

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

STUDENTS
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PART-TIME OPEN ENROLLMENT

A. Application Procedures

The Columbus Board of Education ("Board") shall accept open enrollment applications from nonresidents enrolled in a public school in the high school grades for individual courses. Applications shall be submitted on the form provided by the DPI. Nonresidents may not attend more than two (2) courses at any time in any nonresident District. The applications must be made no later than six (6) weeks prior to the start of the course. Copies of all nonresident pupil applications will be sent to the resident school board of each nonresident pupil. The Board must receive copies of all applications by District pupils seeking part-time open enrollment in other school districts.

B. Acceptance Criteria

Acceptance of non-resident and resident part-time open enrollment applications shall be made according to criteria specified and shall be made no later than one (1) week prior to the start of the course.

(Note: In order for a pupil to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

1. Nonresident Acceptance Criteria

The Board shall initially determine approval of applications of nonresidents based upon the criteria specified below. The applications of nonresidents denied under the criteria shall be removed from the pool of eligible applications. If, after removing the denied applications, the number of nonresident pupils, District pupils, and pupils enrolling pursuant to section 118.145(4), Wis. Stats. [Incorporate other school board policy if necessary], applying for a course exceeds the number of spaces available in the course, the Board shall give first priority to District pupils and then to pupils enrolling pursuant to section 118.145(4), Wis. Stats. The remaining nonresident pupil applications shall be approved on a random basis.

The Board shall consider only the following criteria for nonresident open enrollment applications:

- a. The same criteria applied to District pupils selecting courses.

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- b. Whether the nonresident pupil is already enrolled in two (2) courses in any nonresident District.

2. Resident Acceptance Criteria

The Board shall consider applications of residents enrolled in the high school grades seeking to attend courses in other school districts based upon the following criteria:

- a. Whether the cost of the course would impose an undue financial burden on the District in light of its total economic circumstances.
- b. Whether the course would conflict with the IEP of the pupil.

C. Notice of Decision

Written notice of acceptance or denial must be sent to all applicants no later than one week prior to the start of the course. Notice of denial shall include a reason for the determination.

1. Nonresident Pupil Applications

In addition to sending notice of decision to the applicant, if the Board approves an open enrollment application of a nonresident pupil, it shall also send a notice to the resident school board no later than one (1) week prior to the start of the course. The Board shall notify accepted nonresident applicants and the resident school board of the school at which the pupil will attend the course.

2. Resident Pupils Applying to Other Schools

The Board shall notify the resident pupil no later than one (1) week prior to the start of the course whether the course in the nonresident district does not satisfy District high school graduation requirements. In addition to the notice of decision sent to the District pupil, if the Board denies approval it shall send a notice with the reasons for denial to the nonresident school board initially receiving the application.

D. Reapplication Procedures

Approval of part-time open enrollment for a course only applies to the semester, year, or other session in which the course is offered. The Board shall require nonresident pupils to reapply under the part-time open enrollment policy for each semester, year, or other session in which a course is offered.

