



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

423 - Rule

Public School Open Enrollment

A. Non-Resident Student Open Enrollment Applications

1. Full-Time Enrollment

- a. The parent(s)/guardian(s) of a non-resident student who wishes to attend school in the District shall apply. **The application must be submitted using the form designation by the Wisconsin Department of Public Instruction.** The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the last weekday in April in the school year immediately preceding the school year in which the student wishes to attend. The District shall notify the student's resident district and the Department of Public Instruction (DPI) by the end of the first weekday following the last weekday in April.
- b. Upon receipt of the application, it will be forwarded to the District Administrator for review and recommendation. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The District Administrator shall determine acceptance or rejection of applications. No action shall be taken on any application before May 1.
- c. On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted and shall identify the specific school or program. If the application is rejected, the notice shall include the reason(s) for the rejection **and notice and information regarding the parents' right to appeal.**
- d. The non-resident student's parent(s)/guardian(s) shall notify the district of the student's intent to attend school in the District in the following school year. This must be done on or before the last Friday in June following receipt of the notice of acceptance.
- e. Annually by July 7, the resident district shall be notified of the names of the students from the resident district who will be attending school in the District the following year.

2. Random Selection/Preferences

If there are more applications than spaces (using the district's "Space Limits Document,") the district will fill the available spaces by random selection for each grade level, which will also randomly determined. The following applies to the random selection process:

1. Preferences

- a. **Preference in the random selection process shall be given to currently attending students and their siblings.**

- b. If in any selection process there are more students receiving preference than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students will be granted equal preference.
2. The sibling of a student selected in the random selection process will be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:
 - a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
 - b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
 - c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The district will notify the parent of a student accepted from the waiting list of that student's eligibility to attend the district. The notice shall state the school or program the student has been assigned to, and a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

3. Part-Time Enrollment

- a. The parent(s)/guardian(s) of a non-resident public high school student who wishes to take a course(s) in the District shall apply. The application shall specify the course that the student wishes to attend. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District shall notify the student's resident district.
- b. Upon receipt of the application, it will be forwarded to the District Administrator for review and recommendation. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in Board policy. No later than one week prior to the date the course is scheduled to commence, the District Administrator shall notify the applicant and the resident school board, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason for rejection. If accepted, the acceptance applies only for the following semester, school year, or other session in which the course is offered.
- c. The parent(s)/guardian(s) of a non-resident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence.

B. Resident Student Open Enrollment Applications

1. Full-Time Enrollment

- a. Upon receipt of a resident student's application to attend a school or program in another public school district, it will be forwarded to the District Administrator for review and recommendation.

- b. All applications shall be reviewed using the criteria outlined in Board policy. The District Administrator shall determine acceptance or rejection of applications. If the application is rejected, the applicant and the non-resident district shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in June. The notice shall include the reason(s) for the rejection.

2. Part-Time Enrollment

- a. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, school office staff shall forward it the District Administrator for review and recommendation.
- b. All applications shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant and the non-resident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for the rejection.

If the application is accepted, the District Administrator shall determine whether or not the course(s) satisfies the District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the District Administrator shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

C. Criteria for Alternative Open Enrollment

- a. The student's resident school district determines that the student is a victim of a violent crime.
- b. The student is or has been homeless in the current or preceding school year.
- c. The student has been the victim of repeated bullying or harassment that has been reported to the resident school district and continues in spite of actions taken.
- d. The student's place of residence has changed due to the parent's military orders.
- e. The student moved into this state within the past 30 days.
- f. The student's place of residence has changed as a result of a court order or custody agreements, or the student was placed in a foster home or with a person other than the student's parent, or removed from a foster home or the home of a person other than the student's parent.
- g. The student's parent(s) or guardian and the nonresident and resident school districts agree that attending the nonresident school district is in the best interest of the student.

D. Appeal of Rejection

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

CROSS REFERENCE: [Space Limits Document](#)

APPROVED: December 11, 1997
REVIEWED: January 31, 2000

REVIEWED: February 19, 2001
REVIEWED: March 14, 2002
REVIEWED: February 13, 2003
REVIEWED: January 22, 2004
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REVIEWED: December 19, 2005
REVIEWED: December 14, 2006
REVISED: December 10, 2007
REVIEWED: January 10, 2008
REVIEWED: January 8, 2009
REVIEWED: January 14, 2010
REVIEWED: January 13, 2011
REVIEWED: December 20, 2011
REVISED: March 8, 2012
APPROVED: April 12, 2012
REVIEWED: January 10, 2013
REVIEWED: January 9, 2014
REVISED: February 13, 2014
APPROVED: March 13, 2014
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APPROVED: January 14, 2016
REVIEWED: January 12, 2017
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