INSTRUCTIONS FOR COMPLETION

Wisconsin Department of Public Instruction
2017-18 Open Enrollment Application Form
PI-9410 and PI-9410-VCS (Rev. 01-17)

NOTICE: You may apply for open enrollment online at http://dpi.wi.gov/oe. The online application will be available from midnight February 6, 2017, until 4:00 p.m. April 28, 2017. Online application is recommended, if possible. If you are not able to apply online, you may apply with a paper form, as follows. However, you should not submit both online and paper applications. Fill out a separate application form for each pupil.

Read All Instructions Carefully. Missing or inaccurate information can cause problems handling the application and may even cause an approved open enrollment to be voided at a later date. If you have any questions, please contact the open enrollment coordinator at the school district to which you are applying, or call an open enrollment consultant at the Department of Public Instruction at 888-245-2732.

1. **Pupil's Legal Name:** Provide the pupil's first name, middle initial and last name. Use the pupil's legal name for all applications for this pupil.
2. **Provide the pupil's birthdate** (month, day, year) **and sex.**
3. **Daytime Phone:** Provide a home phone number and a work phone number (if applicable).
4. **Mailing Address and Street Address:** The mailing address is where you receive your mail. This is where the notices of approval or denial will be sent. If your mailing address is a post office box or different than where you actually live, also provide your street address.
5. **Email Address:** Provide an email address.
6. **Grade:** Indicate the pupil's grade in the 2016-17 and 2017-18 school year.
   - The open enrollment law limits the ability of pupils to participate for prekindergarten, 4-year-old kindergarten, and early childhood education. In order to participate in these programs, the pupil's resident school district must offer the same type of program and the pupil must be eligible for the program in her or his resident school district. If your resident school district does not offer prekindergarten or 4-year-old kindergarten, your application will be denied.
7. ***Optional.*** **Race/Ethnicity:** Indicate the pupil's race/ethnicity. You may indicate all categories that apply to the pupil.
8. **Nonresident School District:** This is the school district you want your child to attend.
   - **You may apply to no more than three nonresident school districts for each pupil**.
     - You must submit a separate form to each of the school districts to which you apply.
     - If you submit applications to more than three school districts, **all** applications will be declared invalid.
9. If you are applying to a virtual charter school, check the box where indicated. You must also fill out the virtual charter school supplemental form PI-9410-VCS (printed after the main open enrollment form). You may apply to no more than three nonresident school districts, including both virtual charter schools and traditional schools. A separate application, including the virtual charter school supplement, must be submitted to each nonresident school district to which you are applying to attend a virtual charter school.
10. **Resident School District:** This is the school district in which you will reside in the 2017-18 school year. You must indicate a resident school district; and the resident school district must be the same on all applications you submit. Do not leave this space blank, do not write "unknown," and do not indicate more than one resident school district. If you are planning to move, indicate the school district in which you expect to reside on September 15, 2017.

    If you do not know the school district in which your home is located, contact the municipal clerk in your municipality to find out. Then verify by calling the resident school district.

    If you are not sure what your resident district will be, you will have to make your best guess. If it is wrong, the Department of Public Instruction (DPI) can change the district to the correct one.
11. **The public school district or private school your child is currently attending**. If your child is currently enrolled in a home-based private educational program, write "home-based."
    - **IMPORTANT NOTE:** If your child is currently enrolled in a private school or a home-based private educational program, you may apply for open enrollment. However, if your child participates in open enrollment in the 2017-18 school year, she or he may not be simultaneously enrolled in a private school or home-based private educational program.

12. ***Optional*. You may request a specific school or program in the nonresident school district.**
    - However, assignment to the requested school or program is not guaranteed, and your child may be assigned to a different school than the one requested. You may indicate in the check box that you only wish to be considered for the school listed, however, if you do this: 1) your application may be denied even if there is space in another school in the district and 2) you may not be placed on a waiting list if the school district has one.
13. **Answer all the yes/no questions.**
14. **You are responsible for transporting your children to and from school in the nonresident school district.**
    - If the pupil is eligible for free or reduced price meals under the federal school lunch program, you may apply to the Department of Public Instruction for partial reimbursement of your transportation costs.
    - Following are the income guidelines for the federal school lunch program in the 2016-17 school year to assist you in determining whether you may be eligible for reimbursement.

Household Size	Gross Monthly Income	Household Size	Gross Monthly Income
1	$1,832	5	$4,385
2	$2,470	6	$5,023
3	$3,108	7	$5,663
4	$3,747	8	$6,304
For each additional household member, add			$642

    - If you wish to apply for reimbursement at the end of the school year, check "yes" on the form and provide the following information:
      - The number of pupils you will be transporting.
      - The number of miles in a round trip from home to school and back home again.
    - The Department will send you information about submitting a claim for reimbursement of your costs and provide an estimate of the amount of reimbursement you may receive (based on the number of miles and pupils for whom you provide transportation).
15. **The form must be signed by the parent or guardian. An 18-year-old pupil may sign her or his own form.**
16. **Print legibly the name of the parent or guardian.**

INSTRUCTIONS FOR SUBMITTING THE FORM

- **Paper forms must be submitted to the school district office of the nonresident school district.** Do not take the form to your resident school district and do not mail the form to the Department of Public Instruction. Your application is not valid unless it is delivered to the proper place by the deadline.
- **The form must be submitted no earlier than February 6, 2017, and no later than 4:00 p.m. on April 28, 2017.** A postmark does not meet this requirement. Under state law, late applications *will not be accepted* for any reason.
- **It is strongly recommended that you hand-carry the application form to the nonresident school district office.** If you mail the form and it arrives after 4:00 p.m. April 28, it will be invalid. If you fax the form and it does not arrive or arrives after 4:00 p.m. on April 28, it will be invalid.
- **When you deliver the form, ask the school district official to date-stamp your copy of the form.** Take that date-stamped copy home and keep it. It is your proof that you submitted the application to the right place at the right time.

—DO NOT SEND THE APPLICATION FORM TO THE DEPARTMENT OF PUBLIC INSTRUCTION—

Wisconsin Department of Public Instruction
FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT APPLICATION FORM—2017-18 SCHOOL YEAR
PI-9410 (Rev. 01-17)
Collection of this data is a requirement of s.118.51, Wisconsin Stats.

DIRECTIONS: Read all instructions carefully.
Completed form must be submitted to the district administrator of the Nonresident School District.

I. GENERAL INFORMATION

To be completed by the parent or legal guardian (or the pupil if age 18 or older). The form must be physically received in the school district office of the nonresident school district **no earlier than February 6, 2017**, and **no later than 4:00 p.m. on April 28, 2017**. A postmark does not meet this requirement. *The time period may not be extended for any purpose*.

Pupil's Legal Name *First, Middle Initial, Last* *A separate form must be completed for each pupil.*	Birthdate *Mo./Day/Yr.*	Sex ☐ M ☐ F	Home Phone *Area/No.*	Work Phone *Area/No.*

Mailing Address	City **WI**	ZIP Code
Street Address *If different from Mailing Address*	City **WI**	ZIP Code

Email Address	What Grade is the Pupil Currently in for the 2016-17 School Year?	What Grade Will the Pupil be in for the 2017-18 School Year?

Nonresident School District This is the school district the pupil is applying to attend. You may apply to no more than three school districts. You must apply to each school district separately. If you submit applications to more than three school districts, all applications will be invalid.

☐ **If you are applying to attend a virtual charter school, check here. You must also fill out form PI-9410-VCS**

Resident School District This is the school district in which you will be residing in the 2017-18 school year. *You **must** indicate a school district here.*

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

Check one (*Optional*)
☐ Hispanic/Latino
☐ Not Hispanic/Latino

*Check **all** that apply* (*Optional*)
☐ American Indian/ Alaska Native
☐ Asian
☐ Black/African American
☐ Native Hawaiian/ Other Pacific Islander
☐ White

—Optional—

If you are applying for the pupil to attend a specific school(s) or program(s) in the nonresident school district, please indicate here.

*Enrollment in a specific school or program is not guaranteed. If you **do not wish** to have your child considered for placement in a different school or program, please indicate below.*

☐ I wish my child to be considered **only** for the school(s) or programs(s) indicated to the left. I understand that if space is not available in these school(s) or program(s), my application may be denied even if there is space in other district schools

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.
Do you anticipate filing a claim for reimbursement at the end of the school year? ☐ Yes ☐ No

No. of Pupils Transported	No. of Miles Round Trip

II. PARENT/GUARDIAN SIGNATURE AND PERMISSION FOR RELEASE OF RECORDS

All information is complete and correct. I am the child's parent or legal guardian or I am the pupil age 18 or older. I understand that under s. 118.51(3)(a)1m., 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 nonresident school district may request from the resident school district any information about my child relating to expulsion or expulsion proceedings.

Signature(s) of Parent/Guardian or pupil *If 18 or older*	Parent/Guardian Name(s)	Date/Time Received in Nonresident School District
➢		

IMPORTANT OPEN ENROLLMENT DATES

February 6–April 28, 2017: Parents must apply to the nonresident school district. Early or late applications will not be accepted. Forms must be physically received in the nonresident school district no later than 4:00 p.m. on April 28, 2017. It is strongly recommended that the parent hand-deliver the form to the nonresident school district and keep a date-stamped copy for the parent's records. Do not send the form to the Department of Public Instruction.

June 9, 2017: Nonresident school districts must mail notification to parents of approval or denial of their applications and must notify parents of approved pupils of the school or program to which the pupil is assigned.

June 16, 2017: Resident districts must notify applicants if the application is denied.

If the application is denied, parents may submit an appeal to the Department of Public Instruction no later than 30 days after the notice of denial is postmarked or delivered to the parent, whichever occurs first.

June 30 2017: Parents whose applications were approved must notify nonresident school districts whether the pupil will attend the nonresident school district in the 2017-18 school year. Failure to make this notification may result in the pupil being unable to participate in open enrollment.

REASONS FOR APPROVAL AND DENIAL

Nonresident or Resident School District

- ***Invalid application*:** Early and late applications, applications that do not contain enough information to process them (including the names of the resident and nonresident school districts), and deliberately falsified applications.
- ***Ineligible due to age*:** A pupil must be four years old on or before September 1 in order to enter four-year-old kindergarten and five years old on or before September 1 in order to enter five-year-old kindergarten. School districts are not required to evaluate pupils for early admission. Pupils 21 years and older may not participate in open enrollment.
- ***Prekindergarten, four-year-old-kindergarten, early childhood education:*** The pupil may transfer only if the resident school district offers the same type of prekindergarten, four-year-old kindergarten or early childhood education program and only if the pupil is eligible for the program in the resident school district.

Nonresident School District

- ***Space is not available*** in the school, program, class or grade.
- ***Expulsion:*** The nonresident school district may deny a pupil who is currently expelled or has been expelled within the current or preceding two years (for certain violent conduct).
- ***Special education and related services are not available***; space in the special education and related services is not available, the pupil has been referred for a special education evaluation that has not been completed or the pupil has been found to have a disability but doesn't have a valid individualized education program (IEP).
- ***Habitual truancy***. The nonresident school district may deny open enrollment to a pupil who has been habitually truant from the nonresident school district during any semester of the 2015-16 or 2016-17 school year.

For information contact: Open Enrollment Consultant, Department of Public Instruction, toll-free 888-245-2732. Email: openenrollment@dpi.wi.gov. Web: http://dpi.wi.gov/oe

Wisconsin Department of Public Instruction

PUBLIC SCHOOL OPEN ENROLLMENT
VIRTUAL CHARTER SCHOOL SUPPLEMENT

PI-9410-VCS (Rev. 01-17)

DIRECTIONS: Read all instructions carefully.
Completed form must be submitted to the district administrator of the Nonresident School District.

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

I. GENERAL INFORMATION

To apply online (recommended), go to http://dpi.wi.gov/oe.

Pupils using paper forms to apply to attend virtual charter schools under the open enrollment program must submit this application to the nonresident school district in addition to the basic open enrollment application. A separate application form must be submitted to each nonresident school district to which you are applying. You may apply to no more than three nonresident school districts, including both virtual charter schools and traditional schools.

Pupil's Legal Name *First, Middle Initial, Last* A separate form must be completed for each pupil.		Grade in 2017-18
Resident School District	Birthdate *Mo./Day/Yr.*	Sex *Check One* ☐ Male ☐ Female

Is this pupil currently attending a virtual charter school under open enrollment?

☐ Yes *Name of Virtual Charter School*

☐ No

II. VIRTUAL CHARTER SCHOOL LISTING

Indicate the Virtual Charter School(s) to which you are applying* You may apply to more than on VCS in the same district.

District	School Name	Grades Served
☐ Appleton School District	Appleton eSchool	Grades 7-12
☐ Appleton School District	Wisconsin Connections Academy	Grades K-12
☐ Barron Area School District	Advanced Learning Academy of Wisconsin	Grades K-12
☐ Birchwood School District	Bobcat Virtual Academy	Grades 4K-12
☐ Cameron School District	Cameron Academy of Virtual Education (CAVE)	Grades K-12
☐ Chetek-Weyerhaeuser School District	Link2Learn Virtual Charter School	Grades 4K-12
☐ Cumberland School District	Island City Virtual Academy	Grades 4K-12
☐ De Soto Area School District	De Soto Virtual School	Grades K-12
☐ Elkhorn Area School District	Elkhorn Options Virtual School	Grades 4K-12
☐ Grantsburg School District	iForward	Grades 6-12
☐ Hayward School District	HACIL Virtual School	Grades K-12
☐ Janesville School District	Arise Academy	Grades K-12
☐ Kenosha Unified School District No. 1	Kenosha eSchool	Grades K-12
☐ Kettle Moraine School District	KM Global—School for Global Leadership and Innovation	Grades 9-12
☐ Kiel Area School District	Kiel eSchool	Grades 7-12
☐ Lake Mills School District	JEDI Virtual Charter School	Grades K-12
☐ McFarland School District	Destinations Career Academy of Wisconsin High School	Grades 9-12
☐ McFarland School District	Wisconsin Virtual Academy (WIVA K-8)	Grades K-8
☐ McFarland School District	Wisconsin Virtual Academy High School (WIVA High School)	Grades 9-12
☐ Medford Area School District	Rural Virtual Academy	Grades 4K-12
☐ Merrill Area Public Schools	Bridges Virtual Academy	Grades 4K-12
☐ Middleton-Cross Plains Area School District	21st Century eSchool	Grades K-12

—See reverse side for additional Virtual Charter School listings—

II. VIRTUAL CHARTER SCHOOL LISTING (cont'd)

District	School Name	Grades Served
☐ Montello School District	Montello Virtual Charter School	Grades K-12
☐ Northern Ozaukee School District	Wisconsin Virtual Learning	Grades 4K-12
☐ Northwood School District	Northwood Virtual Charter School	Grades K-12
☐ Prairie du Chien School District	Mighty River Academy of Virtual Education	Grades K-12
☐ Richland School District	Richland Online Academy	Grades 6-12
☐ Saint Croix Central School District	St. Croix Academy of Virtual Education	Grades K-12
☐ Sheboygan Area School District	George D. Warriner Charter High School	Grades 9-12
☐ Sheboygan Area School District	George D. Warriner Charter Middle School	Grades 6-8
☐ Turtle Lake School District	Laker Online	Grades K-12
☐ Two Rivers Public School District	Lighthouse Academy	Grades K-12
☐ Waukesha School District	eAchieve Elementary	Grades K-5
☐ Waukesha School District	eAchieve Academy	Grades 6-12
☐ Wauwatosa School District	Wauwatosa Virtual Academy	Grades 6-12