

SCHOOL DISTRICT OF WAUPACA

SERIES 300 INSTRUCTION

CODE: 343.43-R1

**Procedures for Handling Course Applications through Course Options Program**

A. Definitions

For purposes of these procedures implementing the “Course Options” program within the District, the following definitions apply:

1. **District** means the School District of Waupaca.
2. **Educational Institution** includes a public school in a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by the Wisconsin Department of Public Instruction (DPI). According to current DPI guidance, the “Course Options” program applies to educational institutions in Wisconsin.
3. **Resident School District\*\*** means the school district in which the student who is taking a course or making a course application resides for purposes of determining school attendance.
4. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).
5. **Resident Student\*\*** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the “Course Options” program when the student is seeking to take a course outside of the District.
6. **Nonresident Student\*\*** means a public school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the “Course Options” program.

*\*\*According to current DPI guidance, for full-time open enrollment students, the district of attendance is considered the resident school district for purposes of the “Course Options” program.*

B. Resident Student Applications to Take Courses Outside the District

1. Students who are seeking to take a course outside of the District under the “Course Options” program shall use the DPI-approved application form and shall initially submit the application form to the educational institution that is offering the course in the time period required by the institution. The educational institution offering the course is responsible for forwarding a copy of the application to the District, but the District recommends that the applicant contact the District to confirm that the District has, in fact, received a copy of the application.
2. Upon receipt of a copy of a resident student's application to attend a course(s) in another educational institution under the “Course Options” law, school office staff shall forward the application to the Principal for review and action. For students with disabilities who have an individualized education program (IEP), a staff person with sufficient knowledge of the requirements of the student’s IEP shall be involved in processing the course application(s).
3. All applications received shall be reviewed using the criteria outlined in Board policy.
  - a. If the student’s application was not submitted in the manner and within the time limits established by state law, it shall be denied.
  - b. If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student’s attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within IEP. The course application shall be denied if it conflicts with the student’s IEP.
  - c. If the course does not satisfy a high school graduation requirement, the course application may be denied.
4. If the application is denied, the applicant's parent or guardian and the educational institution to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant’s right to appeal the denial to DPI.

5. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program.

C. Nonresident Student Applications to take Courses in the District

1. The parent or guardian of a nonresident student who wishes to take a course(s) in a public school in the District shall submit the DPI-approved application form to the District. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course. The District will deny the application if it is submitted more than 16 weeks or less than six weeks prior to the date the course is scheduled to commence.
2. The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. Upon receipt of the application, it will also be forwarded internally to the Principal, *who will be* responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board policy. If the District receives more registrations/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:

**First Priority:** District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.

**Second Priority:** Students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option established by state law, provided that the District has received the student's application or registration request at least 30 days prior to the date the course is scheduled to begin.

If there is still space in the course for additional students, but there are more pending course applications that have been submitted by students who do not reside in the District than there are spaces available, the determination of which remaining students to accept under a **Third Priority** grouping shall be made on a random basis with names drawn by lot.

4. Not earlier than after the District processes the “Second Priority” group of District residents, as identified above, and no later than one week prior to the date the course is scheduled to commence, the District shall notify the nonresident applicant and the resident school board, in writing, of whether the application has been accepted or denied. If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial and notify the parent or guardian of the applicant’s right to appeal the denial to the DPI.
5. If the District notifies the applicant that his/her application has been accepted, then the applicant’s parent or guardian must provide timely written notice to the District confirming the student’s intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the “Course Options” program.

D. Appeals of Course Denial Decisions

The parent or guardian of any student whose course application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer. The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.