

SERIES 400 – STUDENTS

School Admissions – 420

Public School Open Enrollment (423 Rule)

Non-Resident Student Open Enrollment Applications (Full-time and Part-time Open Enrollment Students)

Parent(s) or Guardian(s) of a non-resident student must obtain the proper open enrollment application form from the Wisconsin Department of Public Instruction web-site. The application must be completed and submitted on-line to the Wisconsin Department of Public Instruction between the first Monday in February until the last workday in April. Paper copies are available in the Norwalk-Ontario-Wilton School District office. Submitting the application on-line is preferred by the Wisconsin Department of Public Instruction.

All non-resident applications to the Norwalk-Ontario-Wilton School District will be reviewed by the Superintendent. The Superintendent shall use the acceptance and rejection criteria outlined in this board policy and make a recommendation to the Board of Education for action at the regular meeting in the month of May.

If the application is approved or rejected, the applicant and the non-resident school board will be notified, in writing, that the application has been approved or rejected. This notification shall be made the first Friday after the first Monday in June, and will be postmarked no later than June 7. The notice shall include the reason for the rejection and the parent's right to an appeal.

The Superintendent, will make a request for all special education and disciplinary data of all students who open enroll into the Norwalk-Ontario-Wilton School District. The Superintendent, in cooperation with the Director of Special Education, will send an estimate of the special education costs to the resident school district that will include the actual and additional costs Norwalk-Ontario-Wilton will have in educating that child in accordance to services provided according to the IEP. This will be done no later than the regular scheduled Board of Education meeting in May

For part-time open enrollment, the student's parent(s) or guardian(s) shall notify the Norwalk-Ontario-Wilton School District of the student's intent to attend a particular course or program.

Resident Student Open Enrollment Applications (Full-time and Part-time Open Enrollment Students)

The Superintendent will review all applications using the acceptance and rejection criteria outlined in this policy. The Superintendent will then make recommendations to the Board of Education for action at the regular monthly meeting in May.

If the application is approved or rejected, the applicant and the non-resident school board will be notified, in writing, that the application has been approved or rejected. This notification shall be made by the first Friday after the first Monday in June, and will be

postmarked no later than June 7. The notice shall include the reason for the rejection and a parent's right to an appeal.

For part-time open enrollment students, notification for rejection will be made no later than one week prior to the date the course or program is slated to commence. The written notice will include the reason(s) for the rejection.

Appeal Process

If the Norwalk-Ontario-Wilton School Board rejects an application of a resident or non-resident student for open enrollment, the student's parent or guardian may appeal the decision to the Wisconsin Department of Public Instruction within thirty (30) days after the rejection of the application.

Approved: 8/14/06

Revised: 9/17/07
1/14/13