application period during which an application can be submitted is between the first Monday in February and not later than 4 p.m. Central Standard time on the 3rd Friday following the first Monday in February. The application form must arrive in the District Office, whether by mail, facsimile or hand-delivered, by 4 p.m. on the 3rd Friday following the first Monday in February. The application may include a request to attend a specific school or program offered in the district.
2. Upon receipt of an application, the application shall be forwarded to the Superintendent for review, at which time the Superintendent may request disciplinary records and/or other relevant records from the student's resident district. Upon receipt, the Superintendent shall stamp the application with the date and time received. The Superintendent shall return to the parent any application received prior to the first day of the application period or after 4 p.m. on the last day of the application period. The Superintendent shall notify the parent of the reason for returning the application and of the dates of the application period. If an application is incomplete, the Superintendent shall make reasonable effort to obtain the missing information before the end of the application period.
3. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy and set forth under state law. The Superintendent shall submit recommendations regarding acceptance or rejection of applications to the Board for action. However, no action shall be taken on any application until after the application deadline established by state law. For each applicant who is a child with a disability, on or before March 15, the Superintendent shall notify the resident school board of the estimated tuition cost for the special education program required by a pupil's individualized education program, including the estimated cost for transportation, if transportation is required by the pupil's individualized education program.
4. The district shall send copies of applications received by the district to the students' respective resident school board and to the DPI on the 4th Monday in February of every year.

5. Following the receipt of an application, the district shall notify the applicant, in writing and by the first Friday following the first Monday in April, of whether the application has been accepted or rejected. If the application is rejected, the notice shall include the reason(s) for the rejection and, if applicable, the pupil's number on the waiting list.
6. The district shall notify all pupils whose applications were rejected because of lack of available space that they are on a waiting list. The Superintendent will randomly select students from the pool of applicants rejected because of lack of available space to create a numbered waiting list of all applicants. If space becomes available, the district will determine which students to accept from the numbered waiting list, after granting preference to students currently attending school in the district and siblings of such students. If a student is accepted off the waiting list, the Superintendent shall notify the parents, in written correspondence, indicating that the student has been accepted and indicating the program to which the student will be assigned. The Superintendent shall also include the date by which the parent must notify the district whether the student will attend, which will be 10 calendar days from the date the notice was mailed by the Superintendent. The notice shall include a provision which notifies the parent that the acceptance will be rescinded and the space will be offered to the next applicant on the waiting list if the parent does not respond within ten calendar days.
7. If an application has been accepted by the Board, and not rejected by the student's resident school board, the Superintendent shall determine which school or program the non-resident student may attend in the following school year. This determination shall be made in consultation with other appropriate staff and in accordance with district policies and procedures.
8. The Superintendent shall notify the applicant, in writing and by the 2nd Friday following the first Monday in May following receipt of the application, of the specific school or program that the student may attend in the following school year.
9. Following receipt of the notice of acceptance, the non-resident student's parent(s)/guardian(s) must notify the District Office by the first Friday following the first Monday in June following receipt of a notice of acceptance of the student's intent to attend school in the district in the following school year.

If an applicant and/or his or her parents do not give notice of the intent to attend the district by the first Friday following the first Monday in June, or if an applicant and/or his or her parents reject the offer of acceptance, the Superintendent shall select students from the waiting list, according to the policy and procedure outlined above, after giving the appropriate preference as outlined in Board policies and set forth in state law.

10. If a student who is enrolled in a private school or home-based private educational program is approved for open enrollment in the district, the Superintendent may require that the parent(s)/guardian(s) enroll in the resident district by not later than June 30 of the school year preceding the school year in which the pupil will participate in the open enrollment program.
11. By June 30, the district shall notify each resident district school board of the names of the students from the resident district who will be attending school in the district in the following school year.
12. The Superintendent shall maintain all completed application forms for a period of 3 years, after which they shall be destroyed.

B. Resident Open Enrollment Applications

1. Upon receipt of a copy of a resident student's application to attend a school or program in another public school district, the application shall be forwarded to the Superintendent for review.
2. All applications shall be reviewed using the criteria outlined in Board policy and set forth under state law. The Superintendent shall submit recommendations regarding acceptance or rejection of applications to the Board for action.
3. If a student who is enrolled in a private school or home-based private educational program is approved for open enrollment in a nonresident school district, the Superintendent may require that the parent(s)/guardian(s) enroll in the District by not later than June 30 of the school year preceding the school year in which the pupil will participate in the open enrollment program.
4. If the application is rejected, the district shall notify the applicant and the nonresident school board, in writing and by the first Friday following the first Monday in April following receipt of a copy of the application, that the application has been rejected. The notice shall include the reason(s) for the rejection.

PART-TIME OPEN ENROLLMENT

A. Non-Resident Open Enrollment Applications

1. The parent(s)/guardian(s) of a non-resident public high school student who wishes to enroll in a course(s) in the district must submit an application to the District Office, on the form prepared by DPI, by no later than six weeks prior to the date the course is scheduled to commence. The application must specify the course that the student wishes to attend and may specify the school(s) at which the student wishes to attend the course(s). The Superintendent shall send a copy of the application to the student's resident school board no later than three working days after receipt of the application.

2. Upon receipt of an application, the application shall be forwarded to the Superintendent for review, at which time the Superintendent may request disciplinary records and/or other relevant records from the student's resident school district. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in Board policy and set forth under state law.
3. No later than one week prior to the date the course is scheduled to commence, the Superintendent shall notify the applicant and the resident school board, in writing, of whether the application has been accepted or rejected and, if accepted, the school at which the student may attend the course. An acceptance applies only for the following semester, school year or other session in which the course is offered. If the application is rejected, the notice shall include the reason(s) for the rejection and notice to the parent that the decision may be appealed to the department within 30 days. The Superintendent shall send a copy of rejected applications, including notice of denial, to the DPI and resident school board.
4. The parent(s)/guardian(s) of a non-resident student who has received a notice of acceptance must notify the district of the student's intent to attend a course(s) in the district prior to the date a course is scheduled to commence.

If, after the parent has notified the district that the pupil will attend the course, the parent notifies the district that the pupil will not attend the course, or if the pupil fails to attend the course, the Superintendent shall promptly notify the resident school district.

B. Resident Open Enrollment Applications

1. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, the application shall be forwarded to the Superintendent for review.
2. All applications shall be reviewed using the criteria outlined in Board policy and set forth under state law. If an application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected by no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for the rejection and notice to the parent that the decision may be appealed to the department within 30 days. The Superintendent shall send a copy of rejected applications, including notice of denial, to the DPI and resident school board.
3. The Superintendent shall determine whether the course(s) satisfies district graduation requirements. If the Superintendent determines that the course(s) does not satisfy district graduation requirements, the Superintendent shall notify the applicant of that fact by no later than one week prior to the date the course is scheduled to commence.

APPEAL OF DECISION

A student's parent(s)/guardian(s) may appeal decisions in connection with public school open enrollment as provided under, and subject to the limitations of, the state's public school open enrollment law.

BOARD APPROVAL: December 13, 2006