

PART TIME OPEN ENROLLMENT

343.44

Under the part-time open enrollment program, a student enrolled in a public school in the high school grades may be permitted to attend a public school in a nonresident school district to take up to two courses at any one time.

If a student wishes to participate in the part-time open enrollment program, the student and his/her parent or guardian are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, (3) meeting the minimum eligibility criteria, and (4) meeting relevant deadlines, as such requirements are defined in state law, any applicable state regulations, and the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to meet other mandatory requirements are grounds for loss of the opportunity to participate in the course(s).

The District Registrar, with support and advisement of District Directors, shall be responsible for (1) ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; and (2) determining whether the District will approve or deny individual applications based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures. The building principals shall be responsible for establishing a start date for each course for purposes of part-time open enrollment, and the applicable starting date shall be used to calculate the deadlines for submitting a program application for the course and for providing the related approval, rejection, and acceptance notices. The part-time open enrollment application deadline will be 30 days prior to the course start date.

Resident High School Students Attending Courses in Other Public School Districts

The District shall deny a resident student's otherwise timely and complete application to attend a course in another public school district under the part-time public school open enrollment program if:

1. The course conflicts with the student's individualized education program (IEP);
or

2. The cost of the course would impose an undue financial burden on the District.

Nonresident High School Students Attending Courses in the District

Nonresident students seeking to enroll in specific District courses under the part-time open enrollment program shall be subject to the same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. In addition, there must be space available in the course.

Regarding space availability considerations, the District will give preference (i.e., ahead of part-time open enrollment applicants) in making acceptance and placement decisions for individual courses to the following:

1. **District students have first priority.** Up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give a preference to otherwise-eligible students whose primary enrollment and school of attendance is (or at the time of the applicable course will be) within the public schools of the District (including students who are not District residents who are regularly attending a school in the District under the full-time open enrollment program). In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate regular District students who are late enrollees.
2. **Non-District students who are District residents have a preference over nonresidents.** Provided that such students have applied to take the course no later than at least 30 days before the course starting date, the District will also give a secondary preference to non-District students who are residents of the District and who are entitled to apply to take the course under state law or under any other Board policy (e.g., certain residents who are enrolled in a private school, tribal school, or home-based private educational program).

If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, then the District will use a random procedure to determine which additional students to accept into the course. The random procedure shall involve a randomized drawing or the use of a random number generator.

Application of Policy in Special Situations

To the extent required by law, the terms “resident student,” “nonresident student,” and “nonresident school district,” within this policy shall be construed to appropriately accommodate atypical situations where the public school that a student normally attends on a full-time basis is not located in the same school district in which the student’s legal residence is located.

Legal References:

Wisconsin Statutes

- [Section 115.385\(4\)](#) [required parent notification of educational options, including part-time open enrollment]
- [Section 118.13](#) [student nondiscrimination]
- [Section 118.145\(4\)](#) [resident students enrolled in private schools/tribal schools taking courses in the public high school]
- [Section 118.15\(1\)\(d\)](#) [discretionary program and curriculum modifications]
- [Section 118.33](#) [high school graduation requirements]
- [Section 118.52](#) [part-time open enrollment]
- [Section 118.53](#) [home-schooled students taking courses in the public schools]
- [Section 118.57](#) [required public notification of educational options, including part-time open enrollment]

Wisconsin Administrative Code

- [Subchapter V of PI 36](#) [part-time open enrollment regulations]

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