



PUBLIC SCHOOL OPEN ENROLLMENT INFORMATIONAL BULLETIN

Bulletin 20-09

November 2020

Open Enrollment Due Dates: 2021 – 2026

Application Procedures

Action	Due Date
1. Open Enrollment Space Determinations - Nonresident school districts must establish number of regular and education spaces. Wis. Stat. § 118.51(5)(a)1	January Board Meeting
2. Regular Application Period – first Monday in February through the last weekday in April. Wis. Stat. § 118.51(3)(a)1 Wis. Admin. Code § PI 36.06(1)(a)1	February 1 – April 30, 2021 February 7 – April 29, 2022 February 6 – April 28, 2023 February 5 – April 30, 2024 February 3 – April 30, 2025 February 2 – April 30, 2026
3. Alternative Application Procedure – July 1 to end of school term in current school year. Wis. Admin. Code § PI 36.06(1)(a)2	No earlier than July 1 No later than last day of school term (varies by school district)
4. Enter Paper Applications in OPAL - Nonresident districts must send a copy of regular applications to resident districts and DPI, no later than the end of the first weekday following the last weekday in April. Sending a copy means that any paper applications received by the nonresident district during the regular application period must be entered into OPAL; physical copies do not need to be sent. Wis. Stat. § 118.51(3)(a)1	May 3, 2021 May 2, 2022 May 1, 2023 May 1, 2024 May 1, 2025 May 1, 2026
5. Enter Alternative Applications in OPAL and Send Attachments - Nonresident districts must send a copy of an alternative applications to resident districts and the DPI immediately upon receipt of the application. Sending a copy means the application must be entered into OPAL and any attachments sent to the	Immediately upon receipt of an alternative application.

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Action	Due Date
<p>resident district via fax or email. If it is not possible to enter the application into OPAL within one day, the paper application must be faxed or emailed.</p> <p>Wis. Stat. § 118.51(3m)(c)</p>	
<p>6. Special Education and Expulsion Records - Resident districts must send IEP and expulsion records to nonresident districts for applications submitted during the regular application period by the first Friday following first Monday in May for regular application or within 10 calendar days of receiving a copy of an alternative application.</p> <p>The resident district must notify the nonresident district if the pupil is not attending the resident district. The nonresident district may request the records from the school district the pupil is attending.</p> <p>Wis. Stat. § 118.51(3)(a)1m and (8) Wis. Admin. Code § PI 36.06(2)(b)1 and 2 and (2)(c)</p>	<p>May 7, 2021 May 6, 2022 May 5, 2023 May 10, 2024 May 9, 2025 May 8, 2026</p> <p>Within 10 calendar days of receiving a copy of an alternative application.</p>
<p>7. Nonresident Approval/Denial - Nonresident districts must send notice of approval or denial of regular applications on or before the first Friday following the first Monday in June. If the nonresident district does not make timely notification for a regular application, the application is considered approved. Nonresident districts may not act on any application before May 1.</p> <p>Nonresident districts must send notice of approval or denial of alternative application no later than 20 calendar days after receiving an alternative application. If the nonresident district does not notify the parent on or before the 20th calendar day after receiving the application, the application is considered denied.</p> <p>Wis. Stat. § 118.51(3)(a)2 and 3 and (3m)(c) Wis. Admin. Code § PI 36.06(4)(a)1 and 2</p>	<p>June 11, 2021 June 10, 2022 June 9, 2023 June 7, 2024 June 6, 2025 June 5, 2026</p> <p>No later than 20 calendar days following receipt of an alternative application.</p>
<p>8. Resident Approval/Denial - Resident districts must send notice of denial of a regular application on or before the second Friday following the first Monday in June.</p> <p>Resident districts must send notice of denial of an alternative application no later than the 20th calendar day after the application was submitted.</p> <p>If the resident district does not make timely notification of denial, the regular or alternative application is considered approved.</p>	<p>June 18, 2021 June 17, 2022 June 16, 2023 June 14, 2024 June 13, 2025 June 12, 2026</p> <p>No later than 20 calendar days following submission of an alternative application.</p>

Action	Due Date
<p>Wis. Stat. § 118.51(3)(a)4 Wis. Admin. Code § PI 36.06(4)(b)1 and 2</p>	
<p>9. Parent Notify Nonresident District – The parent of an approved regular application must notify the nonresident district if the pupil will transfer no later than last Friday in June or no later than 10 calendar days following receipt of notice of acceptance from a waiting list.</p> <p>If the parent does not make timely notification, the nonresident district may determine that the pupil will not attend and may offer the space to the next pupil on a waiting list.</p> <p>Wis. Stat. § 118.51(3)(a)6 Wis. Admin. Code § PI 36.06(3)(f)</p>	<p>June 25, 2021 June 24, 2022 June 30, 2023 June 28, 2024 June 27, 2025 June 26, 2026</p> <p>No later than 10 calendar days after receiving notice that the pupil was accepted from a waiting list.</p>
<p>10. Nonresident District Notify Resident District - Nonresident districts must notify resident districts of regular application pupils who intend to attend the nonresident school district in the following school year. This is done in OPAL.</p> <p>Wis. Stat. § 118.51(3)(b)</p>	<p>July 7, all years</p>
<p>11. Alternative Application Enrollment - If a nonresident district approves an alternative application, the pupil may begin attending the nonresident district immediately, and must begin attending the nonresident district by the 15th calendar day following receipt by the parent of the notice of approval. The nonresident school district may agree to a later date.</p> <p>Wis. Stat. § 118.51(3m)(e) Wis. Admin. Code § PI 36.07(2)(a)</p>	<p>15 calendar days after receiving a notice of approval, or a date set by the nonresident school district.</p>
<p>12. Parent Appeal of Regular Application Denial- A parent whose regular application is denied by a nonresident or resident district may file an appeal within 30 calendar days of the date the notice of denial was postmarked or delivered to the parent, whichever is first.</p> <p>Wis. Stat. § 118.51(9) Wis. Admin. Code § PI 36.14(1)(b)</p>	<p>30 calendar days after the date a notice of denial is postmarked or delivered to the parent, whichever is first.</p>
<p>13. Parent Appeal of Alternative Application Denial - A parent whose alternative application is denied by a resident school district may file an appeal within 30 calendar days of the date the notice of denial was postmarked or delivered to the parent, whichever is first.</p> <p>(Note: if an alternative application is approved by the nonresident district, but denied by the resident district, the pupil</p>	<p>30 calendar days after the date a notice of denial is postmarked or delivered to the parent, whichever is first.</p>

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may attend the nonresident district pending the outcome of an appeal). Wis. Stat. § 118.51(9) Wis. Admin. Code § PI 36.14(1)(b) and PI 36.07(2)(c)	
<p>14. <i>Appeal procedures:</i></p> <ul style="list-style-type: none"> School board record of decision and initial brief due: Parent initial and reply brief due: School board reply brief due: 	<p>2 weeks after DPI notifies the district of the appeal.</p> <p>10 calendar days after due date for submission of the record.</p> <p>7 calendar days after due date for parent reply brief.</p>

Due Dates for Administering the Open Enrollment Program

Action	Due Date
1. <i>3rd Friday Reporting</i> - Nonresident districts must enter into OPAL whether each eligible pupil is or is not attending the nonresident district on the 3 rd Friday in September (or any day before and any day after the 3 rd Friday in September).	7 calendar days before the due date for submitting the PI 1563 membership report to the School Finance team.
2. <i>2nd Friday Reporting</i> - Nonresident districts must enter into OPAL whether each eligible pupil is or is not attending the nonresident district on the 2 nd Friday in January (or any day before and any day after the 2 nd Friday in January).	7 calendar days before the due date for submitting the PI 1563 membership report to the School Finance team.