

**ADMISSION OF STUDENTS PARTICIPATING  
IN PART-TIME OPEN ENROLLMENT**

423 Rule-2

Wisconsin public high school students may apply to attend one or two courses in nonresident school districts, while remaining enrolled in their district of attendance for the majority of their classes.

Application – The student must apply to the nonresident school district no later than six weeks before the scheduled start of the course. Late applications will not be accepted. The application process must utilize the forms prescribed by the Department of Public Instruction.

Release of Records – By signing the application form, the parent/guardian grants permission for the nonresident school district to request and obtain from the resident school district records that are necessary to determine whether or not the pupil is in high school and whether the pupil meets the prerequisites for the course. State statute also permits the nonresident school district to request any records relating to a pupil's expulsion during the current or preceding two school years. Separate parental/guardian permission is not required to release these records.

Approval or Denial Nonresident School District- No later than one week before the start date of the course, the nonresident school district is required to notify the student if the application is approved or denied. The nonresident school district may deny a student's application only for the following reasons:

- Space is not available in the course. (see 423 Rule-1 for a definition of space availability)
- The student is not in the high school grades.
- The student does not meet the nonresident school district's criteria for being admitted to the course.
- The student is not enrolled in a public high school in Wisconsin.

Approval or Denial Resident School District- No later than one week before the start date of the course, the resident school district is required to notify the student:

- if the application is denied (notification is not required for approval)
- if the course does not meet the high school graduation requirements in the resident school district (although the student may attend the course even if it does not meet the high school graduation requirements)

The resident school district may deny a student’s application only for the following reasons:

- The cost of the course creates an undue financial burden on the resident school district.
- The course conflicts with the individualized education program (IEP) for a student who needs special education.

Notification of the Student’s Intent to Attend the Course- If the student has been notified that she or he is accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the student will attend the course by the last weekday before the course starts.

Appeals- If the application is rejected by either the resident or nonresident school district, the parent may appeal the decision to the Department of Public Instruction within 30 days. The Department of Public Instruction is required to uphold the School Board’s decision unless the Department of Public Instruction finds that the decision was arbitrary or unreasonable. The Department’s decision is final.

Transportation- The parent is responsible for transporting the student to and from the course in the nonresident school district. The parent may apply to the Department of Public Instruction for a prorated reimbursement of the actual transportation costs.

Legal Ref:      Section            118.52 Wis. State Statute

Cross Ref.:    423, Full-time Open Enrollment  
                  423-Rule 1 Admission of Student Participating in Full-Time Open Enrollment  
                  343.2, Class Size

Adopted:        June 2018

Waunakee Community School District