

STUDENT PERSONNEL

Series 400

Policy Title . . . OPEN ENROLLMENT FOR PART TIME STUDENTS

Code No. 423.2

- A. The School Board shall allow nonresident, high school students residing within the State of Wisconsin, and, who qualify, to enroll as part time students in not more than two courses offered by the district.
- B. The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the District Administrator along with a request that a copy of the student's academic and disciplinary records be sent immediately.
- C. The District Administrator shall use the same criteria for enrolling a part time student into a course as are used for enrolling resident students, except that the District shall give preference in enrollment to resident students. If more applications are received than the District can accommodate, the selection shall be done by a random selection procedure established by the District Administrator.
- D. If a student's application is accepted, the parents and the nonresident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If the requested course does not satisfy one of the high school graduation requirements specified in Wisconsin Statute 188.33 or by the Board, the parents are to be so notified.

The parents of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to school.

- E. The District Administrator shall submit the costs for providing instruction in the course(s) to the nonresident student to his/her resident school district for payment as determined by the Department of Public Instruction.

- F. The District Administrator may reject an application: If the application is to be rejected, the parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course and provided the reason for the rejection.

This policy shall be reviewed annually by the Board on or Before December 1st.

Release of Resident Students

- A. The Board may release resident students who wish to apply for part time enrollment in another school district.
- B. The Board may refuse to allow a student to enroll if:
 - 1. The course conflicts with the provisions of an IEP for the student.
 - 2. Enrollment in the course would create an unfair financial burden on the District.
- C. The District Administrator shall ensure that the records of a transferring resident student are sent promptly to the receiving school district.

Date of Adoption:
January 26, 1998
Reviewed:
May 12, 2008

Legal Reference: Code of WI
State Statute 121.78 (1) (a)
State Statute 939.22 (10)
State Statute 18.51, 118.52
Board Policy 422.0, 112

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ADMINISTRATIVE REGULATION TITLE

Code No. R-423.2

HOME SCHOOLERS AND VIRTUAL SCHOOL STUDENTS TAKING CLASSES WITHIN BURLINGTON AREA SCHOOL DISTRICT

State law allows home school students and Burlington Area School District students open enrolled in Virtual Schools to take up to two courses per year at his or her home school. At the elementary level that includes art, music, and physical education. At the intermediate and middle level that includes elective classes only. At the high school it can be any class.

There must be space available in the class in order for the student to be enrolled.

To participate these students must:

- Register at the school
- Pay a standard \$15.00 registration fee
- Have a current emergency card on file
- Meet the immunization requirement
- Follow all school rules
- Provide their own transportation

Date of Adoption:
November 7, 2011