



**INSTRUCTIONS FOR SUBMITTING FORM:**

**To the parent:** Submit the completed form to the school district administrator of the nonresident school district (the district your child currently attends). The form will be returned to you with approval or denial noted in Sections VI and VII.

**To the nonresident school district:** After acting on the application, send a copy of the completed form to the parent and to the resident school district. Send a copy of the completed form to the Department of Public Instruction only for an "additional year" waiver. **All materials submitted to the Department must be sent to the following address:**

**DEPARTMENT OF PUBLIC INSTRUCTION**  
**ATTN: OPEN ENROLLMENT**  
**SCHOOL MANAGEMENT SERVICES**  
**PO BOX 7841**  
**MADISON, WI 53707-7841**

Collection of this data is authorized under s.121.84, Wis. Stats.

**INSTRUCTIONS FOR FILLING OUT FORM:**

- Fill out all information completely and accurately. Deliberately providing false information may result in denial of the tuition waiver.
- To be completed as soon as possible after the move.

Questions may be directed to the open enrollment consultant at 608-264-6707 or toll free 888-245-2732.

Email: [openrollment@dpi.wi.gov](mailto:openrollment@dpi.wi.gov)  
 Internet Website: <http://oe.dpi.wi.gov>

**I. GENERAL INFORMATION AND PARENT SIGNATURE**

Student's Name		Student's Grade in 2015-16	Student's Date of Birth <i>Mo./Day/Yr.</i>	Gender <input type="checkbox"/> F <input type="checkbox"/> M
Email Address			Daytime Phone <i>Area/No.</i>	
Previous Address – Street Address ( <i>Nonresident District</i> )		City	WI	ZIP
New Address – Street Address ( <i>Resident District</i> )		City	WI	ZIP
Nonresident School District (i.e., Previous Resident District)		New Resident School District		Date of Move <i>Mo./Day/Yr.</i>

Yes  No Does the student receive special education or related services in accordance with an individualized education program (IEP)?

Name of Parent or Guardian *Print or Type*

**I HEREBY CERTIFY** that all of the information contained on this form is complete and accurate.  
 Signature of Parent or Guardian



**INSTRUCTIONS:** If the date of your move is:

- Before February 3, 2015, you are not eligible for a tuition waiver due to a move for the 2015-16 school year.
- On or after February 3, 2015, and before July 1, 2015, go to Section II.
- After July 1, 2015, and before September 30, 2015, go to Section III.
- On or after September 30, 2015, go to Section IV.

You are responsible for transporting your children to and from school. If you are low-income (eligible for free or reduced-price meals), you may be eligible for reimbursement of your transportation costs. Please see Section VIII.

**II. IF YOU MOVED ON OR AFTER FEBRUARY 3, 2015, AND PRIOR TO JULY 1, 2015**

Answer all of the following questions:

Yes No

- 1. Was the student a resident of the Nonresident School District on January 9, 2015?
- 2. Is the date of your move on/after February 3, 2015?
- 3. Was student enrolled in the Nonresident School District continuously from January 9, 2015, to the end of the 2014-15 school term?
- 4. Does the student continue to reside in Wisconsin?

If the answers to questions 1 through 4 are "Yes," the nonresident school district must approve an "additional year" tuition waiver for the 2015-16 school year. The resident school district may deny the tuition waiver if the cost of the special education and related services in the student's IEP is an "undue financial burden."

**III. IF YOU MOVED ON OR AFTER JULY 1, 2015, AND PRIOR TO SEPTEMBER 30, 2015**

Please answer all of the following questions:

Yes No

- 1. Was the student a resident of the Nonresident School District on January 9, 2015?
- If "Yes," continue in this section. If "No," please go to Section V.
- 2. Was student enrolled in the Nonresident School District continuously from January 9, 2015, to the end of the 2014-15 school term?
  - 3. Does the student continue to reside in Wisconsin?
  - 4. Was the student a resident of the Nonresident School District on July 1, 2015?

If the answer to all of the above questions is "yes," the nonresident school district must approve either a "current year" or "additional year" waiver for the 2015-16 school year. If an "additional year" waiver is approved, the resident school district may deny the tuition waiver if the cost of the special education and related services in the student's IEP is an "undue financial burden."

**IV. IF YOU MOVED ON OR AFTER SEPTEMBER 30, 2015**

Please answer all of the following questions:

Yes No

1. Was the student a resident of, and enrolled in, the Nonresident School District on either September 18, 2015, or January 8, 2016, or both?
2. Was the student enrolled in the Nonresident School District for at least 20 school days in the 2015-16 school year?

If the answer to both questions is "Yes," the nonresident school district must approve a current year tuition waiver for the remainder of the 2015-16 school year. *If "No," please go to Section V.*

**V. CURRENT YEAR PERMISSIVE WAIVER**

Please answer the following question:

Yes No

1. Was the student enrolled in, and a resident of, the Nonresident School District on July 1, 2015?

If No, the student is not eligible for a tuition waiver for the 2015-16 school year. If "Yes," the nonresident school district may grant a permissive current year tuition waiver or may deny the waiver.

**VI. ACTION BY NONRESIDENT SCHOOL DISTRICT**

The application for a tuition waiver to attend the 2015-16 school year is:

- Approved                      The tuition waiver is an:             "additional year" waiver            OR             a "current year" waiver

**THIS APPROVAL IS ONLY FOR THE 2015-16 SCHOOL YEAR. IF THE STUDENT MOVED ON OR AFTER FEBRUARY 2, 2016, THE STUDENT MAY APPLY SEPARATELY FOR A TUITION WAIVER FOR THE 2016-17 SCHOOL YEAR. ALL OTHER STUDENTS MUST APPLY FOR OPEN ENROLLMENT DURING THE FEBRUARY 1 – APRIL 29, 2016, APPLICATION PERIOD FOR THE 2016-17 SCHOOL YEAR.**

- Denied *Reason for denial:*     Student does not meet eligibility criteria under any of sections II, III, or IV  
 Student meets eligibility criteria under section V, but the nonresident school district denies the permissive waiver

Name and Title of Authorized Official

Name of Nonresident School District

Signature of Authorized Official

Date Signed Mo./Day/Yr.

**VII. ACTION BY RESIDENT SCHOOL DISTRICT AND NOTICE OF RIGHT TO APPEAL**

**To be completed by the resident school district only if the nonresident school district has approved an additional year waiver and the student receives special education or related services:**

The application for a tuition waiver to attend the above-named nonresident school district in the 2015-16 school year is:

- Approved             Denied

- Reason for denial:** The resident school board has determined that the cost of providing the special education and related services required in the student's individualized education program (IEP) is an "undue financial burden."

**Notice of Right to Appeal:** The student or parent may appeal this denial to the Department of Public Instruction within 30 days of the date the notice is postmarked or delivered to the parent, whichever occurs first. The DPI is required to uphold the school board's decision unless it finds the decision was arbitrary or unreasonable. The appeal may be filed on DPI form PI-9418 or may be filed in the form of a letter or legal brief. The appeal shall state the decision being appealed, the specific reasons for the appeal, including why the appellant believes the decision was arbitrary or unreasonable, and other facts and evidence relevant to the appeal. The appeal must be signed by the appellant or representative of the appellant. A copy of this completed form or other notice of denial must be included with the appeal.

Send the appeal to: **DEPARTMENT OF PUBLIC INSTRUCTION  
SCHOOL MANAGEMENT SERVICES / OPEN ENROLLMENT  
PO BOX 7841  
MADISON, WI 53707-7841**

Name and Title of Authorized Official

Name of Resident School District

Signature of Authorized Official

Date Signed Mo./Day/Yr.

**VIII. APPLICATION FOR REIMBURSEMENT OF TRANSPORTATION COSTS**

If you are approved for an "additional year" waiver and if you are low-income (eligible for free or reduced-price meals under the federal school lunch program), you may apply for reimbursement of your transportation costs at the end of the school year.

If you wish to apply for reimbursement, please answer the following questions:

Yes No

1. Do you wish to apply for reimbursement?
2. Is the student eligible for free or reduced-price meals under the federal school lunch program?