

Policies of the Board of Education

Series 400: Students

ADMISSION OF NON-RESIDENT STUDENTS: TUITION WAIVER PROCEDURES
422-Rule (1)

I. Tuition Waiver Request Procedures

Because of the expansion of the tuition waivers enacted in 2000 and the way they are funded it is necessary to formalize the processes of requesting the waivers and notifying other school districts and the DPI of the waivers.

A parent who is moving or has recently moved out of the Waunakee Community School District and wishes the student to continue to attend the district should contact school principal before the move or as soon as possible after the move to fill out a DPI form requesting the waiver. The business manager shall then determine whether the student is eligible for a waiver for:

- The remainder of the current school year:
 - The student was a resident and enrolled on either the 3rd Friday in September or the 2nd Friday in January of the current school year, and
 - The student was enrolled in the district for at least 20 days during the current school year.
- OR
- If the student does not meet the above criteria, the district may permit the student to complete the school year if the student was a resident and enrolled in the district on July 1 of the current school year.
- The following school year
 - The student was a resident and enrolled in the district on the 2nd Friday in January.
 - The student moved out of the district after the 1st Monday in February
 - The student was enrolled continuously in the district from the 2nd Friday in January to the end of the school year
 - The student continues to be a resident of Wisconsin.

If it is determined that the student is eligible for a tuition waiver to complete the current school year, the business manager shall send a copy of the form to the new resident district (it is not necessary to send the form to the DPI if the waiver is only for the current school year).

- The school district of attendance (Waunakee) continues to count the student in membership for state aid and revenue limit purposes.
- The school district of attendance is not responsible for any transportation outside the boundaries of the school district of attendance.
- If the student receives special education, the new resident school district and the new nonresident school district (Waunakee) must work together to ensure that the student is transported from home to school.

If it is determined that the student is eligible for a tuition waiver for the following school year, the business manager shall send a copy of the form to the resident district and to the DPI (see below for information about students who need special education).

- The resident school district counts the student for state aid and revenue limit purposes. The student must register in the resident school district to provide an auditable record for the district to claim the student. Both school districts should inform the parent of the obligation to notify the districts of any changes in address or status.
- For regular education students, the DPI will reduce the resident school district's state aid and increase the nonresident (Waunakee) school district's state aid by the open enrollment transfer amount (see below for information about students who receive special education).
- The parent is responsible for transportation. Either the resident or nonresident district may provide transportation, except the nonresident district may not pick up or drop off the student within the boundaries of the student's resident school district. Low-income parents (eligible for free or reduced price meals) may apply to the DPI for reimbursement of transportation expenses. (See below for information about students who need special education).
- If either school district becomes aware that the parent has changed her or his mind and that the student will attend the resident school district (or a private school or a home-based program, or if they family moves again), that district must notify the other district and the DPI as soon as possible.

II. Special Education Provisions

- The nonresident (Waunakee) school district must send to the resident district a copy of the student's IEP and an estimate of the cost to provide the special education and related services required by the IEP.
- The resident district may deny the transfer if the district determines that the cost of providing the special education and related services required by the IEP is an undue financial burden (appealable) to the DPI within 30 days after receiving the notice to return).
- The IEP team for the student must include a representative of the student's resident school district.
- The parent is responsible for transportation in the same manner as for regular education students, except, if the IEP required transportation, the nonresident school must provide the transportation (the cost of which may be included in the tuition or other amount paid by the resident district).
- If a student, after beginning attendance in a nonresident school district under the tuition waiver, is newly-identified as needing special education or if the student's IEP is revised, the student may be required to "return" to the resident school district if:
 - The non-resident school district does not offer the special education or related services required in the newly-created or revised IEP (appealable to the DPI within 30 days after receiving the notice to return);
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- The nonresident school district does not have space in the special education or related services required in the newly-created or revised IEP (appealable to the DPI within 30 days after receiving the notice to return); or
- The cost of providing the special education and related services in the newly created or revised IEP imposes an undue financial burden on the resident school district (appealable to the DPI within 30 days after receiving the notice to return).

It is essential for the parent to notify the nonresident (Waunakee) school district of any other changes in address or if the parent decides not to have the student continue to attend the school district.

III. Tuition Waivers and Open Enrollment

For families who are moving out of a school district and wish their children to continue school in the district, it will no longer be necessary to apply for open enrollment prior to the move. They must, however, apply for open enrollment during the first application period that occurs after the move:

- If the family moved out of the Waunakee district prior to the first Monday in February, they must apply for open enrollment for the following school year during the application period. They are eligible for a tuition waiver only for the remainder of the current school year.
- If the family moved out of the Waunakee district after the first Monday in February, they may request a tuition waiver for the remainder of the current school year and for the following school year. They must then apply for open enrollment during the next application period.

Applying for open enrollment in anticipation of a move should be discouraged except in cases where the family is moving to a different school district and wants to apply for open enrollment in a third school district. (For example, a family that currently lives in Waunakee and is planning to move to Green Bay and wants the children to attend Ashwaubenon should apply for open enrollment in anticipation of the move.)

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Waunakee Community School District