

**Important Dates for Public School Open Enrollment  
2012-13 School Year  
Wisconsin Department of Public Instruction  
(Created August 2011)**

**January 2012**

- During January*
- Nonresident school districts must notify parents if open enrolled students entering middle school, junior high or high school are required to reapply.
  - Nonresident and resident school districts must provide information and applications for open enrollment upon parents' request.
  - Nonresident and resident school districts are recommended to notify parents of students attending a nonresident school district under a tuition waiver during 2011-12 of the need to apply for open enrollment for 2012-13.
- January 31*
- 2<sup>nd</sup> Friday list view in OPAL will be locked for entry. Any changes after this date must be made in the individual student record.

**February 2012**

- February 5*
- By this date school boards must have adopted or amended any policies that will be used to act on open enrollment applications.
- February 6 to 24*
- **This is the open enrollment application period.**
    - **The recommended method of applying for open enrollment is through the on-line application process at <http://dpi.wi.gov/sms/psctoc.html>. The on-line application will be available from midnight February 6, 2012, until 4:00 p.m. on February 24, 2012.**
    - **Paper applications must be submitted to the nonresident school district no earlier than February 6 and no later than 4:00 p.m. on February 24. A postmark does not meet this requirement. (PI 9410, also available in Spanish).**
    - **The parent may request assignment to a specific school or program.**
    - **The application form includes a request for transportation reimbursement assistance for low-income parents**
  - **Any students attending a nonresident school district under a "Tuition Waiver Due to a Move" must apply for open enrollment in order to attend the nonresident district in the 2012-13 school year.**
- February 24 to March 2*
- Nonresident districts should request special education and expulsion records from student's resident district. Resident district must send records within 5 days.

**March 2012**

- On or before March 15*
- For each applicant who is receiving special education, the nonresident school district must provide to the resident school district an estimate of the basic open enrollment amount plus any actual, additional special education cost it expects to incur to provide the special education and related services required by the student's IEP. (PI 2092)
  - This estimate must be provided even if the only cost is the basic open enrollment amount.

- During March*
- DPI will send printed lists of 2011-12 additional year tuition waiver students to resident and nonresident districts. Lists must be returned on or before March 30.

### **April and May 2012**

- April 6*
- By this date (postmark) resident school districts must notify applicants, in writing, if the applications are denied. (PI 9417)
  - By this date (postmark) nonresident school districts must notify applicants, in writing, whether the applications are approved or denied.
- April and May*
- Parents whose applications were denied by nonresident or resident school district may file an appeal to the DPI within 30 days of the date the notice of denial is postmarked or delivered to the parent, whichever occurs first. (PI 9418)
- May 1*
- By this date, school districts must enter all data in OPAL that affect 2011-12 aid transfers. The following fields will be locked to districts and all changes after that must be requested to DPI: OE status on 3<sup>rd</sup> Friday, FTE, SPED, grade and withdraw student. Districts may still approve/reject existing changes.
- May 7*
- Last day on which an appeal of an open enrollment denial may be mailed to the DPI, unless the notice of denial was untimely. (PI 9418)
- May 13*
- By this date, nonresident school districts must notify accepted applicants, in writing, of the specific school or program to which the applicant is assigned. (PI 9415)
- Middle to end of May*
- The DPI will finalize the 2011-12 basic open enrollment aid adjustment and will estimate the 2012-13 basic open enrollment aid adjustment.

### **June and July 2012**

- June*
- The DPI adjusts each school district's final aid payment for 2011-12 regular education open enrollment
- June 8*
- By this date, parents whose applications were approved must notify nonresident school districts whether the student will attend the nonresident school district in the following school year. Failure to make this notification may result in the student being unable to open enroll. (PI 9415)
- June 30*
- By this date, nonresident school districts must notify resident school districts of the students who will attend the nonresident school district the following school year. This notification will be made electronically through OPAL.
- During July*
- Parents requesting part-time open enrollment for courses beginning in the first semester must apply no later than six weeks before the start of the course. (PI 9412)
- July 15*
- Deadline for parents to submit transportation reimbursement claims for 2011-12 school year (PI 9413). Late claims may not be paid.
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## August and September 2012

*During August*

- No later than one week before the start of the course, nonresident school districts must notify applicants for part-time open enrollment whether the applications were approved or denied.
- No later than one week before the start of the course, resident school districts must notify applicants for part-time open enrollment if the application was denied and if the course does not satisfy high school graduation requirements.

*Middle to end of August*

- Transportation reimbursement checks for 2011-12 sent to parents. Claim forms for the 2012-13 school year will be sent with the checks.

*August and September*

- Parents whose applications for part-time open enrollment were denied may file an appeal with the DPI no later than 30 days after the notice of denial was postmarked or delivered to the parent, whichever occurs first. (PI 9418)

*September 16*

- The third Friday in September. If any new or continuing open enrollment student has not yet attended the nonresident school district on or before this date in the 2012-13 school year, the student's open enrollment is terminated.
- If, before this date, any students who are in their initial year of open enrollment are residing in a resident school district other than the one indicated on the application form, the open enrollment is void (although the new resident district may agree to allow the open enrollment). Students who move into different resident school districts after this date may continue open enrollment.
- Tracking of students participating in open enrollment begins and continues throughout the school year. Student status and changes will be entered into OPAL.

*September 24*

- 3<sup>rd</sup> Friday list view in OPAL will be locked for entry. Any changes after this date must be made in the individual student record.
- SPED list view in OPAL will be locked for entry. Any changes after this date must be made in the individual student record.

## October 2012

*During October*

- DPI will sent printed lists of 2012-13 AYTW students to resident and nonresident school districts. Lists must be returned on or before October 31.