



**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: MARY JO CLEAVER**  
**SCHOOL MANAGEMENT SERVICES/OPEN ENROLLMENT**  
**P.O. 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 consultants at 608-267-9101 or toll-free 888-245-2732.

Email: [Open.Enrollment@dpi.state.wi.us](mailto:Open.Enrollment@dpi.state.wi.us)

Internet Web Site: <http://dpi.wi.gov/sms/psctoc.html>

I. GENERAL INFORMATION AND PARENT SIGNATURE				
Student's Name	Student's Grade in 2012-13	Student's Date of Birth Mo./Day/Yr.	Gender <input type="checkbox"/> F <input type="checkbox"/> M	Daytime Phone Area/No.
<i>Check One</i> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	<i>Check all that apply.</i> <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White			
Previous Address – Street Address ( <i>Nonresident District</i> )		City	<b>WI</b>	Zip
New Address – Street Address ( <i>Resident District</i> )		City	<b>WI</b>	Zip
Nonresident School District (i.e., Previous Resident District)	New Resident School District		Date of Move Mo./Day/Yr.	
<input type="checkbox"/> Yes <input type="checkbox"/> No    Does the student receive special education or related services in accordance with an individualized education program (IEP)?				
Name of Parent or Guardian <i>Print or Type</i>		<b>I CERTIFY</b> 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 7, 2012, you are not eligible for a tuition waiver due to a move for the 2012-13 school year.
- On or after February 7, 2012, and before July 1, 2012, go to Section II.
- After July 1, 2012, and before October 2, 2012, go to Section III.
- After October 2, 2012, 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. See Section VIII.

II. IF YOU MOVED ON OR AFTER FEBRUARY 7, 2012, AND PRIOR TO JULY 1, 2012
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Please answer all of the following questions:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Was the student a resident of the Nonresident School District on January 13, 2012?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the date of your move on/after February 7, 2012?
<input type="checkbox"/>	<input type="checkbox"/>	3. Was the student enrolled in the Nonresident School District continuously from January 13, 2012, to the end of the 2011-12 school term?
<input type="checkbox"/>	<input type="checkbox"/>	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 2012-13 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, 2012, AND PRIOR TO OCTOBER 2, 2012
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Please answer all of the following questions:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Was the student a resident of the Nonresident School District on January 13, 2012?

If "Yes", continue in this section. If "No," please go to Section V.

<input type="checkbox"/>	<input type="checkbox"/>	2. Was student enrolled in the Nonresident School District continuously from January 13, 2012, to the end of the 2011-12 school term?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the student continue to reside in Wisconsin?
<input type="checkbox"/>	<input type="checkbox"/>	4. Was the student a resident of the Nonresident School District on July 1, 2012?

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 2012-13 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 OCTOBER 2, 2012**

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 21, 2012, or January 11, 2013, or both?
- 2. Was the student enrolled in the Nonresident School District for at least 20 school days in the 2012-13 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 2012-13 school year. If "No," 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, 2012?

If no, the student is not eligible for a tuition waiver for the 2012-13 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 2012-13 school year is:

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

**THIS APPROVAL IS ONLY FOR THE 2012-13 SCHOOL YEAR. IF THE STUDENT MOVED ON OR AFTER FEBRUARY 5, 2013, THE STUDENT MAY APPLY SEPARATELY FOR A TUITION WAIVER FOR THE 2013-14 SCHOOL YEAR. ALL OTHER STUDENTS MUST APPLY FOR OPEN ENROLLMENT DURING THE FEBRUARY 4 – APRIL 30, 2012, APPLICATION PERIOD FOR THE 2013-14 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 2012-13 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 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  
P.O. 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.

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?