Processing Applications - Part 1 - Parent Application

1. Processing Applications - Part One

1.1 Title Slide

Notes:

There are two procedures to apply for open enrollment: the regular application procedure occurs each year from February to April and is the first opportunity to apply for the upcoming school year. The alternative application procedure allows a pupil to apply for the current school year from July 1 through the end of the school term.

Part 1 of Processing Regular Open Enrollment Applications describes the procedures for processing applications under the regular application procedure.

To advance to the next slide, click on the Next button.

1.2 Welcome
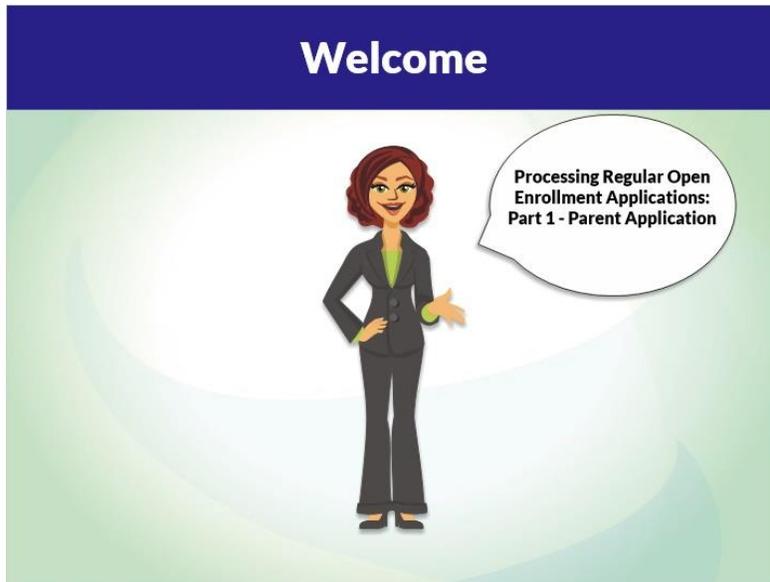
Notes:

Welcome! Today I will be talking about Processing Regular Open Enrollment Applications: Part 1 - Parent Application.

Before we begin this tutorial, let's start with some basic functions of this module.

1.3 Getting Started

Notes:

You will navigate through this presentation using the Previous and Next buttons in the bottom right corner. This allows you to learn at your own pace.

If you get interrupted, simply start the slide over again.

In the upper left corner is the Menu tab. This is another way to move between slides or to jump to the information you are seeking.

You will also notice the transcript tab. Feel free to read along with the presentation by clicking on the transcript tab.

In the upper right corner are the resources and contact us tabs. Clicking on Resources will bring you to a variety of resources you may want to review during or after the presentation.

Here you will also find a pdf version of this presentation.

At the end of this tutorial, there is a short quiz where you can test your knowledge on Reasons for Denial. There is also a survey that we hope you'll complete.

Now, let's begin.

1.4 Application Period

Notes:

The regular open enrollment application period begins at midnight on the first Monday in February and ends on the last weekday in April at exactly 4:00pm.

1.5 Two Ways to Apply

Notes:

There are two ways that a parent can apply for open enrollment during the regular application period: by submitting an online application or by completing a paper application.

The online application is the preferred method of applying.

Paper applications are available in English, Spanish, and Hmong. The Spanish and Hmong translations are only available by paper application.

To access the online application, the parent should go to the open enrollment website at https://dpi.wi.gov/open-enrollment. Once the application period begins, access to the application will be available at the top of the webpage.

1.6 Online Application

Notes:

The most efficient method of applying is for the parent to complete the online application. A parent can complete an application for multiple pupils and can request up to 3 nonresident school district per pupil all in a single online session. The parent may request a specific school or program, but assignment to a requested school or program is not guaranteed.

They can amend the application, print or save it, and submit it electronically - no need to mail or deliver it directly to school districts.

1.7 To Submit Online Application

Notes:

It is strongly recommended that the parent uses an email address as their ID. Emails are sent to the parent when they register their ID, when they submit an application, and when they make significant changes to their application. Parents who started an application but did not complete it or submit it will receive a warning email a few days before the deadline alerting them to the pending end of the application period.

The parent must answer the questions on each page of the application. If they do not, the parent will receive a notification that they cannot advance to the next page without answering the missed question.

It is recommended that parents review their applications before they submit it. Once they have read through the assurances and agree to them, they should click the submit button in order to complete the online application process.

As mentioned earlier, they can print or save the application, or return and amend it, as long as they do so before the end of the application period.

1.8 Paper Application

Paper Application

- Separate form required for:
  - Each child
  - Each nonresident district
- Deliver separately
  - Mail, fax, email, in-person
- No proof of submission
- Difficult to edit

* Spanish and Hmong applications only available in paper.

* It is preferred that districts use paper applications if reapplication is required.

Notes:

Paper applications are not the preferred method of applying for open enrollment because delivery is more difficult, there is no proof that the application was submitted and it is also difficult to edit.

If a parent decides to complete a paper application, they must submit a separate application for each child and to each nonresident district they want their child to attend. Paper applications must be submitted by the parent to the nonresident district by US mail, fax, email, or in person.

If a parent requires a Spanish or Hmong application, the paper application is the only translated application available.

It is also recommended that parents submit paper applications for any open enrolled pupils who attend districts that require reapplication. A district can require reapplication one time and one time only - at the beginning of middle school, junior high, or high school.

## 1.9 To Submit Paper Application

Notes:

Parents can access a paper application from our open enrollment website. They can either use the fill-enabled Word form or they can print off a blank form and fill in the information with pen.

All of the questions must be filled out and answered on the paper form. The parent must sign the application in order for it to be a valid application.

The paper application must be delivered directly to the nonresident district by 4:00pm on the last day of the application period. A postmark is not sufficient for delivery of the application.

The parent must complete a separate application for each child and for each nonresident district that they wish to apply to.

1.10 Special Situations
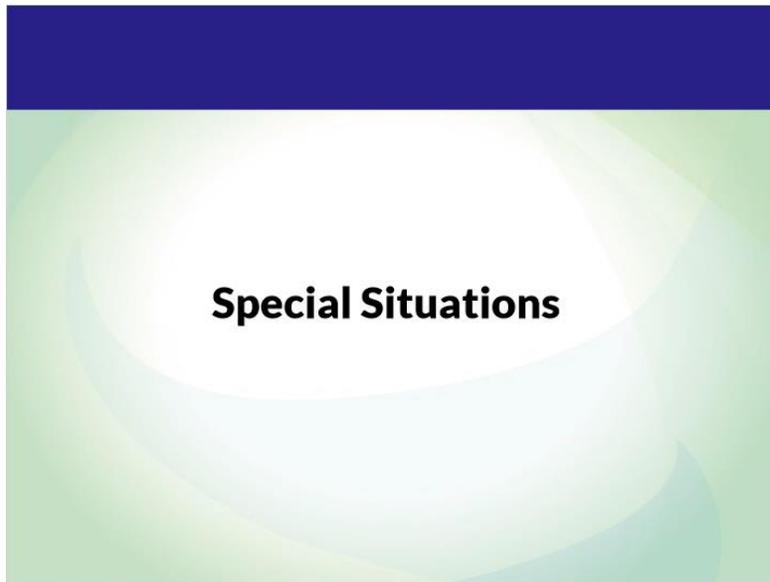
Notes:

There are some special situations that may arise when a parent seeks to apply for open enrollment.

1.11 Planning to Move

Notes:

A parent may apply in anticipation of a move. If the parent is planning a move, the resident district on the application should be where the move is planned. The address on the application does not need to be located in the resident district that the parent indicates on the application.

If a parent is unsure what their resident district will be, they should make their best guess or they can choose not to apply and wait to submit an alternative application once their new resident district has been determined. If the family is living in a different resident district on the 3rd Friday in September other than what was indicated on the application, the resident district can be changed. The application is not considered void.

1.12 4K, Pre-K and Early Childhood

Notes:

A pupil may only open enroll into a 4K, pre-K, or early childhood program if the pupil's resident district offers the same type of program <u>and</u> the pupil is eligible for that program in their resident district.

4K/Pre-K programs are considered the same type of program if pupils in both programs can be counted in membership for state aid purposes. It doesn't matter if the FTEs of the programs do not match; as long as the pupils can be counted, they are considered the same type of program.

1.13 Early Childhood

Notes:

For early childhood/special education programs, the same type of program is what is described in the pupil's IEP. If the pupil does not yet have an IEP, the nonresident district may approve or deny the application.

If the application is approved and an IEP is created, the nonresident district may at that time consider availability and space. If the district does not have the services required in the pupil's IEP or there is no space in the services required, the district can then deny the application.

If the application is denied, once an IEP is created, the nonresident district may, but is not required to, approve the application if it has the special education space and the services.

1.14 Early Admission

Notes:

A parent may request early admission into a 4K or 5K program. However, the nonresident district is not required to evaluate the pupil for early admission. If the nonresident district is willing to do so, approval of the application is contingent on the pupil being found eligible.

For 5K applicants, the pupil only needs to be evaluated by the nonresident district (if it elects to do so). If the pupil is not found eligible for 5K, the pupil may be placed in 4K, but only if the resident district has 4K as well.

For 4K applicants, the pupil may only open enroll if the pupil is evaluated and found eligible for early admission in both districts.

If the resident district has a 4K program, but their board policy states that they do not evaluate for early admission, the pupil would not be eligible for open enrollment.

1.15 2-year-olds in Birth-to-3 Programs

Notes:

The nonresident district may approve or deny an application for a two year old for early childhood if the pupil is being served in a county Birth-to-3 Program and if the pupil will be eligible to receive services by the 3rd Friday in September. If not, the parent may submit an alternative application when the pupil becomes eligible.

The nonresident district may approve or deny the application at that time.

When the IEP is developed and the application was approved, the nonresident district may at that time consider availability and space. If the child is found to not be eligible for special education, they cannot open enroll.

If the application is denied, once an IEP is created, the nonresident district may, but is not required to, approve the application if it has the special education space and the services.

1.16 Private School, Home-Schooled,

Notes:

Pupils not already enrolled in a public school should be treated like any other open enrollment applicant. They can apply for open enrollment and their application can be approved or denied in the same way as all other applicants. It is not necessary for the pupil to enroll in the resident district prior to completing an application or in order to be approved.

Once the pupil is open enrolled and attending the nonresident district, they may not be simultaneously enrolled in a private school or a home-based private educational program.
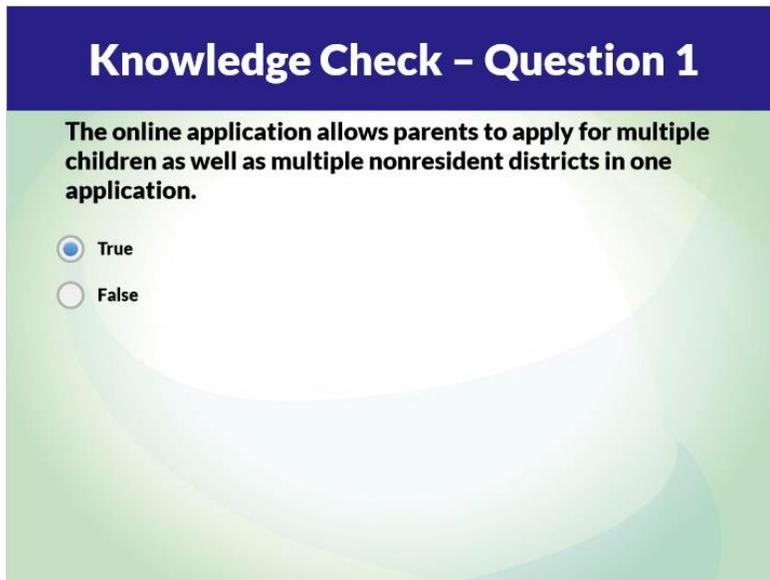
1.17 Test Your Knowledge
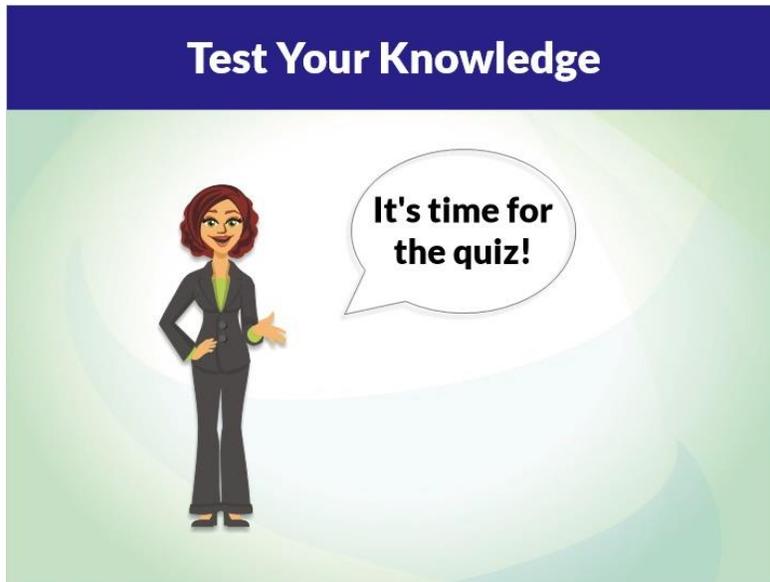
Notes:

Now, its time for the quiz!
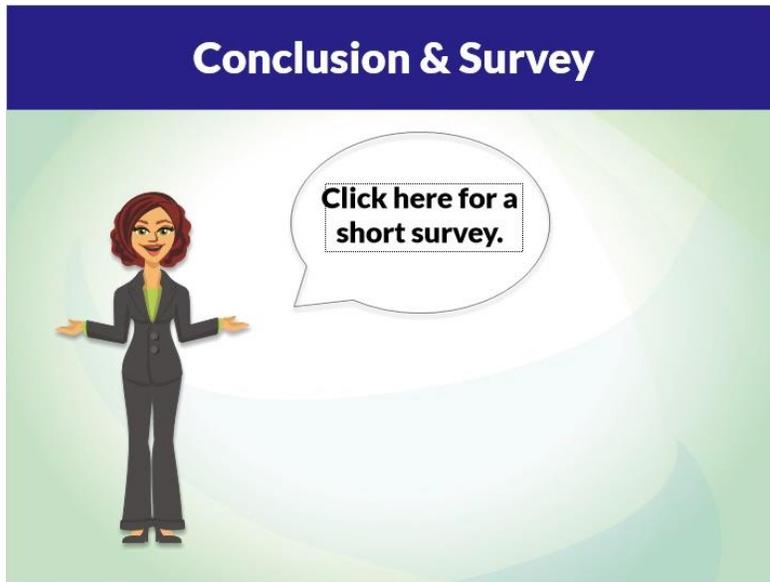
1.18 Knowledge Check - #1

1.19 Knowledge Check - #2

Knowledge Check – Question 2

In order for a pupil to open enroll for 4K or Early Childhood, the resident school district must also offer the same type of program and the pupil must be eligible for the program in the resident district.

○ True

○ False

1.20 Conclusion & Survey

Notes:

Thank you for joining me today to learn about Processing Regular Open Enrollment Applications: Parent Application. We hope you will join us for some of our other Open Enrollment training modules.

Before you close the presentation, please take a moment to complete a short survey on this training.

Thank you.