Wisconsin Department of Public Instruction
PUBLIC SCHOOL OPEN ENROLLMENT—
ALTERNATIVE OPEN ENROLLMENT APPLICATION
PI-9421 (Rev. 06-2025)

Collection of this data is a requirement of s. 118.51, Wisconsin Statutes.

INSTRUCTIONS: Submit completed form to the district administrator of the nonresident school district. **Do not send this form to the Department of Public Instruction.**

Additional instructions and information are at the end of this form.

School Year for which Open Enrollment Exception is Requested	Date Received in Nonresident School District *Mo./Day/Yr.*
2025-26	

I. GENERAL INFORMATION

To be completed by the parent or legal guardian (or the pupil if age 18 or older). The form must be submitted to the nonresident school district with any required documentation (see back of form). A separate form must be completed for each pupil.

Legal Name of Pupil *First, Middle Initial, Last*	Gender	Birthdate *Mo./Day/Yr.*
	☐ Male ☐ Female ☐ Non-Binary	

Name of Parent or Legal Guardian	Home Phone *Area/No.*

Work Phone *Area/No.*	Cell Phone *Area/No.*	Email

Mailing Address	City	State	ZIP

Street Address *If different than above*	City	State	ZIP

What grade will the pupil be in for the 2025-26 school year?

☐ 5-year-old Kindergarten ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

☐ PreK **or** 4-year-old Kindergarten

☐ Early childhood /special education *Only if resident district also offers program and child is eligible.*

Nonresident School District This is the school district the pupil is applying to attend. You may apply to no more than three (3) school districts in a school year. You must apply to each school district separately. If you submit applications to more than three (3) school districts, all applications will be invalid. Applications to virtual charter schools do not count towards the three (3) district maximum.

Optional—If you are applying for the pupil to attend a specific school(s) or program(s) in the nonresident school district, indicate here. *Enrollment in a specific school or program is not guaranteed.*

Resident School District This is the school district in which you are currently residing. *You **must** indicate a school district here.*

What school district, private school, or home-based education program is the pupil currently attending?

Yes	No	
☐	☐	Is the pupil currently attending public school in the nonresident school district?
☐	☐	Are siblings of the pupil currently attending public school in the nonresident school district? *Name(s)*
☐	☐	Are siblings of the pupil also applying at this time to attend the nonresident school district? *Name(s)*
☐	☐	Does the pupil have an individualized education program (IEP)?
☐	☐	Does the pupil currently receive special education services?
☐	☐	Has the child been referred for a special education evaluation that has not yet been completed?

Parents are responsible for transportation. If the pupil is eligible for free or reduced-price lunches under the School Lunch Program, you are eligible to apply for reimbursement of transportation costs at the end of the school year. ☐ Check if you are interested in applying for transportation reimbursement.	No. of Pupils Transported	No. of Miles Round Trip

—OVER—

This application is not valid unless Page 2 and Page 3 are completed.

II. REASON(S) FOR REQUEST

Choose all that apply

☐ The pupil's resident school board has determined that the pupil has been the victim of a violent criminal offense.
Provide a copy of any finding by the resident school board or a statement by an administrator of the resident school district explaining the reason for the finding.
Provide an explanation, in Section III, of the circumstances leading to this request.

Date of Resident School Board Determination *Mo./Day/Yr.*

☐ The pupil is or has been homeless in the current or immediately preceding school year.
Provide an explanation, in Section III, of the circumstances leading to this request.

☐ The pupil has been the victim of repeated bullying or harassment.
Provide an explanation, in Section III, of the circumstances leading to this request. Include the date(s) on which the bullying or harassment was reported to the school district, the person(s) to whom the bullying or harassment was reported, any attempts by the pupil, parent, and/or school district to halt the bullying or harassment, and the result of these attempts.

☐ The place of residence of the pupil's parent or guardian and of the pupil has changed as a result of military orders.
Attach a copy of the orders and provide an explanation, in Section III, of circumstances caused by the issuance of orders that led to this request.

Date Military Orders Issued *Mo./Day/Yr.*

☐ The pupil has moved into this state.
Provide an explanation, in Section III, of the circumstances leading to this request.

Date Pupil Moved into State *Mo./Day/Yr.*

☐ The pupil's residence has changed as a result of a court order or custody agreement or because the pupil was placed in a foster home or with a person other than the pupil's parent, or removed from a foster home or from the home of a person other than the pupil's parent.
Provide a copy of any court order, custody agreement, or other document pertaining to the change of the pupil's residence. Provide an explanation, in Section III, of the circumstances that lead to this request.

Date Pupil Changed Residence *Mo./Day/Yr.*

☐ An exception to the open enrollment application period is in the best interest of the pupil.
Provide an explanation, in Section III, of the circumstances leading to this request.

III. EXPLANATION

Provide an explanation of the circumstances leading to this request in the space below.

IV. SIGNATURE

☐ **BY CHECKING THIS BOX, I AGREE** that all information is complete and correct. I am the child's parent or legal guardian or I am the pupil aged 18 or older. I understand that under PI 36.06(2)(a)1, the resident school district will send to the nonresident school district a copy of my child's individualized education program (IEP) and/or information about whether my child has been referred for a special education evaluation. I understand that under s. 118.51(8), Wis. Stats., the resident school district shall provide to the nonresident school district any information about my child relating to expulsion or expulsion proceedings.

I also understand that under PI 36.12(1)(c) the nonresident district cannot request and a resident district cannot provide any other student records, including transcripts and attendance records, without my written consent. The nonresident school district may not deny an alternative application based on a parent's refusal to consent to release of additional records.

Legal Name of Pupil	Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian or Pupil if 18 or Older *Signature may be provided electronically*.	Date Signed *Mo./Day/Yr.*
➢	

V. INSTRUCTIONS

Instructions to the Parent/Legal Guardian or Adult Pupil

Complete this form, include all attachments, and send or deliver this form to the nonresident school district to which you are applying. You may apply to no more than three nonresident school districts in this school year if you wish to have your child attend school in a traditional brick and mortar school. There are no limitations to the number of open enrollment applications that can be submitted to a virtual charter school.

The nonresident school district may deny the application for the same reasons it may deny an application submitted during the open enrollment application period. There is no provision in the statutes for parents to appeal a nonresident school district's decision.

The resident school district may only deny an application for the following reasons:

- The resident school district determines that the criteria relied on by the applicant does not apply to the pupil.
- The resident school district does not agree that the transfer is in the best interest of the pupil.

The resident district may not deny an application if it is based on the resident school district's finding that the pupil has been the victim of a violent crime.

The pupil's parent may appeal the resident district's decision to the department within 30 days after the decision.

Instructions to the Nonresident School District

Immediately upon receipt of this form, enter the application into the open enrollment database. If the parent provided additional documentation, send a copy of the application and all attachments to the resident school district indicated on the application.

Within 20 days of receiving the form, notify the parent, in writing, whether the application is approved or denied. The written notification can be sent to the parent via US mail or email.

The nonresident school district may deny the application for the same reasons it may deny an application submitted during the regular open enrollment application period.

The nonresident school district may deny the application if it does not agree that the transfer is in the best interest of the pupil.

Instructions to the Resident School District

Within 10 calendar days of receiving this form, send a copy of the individualized education program (IEP) if the pupil is a child with a disability, and of any expulsion order or information about any pending disciplinary proceeding concerning the pupil.

Within 20 calendar days of receiving this form, notify the parent, in writing, if the application is denied. The written notification can be sent to the parent via US mail or email.

The resident school district may only deny an application for the following reasons:

- The resident school district determines that the criteria relied on by the applicant does not apply to the pupil.
- The resident school district does not agree that the transfer is in the best interest of the pupil.

The resident district may not deny an application if it is based on the resident school district's finding that the pupil has been the victim of a violent crime.