

Sample Open Enrollment Application

January 2018

- Following are screen shots of the 2018-19 online DRAFT application.
- The final application may have changes in appearance or minor changes in content; however, no major changes are anticipated.
- This is intended for school district use to assist parents in the application process.
- Questions should be directed to:
 - DPI Open Enrollment Consultant
 - openenrollment@dpi.wi.gov
 - 888-245-2732, option 2



DRAFT

Open Enrollment Application for 2018-2019

Warning!

The state's open enrollment program allows a parent to apply to have their child attend a school district other than the one in which they reside.

The Open Enrollment program cannot be used to enroll your child in your resident school district (including 4-year-old kindergarten and 5-year-old kindergarten). Contact your resident school district for enrollment information.

Monday, February 5, 2018 **Welcome! The Open Enrollment process is only open from**
to Monday, April 30, 2018 at 4:00 PM.
Late applications will not be accepted for any reason.

How to Apply

Before getting started, we recommend reading the information found in the [FAQs](#) especially if:

- you're planning to move before the beginning of the school year,
- you're applying for early childhood or 4-year-old kindergarten,
- you're interested in the denial and appeals process.

If you wish to apply to a virtual charter school, please see our [Virtual Charter Schools](#) page for a list of those schools and the school districts in which they are located.

Once your application has been submitted, you will be able to correct it via this website until 4:00 PM on Monday, April 30, 2018, so please be sure to write down the ID and password that you use. Missing or inaccurate information can cause problems handling the application and may even cause an approved open enrollment to be voided at a later date.

If you currently have students that are open-enrolled and have questions about whether they need to reapply, please review our information regarding [reapplication](#).

If you have questions about the open enrollment program, please call Open Enrollment consultants at (888) 245-2732, or [Contact Us](#).

Click Here to Enter the Open Enrollment System

Open Enrollment Application for 2018-2019



Need
Help?
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Step 1: Sign In

Sign in to Open Enrollment

If you had previously set up an ID and password after February 1, 2010, you may sign in using that information.

Email or ID:

Password:

[Forgot your password?](#)

Sign In

New to Open Enrollment?

If this is your first time at this web site, you will need to set up an ID and password of your choosing.

We **strongly encourage** using a **valid email address** as your ID in the system. If you do not have an email address, you may choose your own ID and password, but you will not receive email notifications about your application's status.

Set Up New ID

Privacy Policy: This information is collected solely for the use of this application and, if you selected an email address as your ID, will include: sending reminders about the open enrollment due date, sending forgotten passwords, and sending a final confirmation email that your application has been successfully received. It will be shared only with the school districts involved in the open enrollment, but it will not be shared with any other application either inside or outside the Department of Public Instruction.



Department of Public Instruction, 125 S. Webster Street,
P.O.Box 7841, Madison, WI 53707-7841 (800) 441-4563

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Set Up New ID

Please enter at least one parent or guardian.

First Parent/Guardian

First name:
Middle Initial:
Last Name:

Second Parent/Guardian (optional)

First name:
Middle Initial:
Last Name:

We strongly encourage you to use your email address as your ID. This is the best and fastest way to retrieve a forgotten password and to receive confirmation that your application is complete, accurate, and being processed.

Will you be using your email address as your ID?

- ☒ **Yes, I'm using an email address as my ID.** Please enter an email address where you regularly receive email. Confirmations, notification of incomplete applications, forgotten passwords, etc, will be sent to this address.
- ☐ **No, I am NOT using an email address as my ID.** If you choose this option, please be sure to follow the link you will see on the very last confirmation page and print a copy of the submitted application. This will be the only application confirmation available from DPI.

Email / ID:
Retype Email / ID:

Password: (limit 20 characters)
Retype Password:

Save and Continue

[Forgot your password?](#) ■ [Sign In](#)

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Registration Complete

Your email address of **susanorange@gmail.com** has been registered, and you should find an email indicating this in your inbox.

You may now return to the Sign In page, sign in, and complete your application. If you are not able to sign in using the email and password you have registered, please email us at OpenEnrollment@dpi.wi.gov.

Please note: Once your application for your child(ren) is complete, and if you selected an email address as your ID, you will receive a second email with a confirmation number indicating that you have successfully completed the open enrollment process.

Your application is not finished until you receive a confirmation from the Wisconsin Department of Public Instruction.

And once your application is submitted, do not send a paper copy to the school districts. The school districts will have access to your application once submitted.

[Sign In](#)

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Review Parent Sign-In Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email or ID: **susanorange@gmail.com** ■ [Change Email or ID](#)
First Parent Name: **Orange, Susan** ■ [Change Parent Names](#)
Second Parent Name: **(optional)** ■ [Change Password](#)

Continue**Exit**

You are NOT finished with the application yet. If you EXIT,
you must return and finish BEFORE 4:00 PM on Monday, April 30, 2018.



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Enter Parent / Guardian Contact Information

Include area code. At least one phone is required.

Home Phone:

Work phone:

Cell phone:

608-852-1415

Mailing Address: 1255 Juniper Ave

City: Madison

State: WI

Zip: 53714

☒ Street address is the same as mailing address

Street Address: 1255 Juniper Ave

City: Madison

State: WI

Zip: 53714

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Review Parent/Guardian Data

When your open-enrollment application(s) are approved or denied by the school district(s), they will send the official letters to the mailing address.

Parent/Guardian

Susan Orange

Phone / Email(608) 852-1415 (cell)
susanorange@gmail.com**Mailing Address**1255 Juniper Ave
Madison, WI 53714**Street Address**1255 Juniper Ave
Madison, WI 53714

Click the Back button below to correct data ~ otherwise, click Continue to proceed to the next step.

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Select Your "Resident School District"

Your resident school district is where you will be **LIVING** on **September 21, 2018**.

Indicate your **Resident** School District:

- Getting this step correct is critical. Your "resident school district" will pay for your open enrollment and is required to be notified that you have applied to one or more different school districts for your children.
- BE AWARE that school district boundaries **are not the same as town, village, city or county** boundaries. If you are unsure of the school district in which your home is or will be located, contact the municipal clerk (e.g. city hall), then confirm with a phone call to the school district.
- CAUTION: Be sure you select the correct resident district from the drop-down list. Many school districts have similar names and this has been a cause of many errors.
- If you do not know the school district in which your home is located, please contact your municipal clerk. If you own your home, the name of the school district is on your property tax bill.
- If **you are not sure** where you will be living on **September 21, 2018**, please read [Important Information If You Are Planning to Move](#) before continuing.
- **WARNING!** The Open Enrollment program cannot be used to enroll your child in your resident district. Contact your resident district for enrollment information!

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you must return and finish **BEFORE 4:00 PM on Monday, April 30, 2018**.

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Review School District of Residence

Please review the school district that you chose as your "resident district" - the school district where you will be living.

Madison Metropolitan School District

545 W Dayton St, Rm 100
Madison, WI 53703-1967

(608) 663-4942
(608) 204-0342 fax

Again, this should be the school district where you expect to be **living** on **September 21, 2018**.

- If you move to a different address, but it is still in the same resident district above, your application will not be affected; however, you should notify both the resident district and districts(s) you are applying to attend so notices are sent to the correct address.
- If you have questions, please [Contact Us](#).

Click the Back button below to correct it ~ otherwise, click Continue to proceed to the next step.

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4 Year-Old Kindergarten? Virtual Schools?

Will you be applying for any children that will be in 4 year-old Kindergarten? ☐ Yes
☒ No

Will one or more of your children be applying to a virtual charter school? ☒ Yes
☐ No

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Eligible for Reimbursement for Transporting Your Children?

You are responsible for transporting your children to and from school in the nonresident school district.

However, Wisconsin sets aside some money every year to reimburse transportation expenses for qualifying families. If you qualify for free or reduced price meals, you may qualify to have a portion of your expenses reimbursed. The income guidelines for the Federal school lunch program in the **2017-2018** school year are listed to assist you in determining whether you may be eligible for transportation reimbursement.

Maximum Income for Reimbursement Eligibility

Household Size	Gross Monthly Income
1	\$1,860
2	\$2,504
3	\$3,149
4	\$3,793
5	\$4,437
6	\$5,082
7	\$5,726
8	\$6,371

For each additional household member over 8, add \$645

Do you anticipate submitting a claim for transportation reimbursement?

- ☐ Yes (in a future step, you will receive an estimate of how much you might receive)
- ☐ No (you can still change your mind later)

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How Many and How Far?

Please enter how many children you will be transporting, and the number of miles in one round trip from your home to the school:

Number of students transported (estimated): Number of miles in one roundtrip
(estimated):

Example: you have a round trip from your home to the schools your 3 children are attending of 20 miles. You would enter 3 for number of students transported, and 20 for the number of miles. The estimation formula will assume you make this trip 2 times a day, so just enter the number of miles for one round trip.

Tip: To come up with an accurate number when it's time to file the claims, it may be helpful to indicate on a calendar each day you drove, as this total number of days driven will be asked for on the claim form.

You will need to submit a claim form for actual expenses at the end of the school year. The online claim form will be available by June 1 at <http://dpi.wi.gov/oe>. Claim forms must be submitted by July 15. Claims submitted after that date will not be paid.

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Estimate of Transportation Reimbursement

This estimate assumes the following:

- Estimated maximum reimbursement per student = \$1,256.60
- Estimated proration factor = 20%
(to be finalized in August 2019 when final claims are calculated and paid)
- Assumes 2 round trips per day for 180 days and that all students are transported at the same time

Estimate of your reimbursement:

- A. Calculation of maximum reimbursement for the 2018-2019 school year:
 $2 \text{ students} \times \$1,256.60 = \mathbf{\$2,513.20}$
- B. Calculation of mileage cost:
 $20 \text{ miles per round trip} \times 2 \text{ round trips per day} \times 180 \text{ days} \times 0.365 \text{ per mile} = \mathbf{\$2,628.00}$
- Calculation of estimated reimbursement:
Lesser of A or B, above: $\mathbf{\$2,513.20}$
multiplied by the 20% proration factor: $\mathbf{\$2,513.20} \times 0.20 = \mathbf{\$502.64}$

For transporting 2 student(s) with a round trip of 20 miles, assuming 2 round trips per day, the estimated amount for reimbursement is **\$502.64**.

This estimate is provided to meet the requirements of Wis. Stats. s.118.51(14)(b).

It is recommended to **print and keep this page**.

Final payment will be based on actual miles and the final proration factor necessary to distribute the amount of money appropriated.

This is not a claim form. A separate claim form must be filed at the end of the school year to request transportation reimbursement.

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All Children Applying for Open Enrollment This Year

Please enter all children that are applying for open enrollment at this time. Click on the "Add" button to add to the list. Students already open-enrolled into the district you are requesting do not need to reapply unless notification is received by their current district of attendance.

If you have previously submitted this information, please do not delete the child unless you also want to delete the application.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

[Add First Student](#)[Back](#)[Exit](#)

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Student Information

Please enter the **legal name** of the student below - **no nicknames** please.

First Name: Owen

Last Name: Orange

Date of Birth: 08/05/2013 mm/dd/yyyy *Must include the slash '/' when entering the date

Gender: ☒ Male ☐ Female

Middle Initial:

Suffix:

Ethnicity (optional)

Check One: ☐ Hispanic or Latino
☒ Not Hispanic or Latino

Race (optional)

Check all that apply: ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☒ White

Grade

Grade in **2017-18**: Pre-K / 4-year-old K * If pupil is not in a grade this school year, you must select "No Grade".

Grade in **2018-19**: Kindergarten Resident District chosen earlier was **Madison Metropolitan**

Cancel

Continue

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Special Situations

Please provide information about whether your child needs special education. For information about how this data may be used in approving or denying your application, please see [Reasons for Denial](#).

Definition: IEP stands for "individualized education program". When an IEP team finds that a child has a disability, the IEP team will develop a written plan that tells what special education and related services the school must provide.

Yes/No	
☒ Yes ☐ No	Does Owen have an individualized education program (IEP)?
☒ Yes ☐ No	Does Owen currently receive special education services?
☐ Yes ☒ No	Has Owen been referred for a special education evaluation that has not yet been completed?

Comments on **Owen's** Special Education: (optional)

Owen receives some speech and language services.

(25 words or less)

Cancel Continue

Exit

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Current Attendance

Where is **Owen** attending school right now?

- ☒ Public school in the **Madison Metropolitan** school district, School:
- ☐ Public school in another Wisconsin school district: School:
- ☐ Home-based education (i.e. home-schooled)
- ☐ Private school, enter name:
- ☐ Other, describe:
- ☐ None of the above

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All Children Applying for Open Enrollment This Year

Please enter all children that are applying for open enrollment at this time. Click on the "Add" button to add to the list. Students already open-enrolled into the district you are requesting do not need to reapply unless notification is received by their current district of attendance.

If you have previously submitted this information, please do not delete the child unless you also want to delete the application.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

		Name	Date of Birth	Grade This Year	Grade Next Year
Delete	Edit	Owen Orange	08/05/2013	PK	KG

If any of the information above is incorrect:

- Click on the **Edit** link to change the name, date of birth, grade, gender, race, special education, or current attendance information about the child.
- Click on the **Delete** link to completely remove the child's application for open enrollment.

Add Another Child

Have you entered all children that are applying for open enrollment? If so, click the YES button below.

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Yes, the list is complete

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Checking Kids for Errors

You are about halfway through the process.
Next, tell us where you would like your children to go to school.

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Possible Virtual Charter Schools / Online Schools

If you will be applying to a virtual charter school, you'll need to know **EXACTLY** which school district is administering the virtual charter school program that you want your child to attend. Please take a minute and note the school district you need to apply to (far right column). If you are **not** applying to a virtual charter school, click "Continue" at the bottom of this page.

BE CAREFUL! As you can see, some of the names are **very similar**. It is critical that you know exactly which school district to apply to.

Click on the Continue button at the bottom of this page after making a note of the associated school district in the 3rd column.

School Name	Grades	School District to Apply To
21st Century eSchool	K-12	Middleton-Cross Plains
Advanced Learning Academy of Wisconsin	K-12	Barron Area
Appleton eSchool	7-12	Appleton Area
Arise Virtual Academy	K-12	Janesville
Bridges Virtual Academy	PK-12	Merrill Area
Cameron Academy of Virtual Education (CAVE)	K-12	Cameron
Central Wisconsin Virtual School	4-12	Tomorrow River
CrE8 Charter School	PK-5	Gillett
eAchieve Academy	4-12	Waukesha
eAchieve Elementary	K-5	Waukesha
George D Warriner High School	9-12	Sheboygan Area
George D Warriner Middle School	6-8	Sheboygan Area
GOAL - Gillett's Occupation and Leadership Academy	6-12	Gillett
HACIL - Hayward Ctr for Individualized Learning	K4-12	Hayward Community
iForward	6-12	Grantsburg
Island City Virtual Academy	PK-12	Cumberland
JEDI Virtual Charter School	K-12	Lake Mills Area
Kenosha eSchool	K-12	Kenosha
Kiel eSchool	7-12	Kiel
KM Global School for Global Leadership and Innovation (KM Global)	9-12	Kettle Moraine
Link2Learn Virtual Charter School	PK-12	Chetek-Weyerhaeuser

Mighty River Charter School	K-12	Prairie du Chien
Montello Virtual Charter School	K-12	Montello
Norris Academy Virtual School	K-12	Norris
Portage Virtual School	6-12	Portage Community
Richland Online Academy	6-12	Richland
River Falls eSchool	6-12	River Falls
Rural Virtual Academy	PK-10	Medford Area
Saint Croix Academy of Virtual Education	K-12	Saint Croix Central
Spooner Area Virtual Education Academy (SAVE Academy)	K4-12	Spooner
Tomorrow River Virtual Charter School	PK-8	Tomorrow River
Wauwatosa Virtual Academy	6-12	Wauwatosa
Wisconsin Connections Academy (WCA)	K-12	Appleton Area
Wisconsin Virtual Academy High School (WIVA High School)	9-12	McFarland
Wisconsin Virtual Academy K-8 (WIVA K-8)	K-8	McFarland
Wisconsin Virtual Learning (WVL)	PK-12	Northern Ozaukee

Click on Continue after you have made a note of the school districts you need to apply to for the virtual charter school(s) that you want.

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Select Open Enrollment Districts

Please enter all school districts that you are applying to. You must have at least one and may have up to three districts per child.

- Click on the "Add Another School District" button to add to the list.
- Once a school district has been added below, click on the "Add or Remove Kids" link to change which children are applying to attend there.

If you have previously submitted this information, please do not delete a district unless you also want to delete the application to it.

[Add a School District](#)[Back](#)[Exit](#)

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Select School District

Choose School District to Attend:

McFarland ▼

Does the applicant have siblings currently attending public school in this school district?

☒ No

☐ Yes, enter the names of the currently attending siblings

Please check the box before each child that you would like to attend this school district:

☒ Owen Orange, applying for grade KG

Cancel

Save

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Click [Virtual School Lookup](#) if you need to find the school district for a virtual/online school program



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	School District	Type		Names of Kids Applying
Delete District	McFarland	K-12	Add or Remove Kids	Owen

School districts are listed alphabetically. There is no option to indicate first, second, and third choice, as it is not necessary to do so. Each school district processes its open enrollment applications independently. If you are approved to all three of your choices, you can decide which approval to accept.

[Add Another School District](#)

Have you entered all possible school districts that you are applying to? If so, click the YES button below.

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[Yes, the list is complete](#)

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Select Open Enrollment Districts

Please enter all school districts that you are applying to. You must have at least one and may have up to three districts per child.

- Click on the "Add Another School District" button to add to the list.
- Once a school district has been added below, click on the "Add or Remove Kids" link to change which children are applying to attend there.

If you have previously submitted this information, please do not delete a district unless you also want to delete the application to it.

	School District	Type		Names of Kids Applying
Delete District	McFarland	K-12	Add or Remove Kids	Owen
Delete District	Middleton-Cross Plains Area	K-12	Add or Remove Kids	Owen
Delete District	Verona Area	K-12	Add or Remove Kids	Owen

School districts are listed alphabetically. There is no option to indicate first, second, and third choice, as it is not necessary to do so. Each school district processes its open enrollment applications independently. If you are approved to all three of your choices, you can decide which approval to accept.

Exit

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Yes, the list is complete

You are NOT finished with the application yet. If you EXIT, you must return and finish BEFORE 4:00 PM on Monday, April 30, 2018.

Open Enrollment Application for 2018-2019

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Checking School Districts for Errors

You are almost done.

Next, tell us if you have preferences for specific schools within the district(s) you picked.

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You are NOT finished with the application yet. If you EXIT,
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Open Enrollment Application for 2018-2019



[Questions about this page?](#)

Preferred Programs and Schools?

- If you are applying to a virtual charter school, you **MUST** select it from the drop-down lists below under the "Preferred School" - **DO NOT** type the name into the comments box. See our [Virtual Charter Schools](#) page for a list of those schools.
- If you are not applying to a virtual charter school, this page is **optional** - in other words, you do not need to enter anything. **However**, if you have a preference for schools or programs you may enter them below. You are not guaranteed a spot in the schools or programs you list, but they may be taken into consideration when the school district assigns the school placements.
- If you wish to request more than one school or program, enter the additional ones in the freeform space below. You may also use this space to indicate a second or third choice.

What schools and/or programs would your child prefer to attend in each school district? *(if no schools are shown, only one school exists for that grade)*

School District	Student	Applying to Grade	Preferred School	To enter additional choices or if your preferred school is not on the dropdown list to the left (e.g. 4K program at a daycare), enter the school name below.	Limit To?
McFarland	Owen Orange	KG	Conrad Elvehjem Early Learning Center ▼	WIVA	☐
Middleton-Cross Plains Area	Owen Orange	KG	Northside Elementary ▼		☐
Verona Area	Owen Orange	KG	Glacier Edge Elementary ▼		☐

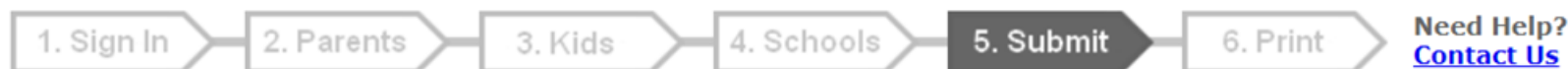
If you are **ONLY** interested in the school or program on each line, you may check the "Limit To" box on the same line, and the school district will only consider that school or program. However, leaving it blank will keep your options open, as your child, once in the school district, may be able to transfer into the schools or programs that you prefer.

If you check the "Limit To" box at the end of a line, you are agreeing/telling that particular school district the following:

"I wish my child to be considered **only** for the specific school or programs indicated. I understand that if space is not available in this school or program, my application may be denied even if there is space in other schools in this school district."

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Open Enrollment Application for 2018-2019



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Final Review

Just one final review, and then you'll be ready to submit your application(s). Please take a look at the data below. To make any corrections, just click on the Back button found at the bottom of the page.

These links will jump down farther on the page to the student data:

- [Application\(s\) for Orange, Owen](#)

If everything is correct, you must click the "Yes, all information is correct" button to move on to the final step.

Click the Back button if you need to return to correct any data.

[Back](#)
[Yes, all information is correct](#)
[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish BEFORE 4:00 PM on Monday, April 30, 2018.

Applications for Orange, Owen

Student Name:	Orange, Owen	Parent/Guardian:	Orange, Susan
DOB / Gender:	08/05/2013, Male	Mailing Address:	1255 Juniper Ave Madison, WI 53714
Age on 9/1/2018:	5 years old	Street Address:	1255 Juniper Ave Madison, WI 53714
Grade in 2017-2018:	Pre-K / 4-year-old K	Phone:	(608) 852-1415 (cell)
Grade for 2018-2019:	Kindergarten	Email:	susanorange@gmail.com
Special Needs:	Yes, receiving special education services Yes, has an IEP	Reimbursement for Transportation:	Yes, planning on applying

Applications for Orange, Owen

DRAFT

Student Name:	Orange, Owen	Parent/Guardian:	Orange, Susan
DOB / Gender:	08/05/2013, Male	Mailing Address:	1255 Juniper Ave Madison, WI 53714
Age on 9/1/2018:	5 years old	Street Address:	1255 Juniper Ave Madison, WI 53714
Grade in 2017-2018:	Pre-K / 4-year-old K	Phone:	(608) 852-1415 (cell)
Grade for 2018-2019:	Kindergarten	Email:	susanorange@gmail.com
Special Needs:	Yes, receiving special education services Yes, has an IEP No, not referred for an evaluation that's not been completed	Reimbursement for Transportation:	Yes, planning on applying estimating 2 students at 20 miles round-trip daily
Special Ed Comments:	Owen receives some speech and language services.		

Resident School District: Madison Metropolitan
Currently attending: Madison Metropolitan school district, at 4K PK Off Site

School District Applied To

Applying to: McFarland
Preferred School: Conrad Elvehjem Early Learning Center
Virtual School: No, is not applying to a known virtual school / online school
Specific Program: WIVA
Limitation: No limitation, you can consider Owen for any school or program
Current Attendance: No, Owen is not currently attending public school in this district
Siblings Attending: No, no siblings are currently attending public school in this district

School District Applied To

Applying to: Middleton-Cross Plains Area
Preferred School: Northside Elementary
Virtual School: No, is not applying to a known virtual school / online school
Specific Program: No specific program requested
Limitation: No limitation, you can consider Owen for any school or program
Current Attendance: No, Owen is not currently attending public school in this district
Siblings Attending: No, no siblings are currently attending public school in this district

School District Applied To

Applying to: Verona Area
Preferred School: Glacier Edge Elementary
Virtual School: No, is not applying to a known virtual school / online school
Specific Program: No specific program requested
Limitation: No limitation, you can consider Owen for any school or program
Current Attendance: No, Owen is not currently attending public school in this district
Siblings Attending: No, no siblings are currently attending public school in this district

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Need Help?

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Submit All Applications

One last step and you will have completed the Open Enrollment Application process.

Electronic Signature and Permission for Release of Records for:

- Owen Orange

☒ By checking this box, I agree that all information is complete and correct. I am the parent or legal guardian of the children listed above or I am the student age 18 or older. I acknowledge that under [s.118.51\(3\)\(a\)1m. Wis. Stats](#) the school district my child attends will send information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). I further acknowledge that under [s.118.51\(8\) Wis. Stats](#) the nonresident school districts will receive from the resident school district any information about my child relating to expulsion or expulsion proceedings. This consent is effective until **Friday, June 8, 2018**.

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Submit Applications

Exit

You are NOT finished with the application yet. If you EXIT,
you must return and finish BEFORE 4:00 PM on Monday, April 30, 2018.



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Need Help?
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Congratulations!

Your applications have been successfully received!

What To Do Next

1. [Print this page.](#)
2. Please follow the links below to print the data you've entered and save them for future reference:

- Confirmation #19-0133146 (batch #1129) [Print PDF](#) **Owen Orange**

Please DO NOT send any printed applications to the school districts. They have just received a copy.

3. If you need to make a change:
 - use your email address and password to return to this application process.
 - You **MUST** go through all pages and resubmit your application for the school districts to get an updated copy of your data.
 - Any corrections must be completed and submitted before 4:00 PM on Monday, April 30, 2018.
4. We suggest you then **close this browser window** for security purposes.

[Back](#)[Close this Window](#)

Application Timeline

May 1, 2018	First day that the school districts may begin acting on your applications. Both the "resident district" and the school district your child wants to attend must approve each application.
May, June, and July 2018	Nonresident districts must mail notices of approval or denial to parents no later than Friday, June 8, 2018. Resident districts are only required to notify parents if an application is denied. If your application is denied by either district, your child may not open enroll. You may file an appeal with DPI within 30 days of the date the notice of denial is mailed.
Friday, June 8, 2018	By this date, nonresident school districts are required to notify parents whether the application is approved and, if approved, of the specific school or program to which the student will be assigned.
Friday, June 15, 2018	By this date, resident school districts are required to notify parents if their application is denied.
Friday, June 29, 2018	This is the date by which parents are required to notify all school districts that approved the application whether the student will attend that school district in the fall. Failure to make this notification may result in the student being unable to attend that school.



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Student Name: **Owen Orange**
DOB / Gender: 08/05/2013, Male
Age on 9/1/2018: 5 years old
Grade in 2017-2018: PK
Grade for 2018-2019: KG

Parent/Guardian: Susan Orange
Email: susanorange@gmail.com
Phone: (608) 852-1415 (cell)

Mailing Address:
1255 Juniper Ave
Madison, WI 53714

Street Address:
1255 Juniper Ave
Madison, WI 53714

Special Needs:

Yes No
☒ ☐
☒ ☐
☐ ☒

Does the child currently receive special education services?
Does the child have an individualized education program (IEP)?
Has the child been referred for a special education evaluation that has not yet been completed?

Yes No
☐ ☒

Applying to a Virtual Charter School below?

Special Ed Comments: Owen receives some speech and language services.

DRAFT**Current School District / Resident District Data**

Resident School District: **Madison Metropolitan**
Currently Attending: Madison Metropolitan School District, at 4K PK Off Site School

1st School District Applied To / Nonresident School District

Applying to attend: **McFarland**
Preferred School: Conrad Elvehjem Early Learning Center
Preferred Program: WIVA

Yes No
☐ ☒ Student currently attending?
☐ ☒ Siblings currently attending?

Yes No
☐ ☒ Limit to specific school and/or program listed above?
☐ ☒ Siblings currently applying?

2nd School District Applied To / Nonresident School District

Applying to attend: **Middleton-Cross Plains Area**
Preferred School: Northside Elementary

Yes No
☐ ☒ Student currently attending?
☐ ☒ Siblings currently attending?

Yes No
☐ ☒ Limit to specific school and/or program listed above?
☐ ☒ Siblings currently applying?

Applying to attend: **Verona Area**
Preferred School: Glacier Edge Elementary

Yes	No	
☐	☒	Student currently attending?
☐	☒	Siblings currently attending?

Yes	No	
☐	☒	Limit to specific school and/or program listed above?
☐	☒	Siblings currently applying?

DRAFT

Permission for Release of Records

I agree that all information is complete and correct. I am the child's parent or legal guardian or I am the student age 18 or older. I grant permission for the nonresident school districts to request from the school my child attends information about whether my child has been referred for special education and information about my child's special education program, including a copy of the individualized education program (IEP). I understand that under s.118.51(8) Wis. Stats. the nonresident school districts may request from the resident school district any information about my child relating to expulsion or expulsion proceedings. This consent is effective until May 15, 2018.

Confirmation Number: 19-0133146 (batch #1,129)

Printed on 12/19/2017 at 10:32:47AM

Submitted on: 12/19/2017 10:30:43AM

Source: Public Website for Open Enrollment

To correct an error, please use your email address and password to sign in. Or call (888) 245-2732, press 2 then 1. Do not begin another application.

Open Enrollment Application for 2018-2019



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Review Parent Sign-In Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email or ID: **susanorange@gmail.com** ■ [Change Email or ID](#)
First Parent Name: **Orange, Susan** ■ [Change Parent Names](#)
Second Parent Name: **(optional)** ■ [Change Password](#)

Previously submitted applications:

- Confirmation #19-0133146 (batch #1129) [Print PDF](#) **Owen Orange**

If you need to add, change or correct an application, click on the Continue button.

If you want to withdraw ALL of the above applications, click [Withdraw All Applications](#).

If you need to remove some applications, but not all, review [How to Remove Some Applications](#) for more information.

Continue

Exit

**You sent your data to DPI on 12/19/2017 10:30:43 AM.
Unless you make changes, you do not need to do anything else.**

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Continue

Exit

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Unless you make changes, you do not need to do anything else.**

Open Enrollment Application for 2018-2019

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Need Help?

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Withdraw All Applications

Please confirm that you wish to withdraw all open enrollment applications.

Confirm Withdrawal of all Open Enrollment Applications For:

- Owen Orange

☐ By checking this box, I agree that I wish to remove all applications for open enrollment for 2018-2019 for the above listed children.

Cancel

Yes, Withdraw Applications



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Review Parent Sign-In Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email or ID: **susanorange@gmail.com** ■ [Change Email or ID](#)
First Parent Name: **Orange, Susan** ■ [Change Parent Names](#)
Second Parent Name: **(optional)** ■ [Change Password](#)

Previously submitted applications:

- Confirmation #19-0133146 (batch #1129) [Print PDF](#) **Owen Orange**

If you need to add, change or correct an application, click on the Continue button.

If you want to withdraw ALL of the above applications, click [Withdraw All Applications](#).

If you need to remove some applications, but not all, review [How to Remove Some Applications](#) for more information.

Continue

Exit

**You sent your data to DPI on 12/19/2017 10:30:43 AM.
Unless you make changes, you do not need to do anything else.**



Open Enrollment Application Process

How to Delete Some Applications

Note: To delete all applications for all of your children, close this window and return to the previous page and click on "Withdraw All Applications".

Deleting a School District from a Child's Application

If you would like to remove a single school district from your child's application, but not remove all school districts for them:

1. Close this window, return to the previous page and click the "Continue" button until you reach Page ID 10.0 (found in the upper-right corner), titled "All School Districts Possible".
2. Then click on the "Add or Remove Kids" link next to the school district you'd like to remove your child from applying to.
3. Remove the check-mark next to the name of your child and click the Save button.
4. Then click the "Yes, the list is complete" button, then continue on with the application until you reach Page ID 15.0
 - If there are no other children applying to the school district you removed your child from on Page ID 10.0, you will need to delete that school district from the list to continue past page 10.0. Click on the "Delete District" link next to that district to delete it. Note: if you have other children applying to that district, do not delete it.
5. Once on Page ID 15.0, you will need to re-read the permission for release and click on the "Send Updates to DPI" button. When that is complete, your child's application for that school district will be removed.

Deleting All Applications For One of Your Children

This section does not apply if you have open enrollment applications for only one child. In that case, you should close this window and return to the previous page and click on "Withdraw All Applications".

If you would like to delete all applications for a specific child (but still have other children applying):

1. Close this window, return to the previous page and click the "Continue" button until you reach Page ID 8.0 (found in the upper-right corner), titled "All Children Applying for Open Enrollment This Year".
2. If only one child is listed in the grid, this section does not apply. Please close this window and return to the previous page and click "Withdraw All Applications".
3. If you have more than one child listed, click the word "Delete" next to the child whose applications are to be deleted.
4. You will be asked to confirm whether or not you would like to delete the child from the system. Click the "OK" button in

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