

Students

Activities

Part-Time Open Enrollment

Watertown Unified School District high school students in grades 9-12 may apply to attend a public high school in a nonresident school district for the purpose of taking up to two (2) courses while remaining enrolled in their district of attendance for the majority of their classes.

Students may obtain an application form from any school district, the Department of Public Instruction or from the open enrollment website at <https://dpi.wi.gov/open-enrollment/ptoe>. The application must be submitted to the nonresident school board no later than six (6) weeks prior to the date on which the course is scheduled to begin.

Approval or Denial Nonresident School District

The nonresident school district is required to notify the student if approved or denied no later than one week prior to the start date of the course. The nonresident school district may deny a student's application only for the following reasons:

- Space is not available in the course.
- 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

The resident school district is required to notify the student no later than one week before the start date of the course:

- 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. The student may attend the course even if it does not meet the high school graduation requirements.

The resident school district:

- *MUST* reject an application if it determines that the course conflicts with a student's individualized education plan (IEP).
- *MAY* reject an application if the cost of the course (as determined by DPI) would impose an undue financial burden.
- Pays the nonresident school district an amount equal to the cost of providing the course to the pupil as calculated/determined by DPI.

Release of Records

The student's parent or guardian is required to sign the application form, unless the student is 18 years of age or older. By signing the form, the parent 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 student meets the prerequisites for the course.

State statute also permits the non-resident school district to request any records relating to a pupil's expulsion during the current or preceding two school years. Separate parental permission is not required to release these records.

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 pupil will attend the course by the last weekday (excluding state holidays) 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 is required to uphold the school board's decision unless the Department finds that the decision was arbitrary or unreasonable. The Department's decision is final.

Transportation

The parent is responsible for transporting the pupil 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. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program.

Claims for transportation reimbursement may be submitted to the Department of Public Instruction at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

Legal Reference: **Wisconsin Statutes – 118.55**

Policy Approved: **March 19, 2018**

Policy Revised: