

# Applying for Part-Time Open Enrollment for Public High School Pupils

Wisconsin public high school pupils may apply to attend one or two courses in nonresident school districts, while remaining enrolled in their district of attendance for the majority of their classes.

## How to Apply

Parents and pupils may obtain application forms from any school district, from the Department of Public Instruction or from the open enrollment website at <https://dpi.wi.gov/open-enrollment/ptoe>.

The pupil must apply to the nonresident school district (the district in which the pupil wishes to take the course) no later than six weeks before the scheduled start of the course. The application form must be received in the nonresident school district by that date – a postmark is not sufficient. Late applications will not be accepted. It is the responsibility of the parent and pupil to find out the starting date for the course.

## Release of Records

The pupil's parent or guardian is required to sign the application form (pupils who are 18 years of age or older may sign for themselves). By signing the form, the parent grants permission for the nonresident school district to request and obtain from the resident school district (or district of attendance for open enrollment pupils) records that are necessary to determine whether or not the pupil is in high school and whether the pupil meets the prerequisites for the course.

State statute also permits the nonresident school district to request any records relating to a pupil's expulsion during the current or preceding two school years. Separate parental permission is not required to release these records.

## Approval or Denial Nonresident School District

No later than one week before the start date of the course, the nonresident school district is required to notify the pupil if the application is approved or denied.

The nonresident school district may deny a pupil's application only for the following reasons:

- Space is not available in the course.
- The pupil is not in the high school grades.
- The pupil does not meet the nonresident school district's criteria for being admitted to the course.
- The pupil is not enrolled in a public high school in Wisconsin.

## Approval or Denial Resident School District

No later than one week before the start date of the course, the resident school district is required to notify the pupil:

- if the application is denied (notification is not required for approval)
- if the course does not meet the high school graduation requirements in the resident school district (although the pupil may attend the course even if it does not meet the high school graduation requirements)

The resident school district may deny a pupil's application only for the following reasons:

- The cost of the course creates an undue financial burden on the resident school district.
- The course conflicts with the individualized education program (IEP) for a pupil who needs special education.

## Notification of the Pupil's Intent to Attend the Course

If the pupil has been notified that she or he is accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts.

## Appeals

If the application is rejected by either the resident or nonresident school district, the parent may appeal the decision to the Department of Public Instruction within 30 days. The Department is required to uphold the school board's decision unless the Department finds that the decision was arbitrary or unreasonable. The Department's decision is final.

## Transportation

The parent is responsible for transporting the pupil to and from the course in the nonresident school district.

The parent may apply to the Department of Public Instruction for a prorated reimbursement of the actual transportation costs. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program.

Claims for transportation reimbursement may be submitted to the Department of Public Instruction at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

## Frequently Asked Questions

### Can a full-time open enrolled pupil participate in part-time open enrollment?

Yes. A full-time open enrolled pupil can apply to attend one or two courses in the pupil's resident school district as well as a third district. The nonresident school district the pupil is attending full time is considered the district of attendance for part-time open enrollment.

### How does a pupil find out when the course is scheduled to begin and what the prerequisites for the course are?

It is the responsibility of the pupil to obtain this information from the nonresident school district.

### How many courses can be taken in a year?

A pupil is permitted to take up to two courses at one time. The number of courses taken in a year will depend on the length of the courses taken.

### Do all the courses have to be taken in the same school district?

No. The pupil may take one course in one school district and another course in a different school district, as long as no more than two courses are taken at the same time. It is the responsibility of the pupil to ensure that her or his schedule can accommodate such an arrangement. Neither school district is required to make any accommodations to enable the pupil to do this.

### Can a pupil take summer school courses in a nonresident school district under the part-time open enrollment program?

Yes. However, only courses that are eligible to be counted for state aid purposes may be taken under the program.

### Can private school pupils and pupils in home-based education programs participate in part-time open enrollment?

No. The inter-district part-time open enrollment program requires that the pupil must be enrolled in a public school in the high school grades. Separate statutes allow private school pupils and home-based pupils to attend a public school part time. See Wis. Stat. § 118.145(4) and 118.53.

### For more information contact:

Public School Open Enrollment Program  
Wisconsin Department of Public Instruction  
P.O. Box 7841  
Madison, WI 53707-7841  
Toll-free: 1-888-245-2732  
Email: [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov)  
Web site: <https://dpi.wi.gov/oe>



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# Part-Time Open Enrollment in Wisconsin Public Schools

## Information for Pupils, Parents and School Districts

Wisconsin Department of Public Instruction  
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