

## Chapter PI 36

### PUBLIC SCHOOL INTER-DISTRICT OPEN ENROLLMENT

**Subchapter I — General Provisions**

- PI 36.01 Authority and intent.
- PI 36.02 Definitions.
- PI 36.03 Applicability.

**Subchapter II — School Board Policies and Designation of Spaces**

- PI 36.04 Nonresident school board.
- PI 36.05 Resident school board.

**Subchapter III — Full-time Open Enrollment**

- PI 36.06 Application and notification procedures.
- PI 36.07 Alternative application procedures.
- PI 36.08 Administrative and aid transfer procedures.
- PI 36.09 Termination of open enrollment.

- PI 36.10 Special education.
- PI 36.11 Virtual charter schools.
- PI 36.12 Confidentiality of pupil records.

**Subchapter IV — Transportation and Appeals**

- PI 36.13 Transportation.
- PI 36.14 Appeals.

**Subchapter V — Part-Time Open Enrollment**

- PI 36.15 Definitions.
- PI 36.16 Location of school attendance.
- PI 36.17 Application and notification procedures.
- PI 36.18 Transportation.
- PI 36.19 Calculating cost of course.

**Note:** This chapter was created as an emergency rule effective January 17, 1998. Subchapters I, II, and IV were repealed and recreated effective September 1, 2014.

#### Subchapter I — General Provisions

**PI 36.01 Authority and intent.** (1) This chapter is adopted under ss. 227.11 (2) (a) (intro.) and 118.51, Stats., and interprets ss. 118.40 (8), 118.51, and 121.05 (1) (a), Stats.

(2) This chapter establishes procedures and requirements relating to applying for the full-time open enrollment program, including: timely notification to school boards, parents, and the department; accepting and rejecting applications; and filing and deciding appeals.

**History:** CR 14-021: r. and recr. Register August 2014 No. 704, eff. 9-1-14.

**PI 36.02 Definitions.** In subchs. I to IV:

(1) “Alternative application” means an application submitted under the alternative application procedure.

(2) “Alternative application procedure” means the application procedure for the parent of a pupil who wishes to attend a public school in a nonresident school district during the current school year, as prescribed under s. 118.51 (3m), Stats.

(3) “Application” means a paper or Internet-based form developed by the department under s. 118.51 (15) (a), Stats., for the full-time open enrollment program.

(4) “Approved by the resident school board” means the application either was approved by the resident school board or was not denied by the resident school board.

(7) “Best interests of the pupil” means a pupil’s educational, physical, and emotional well-being, and includes family and other circumstances that affect the pupil’s educational, physical, or emotional well-being.

(8) “Charter school” means a school under contract with a school board under s. 118.40, Stats.

(9) “Child with a disability” has the meaning given in s. 115.76 (5), Stats.

(10) “Currently-attending pupil” means a pupil who is currently enrolled in a school district, and it includes an eighth grade pupil who is attending an underlying elementary school of a union high school district.

(11) “Department” means the Wisconsin department of public instruction.

(12) “Free, appropriate public education” means special education and related services that are provided at public expense and under public supervision and direction, meet the standards of the department, include an appropriate preschool, elementary, or secondary school education and are provided in conformity with an individualized education program.

(13) “Full-time open enrollment program” means the program under s. 118.51, Stats.

(14) “Guaranteed approval” means that a pupil is included by the nonresident school district in its count of occupied spaces and is therefore guaranteed approval to attend the nonresident school district.

(15) “Habitual truant” has the meaning given in s. 118.16 (1) (a), Stats.

(16) “Homeless pupil” means an individual who is included in the category of homeless children and youths, as defined in 42 USC 11434a (2).

(17) “IEP” means an individualized education program developed under s. 115.787, Stats.

(18) “Kindergarten” means 5-year-old kindergarten.

(19) “Nonresident school board” means the school board of the nonresident school district.

(20) “Nonresident school district” means a school district, other than a pupil’s resident school district, that the pupil is attending or has applied to attend under the full-time open enrollment program.

(21) “Open enrollment” means a pupil’s participation in the full-time open enrollment program.

(21m) “Open enrollment payment” means the amount calculated under s. 118.51 (16) (a) or (17) (b), Stats.

(22) “Parent” includes a guardian.

(23) “Parental notification date” means the date by which a pupil’s parent is required under s. 118.51 (3) (a) 6., Stats., to notify the nonresident school board whether the pupil will attend the nonresident school district.

(24) “Preference” means that an eligible pupil is considered by a nonresident school district for an available space before other pupils, but after pupils who are guaranteed approval.

(25) “Regular application period” means the time period in which applications may be submitted under s. 118.51 (3), Stats., for the following school year.

(26) “Regular application procedure” means the procedures provided under s. 118.51 (3), Stats.

(27) “Resident school board” means the school board of a resident school district.

(28) “Resident school district” means the school district in which a pupil resides.

(29) “School term” has the meaning given in s. 115.001 (12), Stats.

(30) “School year” has the meaning given in s. 115.001 (13), Stats.

(31) “Siblings” means children who share at least one parent by birth, marriage, or adoption.

(32) “Special education” means the special education, as defined in s. 115.76 (15), Stats., and any related services, as defined in s. 115.76 (14), Stats., that are required in the IEP for a child with a disability.

(34) “State superintendent” means the state superintendent of public instruction.

(35) “Truancy” has the meaning given in s. 118.16 (1) (c), Stats.

(36) “Truancy and attendance policy” means the policy required under s. 118.16 (4) (a), Stats.

(38) “Virtual charter school” has the meaning given in s. 115.001 (16), Stats.

**History:** CR 14–021: r. and recr. Register August 2014 No. 704, eff. 9–1–14; CR 16–019: r. (5), (6), am. (14), cr. (21m), r. (33), (37) Register July 2016 No. 727, eff. 8–1–16; correction in numbering in (21m) made under s. 13.92 (4) (b) 1., Stats., Register July 2016 No. 727.

**PI 36.03 Applicability.** (1) Except as provided under sub. (2), a pupil may attend a public school, including a charter school, in a nonresident school district under the full-time open enrollment program.

(2) A pupil may attend a prekindergarten, 4-year-old kindergarten, early childhood or school-operated day care program in a nonresident school district only if all of the following apply:

(a) The pupil’s resident school district offers the same type of program that the pupil wishes to attend, as determined by sub. (3).

(b) The pupil is eligible to attend that program in the pupil’s resident school district.

(3) The resident and nonresident school district programs are the same type of program if pupils in both the resident and nonresident school district programs can be included in the number of pupils enrolled under s. 121.004 (7) (c) 1. or (cm), Stats., regardless of whether the pupil is counted as one-half under s. 121.004 (7) (c) 1., Stats., or as .6 under s. 121.004 (7) (cm), Stats. For a preschool-aged pupil with a disability, the same type of program is the pupil’s special education.

(4) A pupil who has reached the age of 18 acting on the pupil’s own behalf may take any action a parent is authorized or required to take.

**History:** CR 14–021: r. and recr. Register August 2014 No. 704, eff. 9–1–14.

## Subchapter II — School Board Policies and Designation of Spaces

**PI 36.04 Nonresident school board.** (1) **DESIGNEE.** The nonresident school board may appoint a designee to act on applications for the full-time open enrollment program, subject to any policies and criteria adopted by the school board.

(2) **BOARD POLICIES.** (a) The nonresident school board shall adopt policies to administer the full-time open enrollment program, as required under s. 118.51 (4) (a), Stats. If the nonresident school board wishes to amend its policies under s. 118.51 (4) (b), Stats., it shall do so prior to the first day of the regular application period to which the policy will first apply.

(b) The policy shall include all of the provisions required in s. 118.51 (4) (a), Stats., and the following:

1. Which pupils, if any, will be guaranteed approval under sub. (3).

2. The method of random selection used to determine which applications will be approved when there are more applications than spaces. If the policy provides for the board to conduct a separate random selection for each grade, the board shall first randomize the order in which each grade is drawn.

3. If the nonresident school board establishes a waiting list under s. 118.51 (5) (d), Stats., the procedure required under sub. (5).

4. If required under sub. (6), a habitual truant policy.

5. A procedure to receive and date applications that are received during the regular application period.

(c) The policy shall establish criteria to determine the number of spaces available in each grade in the school district, as follows:

1. The board may establish criteria solely for the purpose of designating open enrollment spaces.

2. The criteria may consider the availability of space in the schools, programs, classes, or grades of the school district, but shall aggregate the number of spaces by grade for purposes of designating spaces at the January board meeting.

3. In aggregating the number of spaces by grade, the school board may combine grades. If the school board combines grades, the combined grades shall be treated as a single grade for purposes of guarantees, preferences and random selection.

(3) **GUARANTEED APPROVAL.** (a) The nonresident school board may guarantee approval of currently-attending pupils by including such pupils in the count of occupied spaces required under s. 118.51 (5) (a) 1., Stats. Any spaces designated by the nonresident school board under s. 118.51 (5) (a) 1., Stats., shall be in addition to these already occupied spaces.

(b) The nonresident school board may guarantee approval to siblings of currently-attending pupils by first assigning such pupils to the spaces designated under s. 118.51 (5) (a) 1., Stats. If there are more such pupils than spaces, the board shall approve any remaining applications from such pupils.

(c) If the policy authorizes, but does not require, the board to grant the guarantees described in par. (a), the board shall specify at the January board meeting whether it will exercise its authority to guarantee approval of applications for the next school year submitted by the following pupils:

1. Currently-attending pupils or currently-attending pupils and siblings of currently-attending pupils who apply during the following regular application period.

2. Currently-attending pupils or currently-attending pupils and siblings of currently-attending pupils who apply under the alternative application procedure.

(d) Except as provided under par. (f), if the nonresident school board guarantees approval to currently-attending pupils, the nonresident school board shall guarantee approval to all currently-attending pupils.

(e) Except as provided under par. (f), if the nonresident school board guarantees approval to siblings of currently-attending pupils, the nonresident school board shall guarantee approval to all siblings of currently-attending pupils.

(f) Paragraphs (d) and (e) do not apply if the special education for a child with a disability is not available in the nonresident school district.

(4) **PREFERENCE.** (a) The nonresident school board shall grant preference to currently-attending pupils or currently-attending pupils and siblings of currently-attending pupils who are not guaranteed approval. If there are more pupils who are entitled to preference than there are designated available spaces, the nonresident school board shall fill the spaces by a random selection of pupils entitled to preference. A pupil who is a child with a disability shall be included in any random selection for the pupil’s grade, prior to consideration of the availability of and space in the special education required by the pupil’s IEP.

(b) If neither currently-attending pupils nor siblings of currently-attending pupils are guaranteed approval, both shall be granted equal preference to available spaces.

(c) If a pupil is selected in the random selection, and there is space available for that pupil, siblings of that pupil shall be granted preference to any spaces remaining in the sibling’s grade. A sibling may not be approved if there are no remaining seats in the sibling’s grade.

(5) **WAITING LIST.** (a) If a nonresident school board creates a waiting list under s. 118.51 (5) (d), Stats., it shall do the following:

1. Establish a procedure to create a numbered waiting list of all applicants which complies with the nonresident school board's approval and denial criteria under s. 118.51 (5) (a) and (b), Stats., the procedures required by s. 118.51 (3) (a) 2., Stats., and the school board's policy.

2. Notify a pupil's parents if the pupil has been accepted from the waiting list. The notification may be written or verbal. Any verbal notice shall be given directly to the parent who submitted the open enrollment application. The notification shall include all of the following:

- a. The school or program to which the pupil will be assigned.
- b. The date by which the parent must notify the nonresident school board whether the pupil will attend the nonresident school district and the procedures the parent must follow to do so.

3. Provide at least 10 calendar days from the date the notice was mailed or verbally provided for the parent to respond to the notification. If the parent does not respond within the specified time period, the nonresident school board may rescind approval and offer the space to the next pupil on the waiting list.

(b) The nonresident school board may establish waiting lists for regular education by school, program, class, or grade, or for special education programs and services, or both. If a pupil is on both the regular education and special education waiting lists, and the pupil's name is reached on only one waiting list, the pupil shall remain in place at the top of that list until the pupil's name is reached on the other list.

**(6) HABITUAL TRUANCY.** A nonresident school board may not prohibit a pupil from attendance in the nonresident school district under s. 118.51 (11), Stats., unless the nonresident school board has adopted a policy that meets the following:

(a) Clearly defines "excused absences," "unexcused absences," "tardiness," "part of a school day," "truancy," "habitual truancy," and any other term or concept that will be used for the purposes of denying or terminating open enrollment.

(b) Is consistent with the school board's truancy and attendance policy.

(c) Specifies the criteria that will be used to terminate open enrollment, including the number of unexcused absences that may result in termination of the pupil's open enrollment.

(d) Provides a process a parent or pupil may follow if they believe the pupil was erroneously marked as truant.

**(7) ALTERNATIVE APPLICATIONS.** A nonresident school board may not approve an alternative application submitted prior to the 3rd Friday in September if the board did not approve all applications for the pupil's grade or special education service that were submitted in the regular application period for the same school year. A nonresident school board may not approve an alternative application submitted after the January school board meeting for a current school year if the board limited the number of spaces available in the pupil's succeeding grade or special education service for applications submitted under the regular application procedure for the following school year.

**History:** CR 14-021: r. and recr. Register August 2014 No. 704, eff. 9-1-14; EmR1832: emerg. am. eff. 12-14-18; CR 18-096: am. (7) Register May 2019 No. 761, eff. 6-1-19.

**PI 36.05 Resident school board.** The resident school board may appoint a designee to act on applications for the full-time open enrollment program, subject to the policies and criteria adopted by the school board.

**History:** CR 14-021: r. and recr. Register August 2014 No. 704, eff. 9-1-14.

### Subchapter III — Full-time Open Enrollment

**PI 36.06 Application and notification procedures.**

**(1) SUBMISSION.** (a) The parent of a pupil who wishes to attend a public school in a nonresident school district shall do one of the following:

1. Submit an application to the nonresident school board during the regular application period. In order to be considered by the nonresident school board, the application shall be received by the nonresident school district no earlier than the first day of the regular application period and no later than 4:00 p.m. on the last day of the regular application period.

2. Submit an application to the nonresident school board under the alternative application procedure. An alternative application may be submitted no earlier than July 1 and no later than the last day of the school term during which the pupil will first attend.

(b) The parent shall submit a separate application to the board of each nonresident school district to which the pupil is applying. The parent may submit applications, including alternative applications, to no more than 3 nonresident school boards for any pupil in any school year.

(c) The parent shall answer all applicable questions on the application completely and accurately. If the application submitted by the parent is incomplete, the nonresident or resident school board may request the missing information. Except as provided under s. PI 36.12, the nonresident school board may not request from the parent or the resident school board any information that is not required to be provided on the application form.

**(2) RECORDS.** (a) By the date specified in par. (b), the resident school board shall provide the records described in s. PI 36.12 (1) (a) or shall notify the nonresident school board if any of the following apply:

1. The pupil has not been found to be a child with a disability and the child has been neither referred to the resident school board under s. 115.777 (1), Stats., nor identified by the resident school board under s. 115.77 (1m) (a), Stats.

2. The pupil has not been expelled and does not have a pending disciplinary proceeding.

3. The pupil does not attend school in the resident school district named on the application and the resident school district does not have any records for the pupil.

(b) The notifications in par. (a) shall be made by the following dates:

1. The date specified in s. 118.51 (3) (a) 1m. and (8), Stats., for applications submitted during the regular application period.

2. Within 10 calendar days of receiving a copy of an application submitted under the alternative application procedure.

(c) If the pupil is not attending the resident school district named on the application, the nonresident school board may request, and the school or school district of attendance may provide, any of the records or information from a public school the pupil attends that would otherwise be provided by the resident school district if the pupil were attending the resident school district.

**(3) APPLICATION.** (a) A nonresident or resident school board shall provide an application to a parent or pupil upon request.

(b) Except as provided in par. (d), the grade level on an application submitted during the regular application period shall be the grade immediately following the grade the pupil is enrolled in at the time of application and the grade level for an application submitted under the alternative application procedure shall be the pupil's grade in the current school year. If the pupil is not enrolled in school at the time of application, the parent shall indicate the appropriate grade for the child's age. Except as provided in par. (c), if the application is approved and, upon the pupil's enrollment in school, the nonresident school board determines that the pupil should be placed in a different grade, the nonresident school board shall permit the pupil to attend the nonresident school district in the appropriate grade.

(c) If the nonresident school board approves an application that indicates a grade other than the grade specified in par. (b), the

nonresident school board is not required to permit the pupil to attend the grade specified in par. (b) if any of the following apply:

1. The nonresident school board denied applicants for that grade.
2. The nonresident school district no longer has space in that grade.
3. The nonresident school board determines that the grade indicated on the application is not appropriate for the pupil.

(d) 1. A parent may request early admission to 4-year-old or 5-year-old kindergarten for a pupil who does not meet the age requirement under s. 118.14 (1), Stats. A nonresident school board may evaluate the pupil in accordance with its policy developed under s. 120.12 (25), Stats.

2. If the nonresident school board determines the pupil is eligible for early admission to 5-year-old kindergarten, the nonresident school board may approve the application and assign the pupil to 5-year-old kindergarten. If the nonresident school board refuses to evaluate the pupil or if the pupil is evaluated and found not eligible for early admission to 5-year-old kindergarten, the pupil may attend 4-year-old kindergarten in the nonresident school district only as provided under s. 118.51 (2), Stats.

3. If the nonresident school board determines that the pupil is eligible for early admission to 4-year-old kindergarten, the pupil may attend the nonresident school district for 4-year-old kindergarten only if the pupil is evaluated and found eligible for early admission by the pupil's resident school board, in accordance with the resident school board's policy under s. 120.12 (25), Stats.

(e) The application shall indicate the resident school district in which the pupil will reside on the 3rd Friday in September in the first school term in which the pupil first wishes to attend the nonresident school district. If the resident school district named on the application changes, the parent shall notify the nonresident school board.

(f) If the application is approved by the nonresident school board, the parent shall notify the nonresident school board, on or before the parental notification date, whether the pupil will attend school in the nonresident school district. If the parent does not notify the board by the parental notification date that the pupil will attend the nonresident school district, the nonresident school board may determine that the pupil may not attend the nonresident school district and, if applicable, it may offer the pupil's space to the next pupil on the waiting list.

**(4) NOTICES.** (a) 1. If the nonresident school board does not make timely notification as required in s. 118.51 (3) (a) 3., Stats., an application submitted under the regular application procedure shall be considered approved by the nonresident school board.

2. If the nonresident school board has not notified the parent on or before the 20th calendar day after an alternative application was submitted that the application is approved, the application shall be considered denied by the nonresident school board.

(b) 1. If the resident school board has not notified the parent on or before the date specified in s. 118.51 (3) (a) 4., Stats., that an application submitted during the regular application period has been denied, the application shall be considered approved.

2. If the resident school board has not notified the parent that an alternative application is denied on or before the 20th calendar day after the application was submitted, the application shall be considered approved by the resident school board.

(c) If an application is denied by a nonresident or resident school board, or a parent is notified that a pupil is required to return to the resident school district under s. 118.51 (11) or (12), Stats., the notice of denial shall include the following:

1. The reason for the denial.
2. Notice of the parent's right to file an appeal with the state superintendent under s. 118.51 (9), Stats., within 30 calendar days of the date the notice of denial is postmarked or personally deliv-

ered to the parent, whichever occurs first. The notice shall also include the following:

- a. The department's address to which the appeal shall be sent.
- b. Where the parent may obtain a form to file an appeal.

**Note:** PI 9418, Form for Filing an Open Enrollment Appeal, may be obtained free of charge from the Department of Public Instruction, P.O. Box 7841, Madison, WI or by contacting the department at 888-245-2732 or [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov) or from the department's web site at <https://dpi.wi.gov/open-enrollment/appeals>.

- c. Any other information specified by the department.

3. If the application was denied by the nonresident school board because space is not available in regular or special education, the pupil's number on any waiting list, if applicable.

(d) If the nonresident school board has adopted a policy requiring reapplication under s. 118.51 (3) (c) 1., Stats., the board shall notify the parent of the reapplication requirement prior to the beginning of the regular application period in which the pupil is required to reapply.

**(5) NONRESIDENT SCHOOL BOARD.** (a) At the January board meeting, the nonresident school board shall designate the number of regular education spaces, by grade, and the number of special education spaces, by program or services, in the district using the criteria specified in its policy under s. PI 36.04 (2).

(b) The nonresident school board may not, on or after the first Monday in February, reduce the number of spaces designated under par. (a).

(c) Prior to the date specified in s. 118.51 (3) (a) 3., Stats., the nonresident school board may not approve more applications submitted during the regular application period than the number of spaces it designated under par. (a), except that a nonresident school board may approve additional applications for pupils who are guaranteed approval.

(d) After the date specified in s. 118.51 (3) (a) 3., Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

1. A parent notifies the nonresident school board that the pupil will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51 (3) (a) 6., Stats.
3. The school board determines that additional spaces have become available since its determination at the January board meeting.

(e) Applications approved under par. (d) shall be approved as follows:

1. The nonresident school board shall first approve pupils from the waiting list.
2. Subject to s. PI 36.04 (7), if the nonresident school board has offered spaces to all pupils on the waiting list, the nonresident school board may approve alternative applications.

(f) The nonresident school board shall deny any application received after 4:00 p.m. on the last day of the regular application period.

**(6) RESIDENT SCHOOL BOARD.** A resident school board may not act on any application submitted to the nonresident school board pursuant to the nonresident school board's requirement to reapply under s. 118.51 (3) (c) 1., Stats.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14; correction in (2) (a) (intro.) made under s. 35.17, Stats., Register August 2014 No. 704; CR 16-019: am. (4) (b) 2., r. (4) (b) 3., 4., am. (4) (c) (intro.), r. (4) (c) 4. Register July 2016 No. 727, eff. 8-1-16.

**PI 36.07 Alternative application procedures.** The following additional provisions apply to applications submitted under the alternative application procedure:

**(1) APPLICATION.** A pupil is a victim of a violent criminal offense under s. 118.51 (3m) (b) 1., Stats., if the resident school board determines that the pupil has been a victim of a violent criminal offense, as defined in ch. PI 23.03, under either of the following circumstances and reports the incident to the appropriate law enforcement agency and to the building principal:

(a) The pupil has been a victim of a violent criminal offense while on the school grounds of the school that the pupil attends during school hours, or during a school-sponsored event at the school the pupil attends that does not occur during school hours.

(b) The pupil has been a victim of a violent criminal offense while being transported to school for the purposes of attending curricular programs during school hours, or from school to home immediately following school hours on a school bus owned, leased, or contracted by the school district or by a motor vehicle operated as an alternative method of transportation under s. 121.555, Stats.

**(2) PUPIL ATTENDANCE.** (a) If the application is approved by the nonresident school board, the pupil may attend the nonresident school district on or before the date specified in s. 118.51 (3m) (e), Stats., or a date agreed to by the pupil's parent and the nonresident school board. If the pupil has not attended the nonresident school district on or before the date specified in this paragraph, the board may notify the parent, in writing, that the pupil is no longer authorized to attend school in the nonresident school district.

(b) A pupil may begin attending the nonresident school district under par. (a) if the resident school board has either approved the application or not acted upon the application. If the resident school board denies the application, the pupil may not attend the nonresident school district or shall cease attending the nonresident school district.

(c) Notwithstanding par. (b), if the parent intends to file an appeal of the resident school board's denial under s. 118.51 (3m) (b) 8. or (d), Stats., the pupil may attend the nonresident school district pending the outcome of the appeal. If the parent fails to file a timely appeal or if the department affirms the resident school board's decision, the pupil shall cease attending the nonresident school district.

**(3) RESIDENT SCHOOL BOARD.** (a) The resident school board may not deny an application based on the criteria specified in s. 118.51 (3m) (b) 3. or 8., Stats., because the parent did not provide an explanation or did not provide enough information for the board to consider the application, unless the board has offered the parent an opportunity to provide additional information.

(b) Except as provided under s. 118.51 (3m) (d), Stats., a resident school board may not deny a pupil's application under s. 118.51 (3m) (b) 8. or (d), Stats., if the pupil meets at least one of the criteria specified in s. 118.51 (3m) (b), Stats.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14; correction in (3) (b) made under s. 35.17, Stats., Register August 2014 No. 704; CR 16-019: am. (2) (c), r. (2) (d), am. (3) (b) Register July 2016 No. 727, eff. 8-1-16.

**PI 36.08 Administrative and aid transfer procedures.** **(1) PUPILS ENROLLED.** In calculating the count of pupils enrolled under s. 121.004 (7), Stats., for pupils in kindergarten and 4-year-old kindergarten, the count shall be based on the program the pupil attends in the nonresident school district.

**(2) CHANGE OF ADDRESS.** (a) The parent of a pupil enrolled in a nonresident school district shall notify the nonresident school board of any change of address. The nonresident school board shall notify the resident school board of the pupil's new address.

(b) If the pupil moves to a Wisconsin school district other than the nonresident school district, the pupil may continue open enrollment without reapplication, except as provided in s. 118.51 (3) (c), Stats.

(c) 1. If the pupil was attending the nonresident school district under open enrollment on the 3rd Friday in September, the school district in which the pupil resided on the 3rd Friday in September in any school year shall be the resident school district for purposes of the full-time open enrollment program and shall be responsible for the open enrollment payment for the pupil for the remainder of that school year.

2. If the pupil first attended a nonresident school after the 3rd Friday in September, the school district in which the pupil resided

when the pupil began attending the nonresident school district shall be the resident school district for purposes of the full-time open enrollment program and shall be responsible for the open enrollment payment for the pupil for the remainder of that school year.

**(3) CALCULATION OF OPEN ENROLLMENT PAYMENT.** (a) The open enrollment payments under s. 118.51 (16) and (17) (b) and (bm), Stats., apply to each pupil who attends a nonresident school district under the full-time open enrollment program.

(b) If the pupil attended the nonresident school district for less than a full school year under the full-time open enrollment program, the amount under s. 118.51 (16) or (17) (b) and (bm), Stats., shall be equal to the open enrollment payment divided by 180 and multiplied by the number of days the pupil was enrolled in the nonresident school district in the school year. The days of enrollment are calculated as follows:

1. The number of days, not to exceed 180, school was in session from the first day of the school term to the last day the pupil attended the nonresident school district under open enrollment, inclusive of both the first and last days, if one of the following applies:

a. The pupil was in attendance in the nonresident school district on the 3rd Friday in September.

b. The pupil was in attendance in the nonresident school district at least one day before and one day after the 3rd Friday in September.

2. If the pupil's first day of attendance was after the 3rd Friday in September, the number of days, not to exceed 180, the pupil was enrolled in the nonresident school district from the first day of the pupil's attendance to the last day the pupil attended the nonresident school district under the open enrollment program, inclusive of both the first and last days.

(c) If, during the school term, the pupil's IEP team determines that a pupil no longer requires special education services, the nonresident district shall notify the resident district. The open enrollment payment for the pupil shall be calculated as the sum of the following:

1. The amount under s. 118.51 (17) (b) or (bm), Stats., divided by 180 and multiplied by the number of days the pupil was receiving special education services in the nonresident district.

2. The amount under s. 118.51 (16), Stats., divided by 180 and multiplied by the number of days the pupil was not receiving special education services in the nonresident district.

**(3m) NONRESIDENT SCHOOL DISTRICT FINANCIAL STATEMENT OF ACTUAL COST — SPECIAL EDUCATION OR RELATED SERVICES.** (a) Starting the first weekday in August and no later than the last weekday in September, the nonresident school board may submit to the department, in the online open enrollment system or other manner provided by the department, a financial statement under s. 118.51 (12) (a), Stats., that shows the actual cost the nonresident school board incurred to provide a free appropriate public education to the child during the prior school year up to \$30,000. The statement of actual costs shall calculate the actual cost for the child as the cost for the child under par. (b) less any costs reimbursed under s. 115.88, 115.93 or 118.255, Stats., 20 USC 1400 et. seq. or federal Medicaid.

(b) The financial statement of actual cost may only include actual costs that would not otherwise exist for the nonresident school district but for the need to provide a free appropriate public education to the child during the prior school year.

(c) No later than the 2nd Monday in October, the nonresident school board may withdraw a financial statement of actual cost submitted under par. (a).

(d) Only the nonresident school board that submitted the financial statement of actual cost under par. (a) may receive the per pupil payment based on the actual cost in the statement under s. 118.51 (12) (a), Stats.

(e) A nonresident school board that submits and does not withdraw a financial statement of actual cost will not receive the transfer amount under s. 118.51 (17) (b) 2., Stats., for a student with a disability. A nonresident school board may either receive the per pupil transfer amount under the indexing method under s. 118.51 (17) (b) 2. c., Stats., or the transfer amount under s. 118.51 (17) (b) 3., Stats.

**(4) MAINTENANCE OF RECORDS.** The nonresident school board shall maintain all completed applications for 3 years or until the pupil is no longer enrolled in the nonresident school district, whichever is later.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14; CR 16-019: am. (2) (c) 1., 2., r. (2) (d), renum. (3) (a) 1. to (3) (a) and am., r. (3) (a) 2., am. (3) (b) (intro.), cr. (3) (c) Register July 2016 No. 727, eff. 8-1-16; **CR 19-081: am. (3) (a), (b) (intro.), (c) 1., cr. (3m) Register December 2019 No. 768, eff. 1-1-20; correction in (3m) (c) made under s. 35.17, Stats., Register December 2019 No. 768.**

**PI 36.09 Termination of open enrollment. (1) EXPULSION.** If a pupil is expelled by the nonresident school board, the nonresident school board may terminate the pupil's open enrollment. If the nonresident school board does not terminate the expelled pupil's open enrollment, the following provisions apply:

(a) If the pupil is a child with a disability, the nonresident school board shall provide services in accordance with 34 CFR 300.530 (d).

(b) The nonresident school board may assign the pupil to an alternative school in the school district.

**(2) HABITUAL TRUANCY.** (a) Before a nonresident school board may prohibit a pupil's attendance in a succeeding semester or school year under s. 118.51 (11), Stats., the nonresident school board shall do all of the following:

1. Provide the following notifications to the parent and the pupil when the pupil enrolls in the nonresident school district:

- a. The school board's truancy and attendance policy.
- b. The open enrollment consequences of habitual truancy.
- c. A clear explanation of what constitutes truancy, including what constitutes "part of a school day."
- d. A description of the notifications, including the manner of delivery, a parent will receive when a pupil is absent, is truant, or is habitually truant. Each notification shall inform the parent that the pupil's open enrollment may be terminated if the pupil is habitually truant.

e. How and where the parent can view the pupil's attendance record.

2. Each notification provided under s. 118.16 (2), Stats., shall notify the parent or pupil of the consequences of habitual truancy on open enrollment.

3. Provide the parent and pupil with a list of all unexcused absences and trancies that resulted in the board's proposed action to prohibit the pupil's attendance in a succeeding semester or school year.

4. Allow the parent or pupil to explain why they believe there was any error in marking an absence as truancy, using the process described in the board's policy under s. PI 36.04 (6) (d).

(b) The state superintendent may not overturn a school board's decision to terminate open enrollment under this subsection based solely on the school board's failure to meet all of the requirements in par. (a), if the school board provides sufficient evidence of all of the following:

1. That the parent or pupil knew or should have known the pupil's open enrollment could be terminated for habitual truancy.
2. The pupil had at least one notice and opportunity to correct the truant behavior before being found to be habitually truant or before terminating the open enrollment.

**(3) FAILURE TO PARTICIPATE.** If a nonresident school board returns a pupil to the pupil's resident school district under s. 118.40 (8) (g), Stats., the open enrollment is terminated on the last day of attendance in the virtual charter school.

**(4) OTHER CIRCUMSTANCES.** A pupil's open enrollment is terminated when:

- (a) The pupil withdraws from the nonresident school district.
- (b) The pupil moves into the nonresident school district.
- (c) The pupil enrolls in and attends any other public school, private school, or home-based private educational program in or out of this state.
- (d) The pupil ceases to be a resident of this state.

(e) The pupil was not in attendance on or before the 3rd Friday in September, unless the pupil's first day of attendance after approval of an alternative application was after the third Friday in September.

(f) If, after a pupil's application under the alternative application process has been approved by a nonresident school board, the pupil has not attended the nonresident school district on or before the 15th calendar day following the notice of approval. This paragraph does not apply if the nonresident school board has approved a later start date.

(g) The pupil has been returned to the resident school district under s. 118.51 (12), Stats.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14.

**PI 36.10 Special education. (2) NOT CURRENT OR MISSING IEP.** (a) 1. If an application is submitted by a child with a disability who does not have a current IEP, the nonresident school board shall use the following records to determine whether it has the special education program or space:

- a. The most recent IEP that was developed for the pupil.
- b. If the pupil does not have an IEP or an IEP cannot be located, the most recent special education evaluation conducted for the pupil.
2. If neither an IEP nor an evaluation is available to review, the nonresident school board shall treat the application as an application from a child who is not disabled.

(b) If a nonresident school board approves an application for a pupil without an IEP and it subsequently determines that the pupil is a child with a disability who has been previously evaluated under the special education laws and for whom there is a record of either such special education evaluation or a prior IEP based on such evaluation, the board shall review the pupil's most recent IEP or, if no IEP is available for the pupil, the most recent evaluation. The board shall also do one of the following:

1. Adopt the IEP or provide comparable services until the nonresident school district develops and implements a new IEP. If no IEP is available to review, the board may make a determination based on the special education presumed by the nonresident school board to be required in the most recent special education evaluation of the pupil.

2. Determine that the special education required in the most recent IEP is not available in the nonresident school district or there is no space to provide the special education. If no IEP is available to review, the board may make a determination based on the special education presumed by the nonresident school board to be required in the most recent special education evaluation of the pupil. If the nonresident school board makes such a determination, the nonresident school board may return the pupil to the resident school district pursuant to s. 118.51 (12), Stats.

**(3) CHILDREN WHO ARE NOT YET THREE.** (a) 1. A child who is not yet 3 years old may submit an application during the regular application period if all of the following apply:

- a. The child will be 3 years old on or before the 3rd Friday in September.
- b. The child has been found to be eligible for the early intervention program for infants and toddlers with disabilities under 34 CFR 303, or has been referred for a special education evaluation under s. 115.777 (1), Stats.

2. A child who will not be 3 years old on or before the 3rd Friday in September may submit an application under the alternative application procedure when the child reaches the age of 3, has been evaluated under s. 115.78, Stats., and has been found eligible for special education.

(b) A nonresident school board that receives an application from a child who meets the criteria in par. (a) 1. may do one of the following:

1. Approve the application.
2. Deny the application. If the child is subsequently evaluated under s. 115.78, Stats., and found eligible for special education under subch. V of ch. 115, Stats., the board may review the IEP and approve the application.

**(5) REQUIREMENT TO RETURN TO RESIDENT SCHOOL DISTRICT.** If notice is provided under s. 118.51 (12), Stats., the pupil shall be immediately transferred to the resident school district, which shall provide special education to the pupil. If the nonresident and resident school boards agree, they may set a date in the future to transfer the pupil to the resident school district. The nonresident school board shall provide special education to the pupil until the pupil is transferred to the resident school district.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14; CR 16-019: r. (1), am. (2) (a) 1. (intro.), 2., r. (4) Register July 2016 No. 727, eff. 8-1-16; correction in (2) (b) 2., (5) made under s. 13.92 (4) (b) 7., Stats., Register July 2016 No. 727.

**PI 36.11 Virtual charter schools. (1) LOCATION OF SCHOOL ATTENDANCE.** (a) Except as provided in par. (b), attendance within a school district means the pupil physically attends a school or program located within the physical boundaries of the nonresident school district.

(b) A pupil attending a virtual charter school is considered to be attending a school located within the nonresident school district as specified in s. 118.40 (8) (a), Stats., regardless of the physical location of any component of the virtual charter school or of the pupil.

(c) A pupil participating in an online course or program that is not offered through a virtual charter school is not considered to be attending a school located within the nonresident school district, unless the pupil is in physical attendance as described in par. (a).

**(2) IDENTIFICATION OF VIRTUAL CHARTER SCHOOLS AND OPEN ENROLLMENT PAYMENTS.** (a) Prior to enrolling any pupils through the full-time open enrollment program, each virtual charter school shall submit the following to the department:

1. The contract between the school board and the virtual charter school that identifies the charter school as a virtual charter school.
2. Assurance that the virtual charter school meets all of the requirements of s. 118.40 (8), Stats.

(b) The department may not transfer any state aids under s. 118.51 (16) (b), Stats., until the information required in par. (a) has been provided and the department has determined that the charter school is a virtual charter school that meets the requirements of s. 118.40 (8), Stats. The department, as it determines is appropriate, may require additional information or assurances or it may conduct an audit to ensure that open enrollment payments are properly made.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14.

**PI 36.12 Confidentiality of pupil records. (1) DURING THE APPLICATION PROCESS.** (a) The following pupil records shall be provided to the nonresident school board by the resident school board during the application process.

1. The most recent IEP.
2. The most recent special education evaluation, if an IEP is not available.

3. Information that the pupil has been referred to his or her resident school board under s. 115.777 (1), Stats., or identified by his or her resident school board under s. 115.77 (1m) (a), Stats.

4. Any expulsion findings and orders pertaining to the pupil, records of any pending disciplinary proceeding involving the pupil, a written explanation of the reasons for the expulsion or pending disciplinary proceeding and the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

(c) In considering an alternative application, the nonresident school board may not request and a public school board may not provide any pupil records from any public school district or private school without written consent from the pupil's parent, except records described in par. (a). The nonresident school board may not deny an alternative application based on a parent's refusal to consent to release of additional records.

**(2) WHILE THE PUPIL IS ATTENDING THE NONRESIDENT SCHOOL DISTRICT.** (b) Except as specified in par. (c), the nonresident school board may not provide any pupil records to the resident school board, including but not limited to the following:

1. Any part of an IEP developed or revised for the pupil while the pupil is attending the nonresident school district.
2. Updated evaluation reports.
3. Discipline records.
4. Attendance records.
5. Report cards.
6. IEP progress reports.

(c) The nonresident school board may provide pupil records to the resident school board if the pupil's parent provides written consent.

**History:** CR 14-021: cr. Register August 2014 No. 704, eff. 9-1-14; CR 16-019: r. (1) (b), (2) (a), am. (2) (b) Register July 2016 No. 727, eff. 8-1-16.

## Subchapter IV — Transportation and Appeals

**PI 36.13 Transportation. (1)** In this section, "maximum reimbursement per pupil" means 3 times the statewide average per pupil transportation cost.

**(2) (a)** The parent of a pupil who is eligible for a free or reduced-price meal under 42 USC 1758 (b) may apply for reimbursement of costs incurred by the parent for transportation of the pupil to and from the pupil's residence and the school the pupil will be attending. The parent shall file a claim with the department by July 15 following the school year in which the transportation was provided. The amount of reimbursement shall be calculated as follows:

1. Multiply the maximum reimbursement per pupil by the number of pupils transported.
2. Determine the sum of transportation costs for each mode of transportation as follows:

a. When a family vehicle is used, the mileage cost is equal to the number of miles in a round trip from home to school times the number of round trips made per day times the total number of days transportation was provided times the mileage rate specified in s. 20.916 (4) (e), Stats. The mileage cost may be calculated separately for each pupil who is transported separately, but may not be calculated separately for pupils who are transported at the same time.

b. When public transportation is used, the actual cost is equal to the number of daily, weekly, or monthly bus passes purchased for the sole use of transporting the pupil to and from school times the cost of the daily, weekly, or monthly bus pass. The cost of public transportation is calculated per pupil transported.

c. When another mode of transportation is used, the parent shall submit a receipt for payments made to a private transit company, a taxi, or to a school board for transportation provided pursuant to s. 121.545, Stats.

3. The amount of eligible reimbursement is equal to the lesser of the amounts in subd. 1. or 2.

4. If the sum of eligible reimbursement for all parents who submit a claim is less than the amount appropriated, the payments shall be prorated among the parents eligible for reimbursement.

(b) 1. For the purposes of this paragraph, "alternative site" means a location other than the pupil's residence including the following:

- a. A day care provider.
- b. The home of a relative or friend.
- c. A location outside the boundaries of the pupil's resident school district from which the pupil is then transported to school by the nonresident school district.

2. Reimbursement may be made for transportation to or from alternative sites, as long as the amount of reimbursement based on transportation to or from alternative sites does not exceed the amount of reimbursement from home to school. No reimbursement may be made for any portion of transportation that is provided without charge to the parent by either the resident or nonresident school district.

(3) The parent shall provide, by July 15, one of the following as evidence of eligibility for reimbursement:

(a) Verification that the school district the pupil attends has determined the pupil is eligible for free or reduced prices meals under 42 USC 1758 (b).

(b) Income information for all household members. The parent shall provide verification of income at the department's request.

(4) Payment may be made for claims submitted after July 15 if funds remain in the appropriation.

**History:** CR 14-021: r. and recr. Register August 2014 No. 704, eff. 9-1-14.

**PI 36.14 Appeals.** (1) RECEIPT AND FILING OF APPEALS. (a) The parent of a pupil whose application for open enrollment has been denied by a school board may file an appeal of the decision with the state superintendent.

(b) The appeal shall be filed within 30 calendar days after the decision is delivered to the parent or postmarked, whichever occurs first.

(c) The appeal shall meet the requirements of s. PI 1.03.

(d) The appeal shall specify what decision is being appealed and explain why the appellant believes that the decision was arbitrary or unreasonable.

(e) The state superintendent may reject an appeal if the appellant bases the appeal on factors unrelated to the school board's reason for denying the application. The state superintendent may require the appellant to provide additional explanation.

(2) RECORD OF THE DECISION. Upon receipt of a written appeal filed under sub. (1), the state superintendent shall acknowledge receipt of the appeal in writing to the appellant and to the resident and nonresident school boards. Upon receipt of the notice of appeal from the state superintendent, the respondent shall deliver to the state superintendent the record of the school board's decision. The respondent shall provide any information requested by the state superintendent.

(3) EVIDENCE AND ARGUMENT. Each party shall be provided an opportunity to submit written evidence and argument into the record. Each party shall be provided at least one opportunity to respond to evidence and argument submitted by the other party.

(4) PROCEDURES. The state superintendent may use any or all of the following procedures which the state superintendent determines to be appropriate in the appeal process:

(a) Provide technical assistance and information and attempt to resolve the matter informally.

(b) Conduct an investigation. If the state superintendent decides to conduct an investigation, the investigation may include

an on-site review or any other activity which the state superintendent deems appropriate.

(c) Issue a decision based on a review of the record of the school board, argument from the parties, and any other matter the state superintendent deems appropriate.

(5) DECISION. (a) The decision of the state superintendent shall be in writing stating separate findings of fact and conclusions of law. Decisions shall be served on all parties by mailing a copy to each party's last known address.

(b) 1. The state superintendent shall affirm the school board's decision unless the state superintendent finds that the decision was arbitrary or unreasonable. Except as provided in subd. 2., the appellant must show by a preponderance of the evidence that the respondent's decision was arbitrary or unreasonable.

2. If the resident school board denied an application submitted under the alternative application procedure based on the best interests of the pupil, the resident school board must show by a preponderance of the evidence that the requested transfer is not in the pupil's best interest.

3. Only reasons specified in the written notice may be defended in an appeal filed under s. 118.51 (9), Stats., and this section.

4. The state superintendent may not overturn a school board's decision for failure to include the information required in s. PI 36.06 (4) (c) 2. and 3. in the notice of denial.

**History:** CR 14-021: r. and recr. Register August 2014 No. 704, eff. 9-1-14; correction in (1) (c) made under s. 35.17, Stats., and correction in (5) (b) 4. made under s. 13.92 (4) (b) 7., Stats., Register July 2016 No. 727.

### Subchapter V — Part-Time Open Enrollment

**PI 36.15 Definitions.** In this subchapter:

(1) "Application" means a paper or Internet-based form developed by the department under s. 118.52 (3) (a), Stats., for the part-time open enrollment program.

(2) "Nonresident school board" means the school board of the nonresident school district.

(3) "Nonresident school district" means a school district, other than a pupil's resident school district, that the pupil is attending or has applied to attend under the part-time open enrollment program.

(4) "Parent" includes a guardian.

(5) "Resident school board" means the school board of the resident school district.

(6) "Resident school district" means the school district in which the pupil resides, unless the pupil attends school in a school district pursuant to a whole grade sharing agreement under s. 118.50, Stats., tuition waiver under s. 121.84 (4), Stats., or full-time open enrollment under s. 118.51, Stats., in which case the resident school district is the pupil's district of attendance.

(7) "Transportation reimbursement form" means an Internet-based form developed by the department under s. 118.52 (11), Stats., for reimbursement for the cost of transporting a pupil to and from a part-time open enrollment course.

**History:** CR 18-048: cr. Register April 2019 No. 760, eff. 5-1-19.

**PI 36.16 Location of school attendance.** In this subchapter:

(1) Except as provided in sub. (2), attendance within a school district means the pupil physically attends a course located within the physical boundaries of the nonresident school district.

(2) A pupil attending a course in a virtual charter school is considered to be attending a course located within the nonresident school district as specified in s. 118.40 (8) (a), Stats., regardless of the physical location of any component of the virtual charter school or of the pupil.

(3) A pupil participating in an online course or program that is not offered through a virtual charter school is not considered to



be attending a course located within the nonresident school district, unless the pupil is in physical attendance as described in sub. (1).

**History:** CR 18-048: cr. Register April 2019 No. 760, eff. 5-1-19.

**PI 36.17 Application and notification procedures.**

(1) **APPLICATION.** (a) Each school board shall establish a starting date for each course for purposes of s. 118.52, Stats., and each school board shall provide the course starting date and the deadline date to apply for the course to a parent or pupil upon request.

(b) Each school board shall provide an application to a parent or pupil upon request.

(c) The parent of a pupil who wishes to attend a public school under the part-time open enrollment program shall submit an application to the nonresident school board not later than 6 weeks prior to the course starting date. An application shall be considered timely only if actually received by the nonresident school district before the nonresident school district's official close of business on the deadline date to apply for the course.

(d) A separate application shall be submitted for each pupil applying, and a separate application shall be submitted to the school board of each nonresident school district to which a pupil is applying. Any application containing false or misleading information may be denied at any time, including after the pupil's participation in part-time open enrollment has commenced.

(e) The application shall include written permission from the parent of the pupil if the pupil is a minor, or from the pupil if the pupil is an adult, to provide the nonresident school board those pupil records from the resident school board that are necessary to determine whether the pupil meets entrance criteria for the course.

(f) Upon receiving a complete application, the nonresident school board shall send a copy of the application to the resident school district within 3 working days. The nonresident school board may request any pupil records from the resident school board necessary to determine whether the pupil meets entrance criteria for the course.

(g) If an application is accepted by the nonresident school board and the resident school board, the parent shall provide notice in writing to the resident school board and the nonresident school board of the pupil's intent to attend the course in the nonresident school district. This notice shall be considered timely only if actually received by each school district office no later than the last weekday preceding the course starting date, excluding state holidays.

(2) **REVIEW BY NONRESIDENT SCHOOL DISTRICT.** (a) If the nonresident school board receives more applications for a course than there are spaces available in the course, the nonresident school board shall determine which pupils to accept on a random basis, using a method approved by the school board.

(b) If the nonresident school board adopts a policy to give preference in attendance at a course to pupils who reside in the school district pursuant to ss. 118.52 (5), Stats., the policy must require resident applicants who apply to take courses under ss. 118.145 (4) and 118.53, Stats., to apply for the course by a final deadline of no earlier than 6 weeks nor later than 1 week before the course starting date in order to receive such preference ahead of an applicant for the course under s. 118.52, Stats. This paragraph does not prohibit a school board from approving applications for a course that are received under s. 118.145 (4) or 118.53, Stats., after such final deadline, provided that the school board did not deny any applications for the same course that were submitted under s. 118.52, Stats., due to lack of available space.

(c) The nonresident school board shall provide notice of the nonresident school board's decision as required under s. 118.52 (3) (c), Stats., to the parent no later than one week prior to the course starting date. This notice is timely if received by the parent

before the date on which the notice is required. If delivered by 1st class mail, a written notification is considered timely only if post-marked at least 3 days before the date on which the notice is required to be received by the parent.

(d) If the application is rejected, the nonresident school board shall do all of the following:

1. Provide notice to the parent that the decision may be appealed to the department within 30 days.

2. Send a copy of the application, including the notice of denial, to the resident school board.

(e) If the pupil fails to attend the course after being accepted and providing notice of intent to attend the course, the nonresident school district shall promptly notify the resident school district.

(3) **REVIEW BY RESIDENT SCHOOL DISTRICT.** (a) The resident school board shall provide notice of the resident school board's decision as required under s. 118.52 (3) (d), Stats., to the parent no later than one week prior to the course starting date. This notice is timely if post-marked at least 3 days before the date on which the notice is required to be received by the parent.

(b) If the application is rejected under s. 118.52 (6), Stats., the resident school board shall do all of the following:

1. Provide notice to the parent that the decision may be appealed to the department within 30 days.

2. Send a copy of the denial to the nonresident school board.

(4) **APPEAL.** If the application is denied by either the resident school board or the nonresident school board, the parent may appeal the denial to the department within 30 days of receipt of the notice of denial as provided under s. PI 36.14.

**Note:** The Part-Time Public School Open Enrollment Application Form may be obtained from the department's open enrollment website at: <https://dpi.wi.gov/oe>.

**History:** CR 18-048: cr. Register April 2019 No. 760, eff. 5-1-19; correction in (2) (b) made under s. 13.92 (4) (b) 3., Stats., corrections in (2) (c) made under s. 13.92 (4) (b) 12., Stats., Register April 2019 No. 760; correction in (2) (b) made under s. 35.17, Stats., Register April 2019 No. 760.

**PI 36.18 Transportation.** (1) Any claim under s. 118.52 (11), Stats., for reimbursement of transportation costs shall be submitted using a transportation reimbursement form by July 15 following the school year in which the transportation was provided.

(2) The state superintendent shall use the calculation described in s. PI 36.13 (2) (a) to determine the amount of reimbursement.

(3) If adequate funds are not available under s. 20.255 (2) (cy), Stats., to reimburse all transportation claims under this chapter and s. 118.55 (7g), Stats., the state superintendent shall prorate the available funds among only those applicants eligible for free or reduced-price lunch under 42 USC 1758 (b).

(4) Any funds provided under s. 20.255 (2) (cy), Stats., that remain after payment has been made to reimburse claims under sub. (3) and under s. 118.55 (7g), Stats., shall be prorated to reimburse claims submitted by other applicants under this section and under s. 118.55 (7g), Stats., who are unable to pay for transportation.

**Note:** The Part-Time Public School Open Enrollment Transportation Reimbursement Application online form is available starting June 1 on the department's open enrollment website at: <https://dpi.wi.gov/oe>.

**History:** CR 18-048: cr. Register April 2019 No. 760, eff. 5-1-19; corrections in (4) made under s. 13.92 (4) (b) 4. and 7. Stats., Register April 2019 No. 760.

**PI 36.19 Calculating cost of course.** For purposes of s. 118.52 (12), Stats., the cost of providing a course to a pupil shall be determined by first dividing the total number of hours of instruction provided to the pupil in the course by 1,137, then multiplying the result by the annual tuition rate as determined by s. 121.76 (2) (a), Stats. For purposes of determining hours of instruction for virtual charter school coursework, the total number of hours of instruction shall be 135 hours per credit.

**History:** CR 18-048: cr. Register April 2019 No. 760, eff. 5-1-19.