

Open Enrollment: An Overview and How Open Enrolled Pupils are Funded

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Parental Education Options Team
March 22, 2023



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Agenda

- **Program Overview**
- **Funding/Payments**
- **Special Education**
- **Actual Costs for Pupils with Disabilities**
- **Important Considerations**



Open Enrollment: An Overview

**The Who, What, When,
Where, and How of Open
Enrollment**

Open Enrollment: An Overview

What is open enrollment?

- Open Enrollment allows parents to apply for their children to attend public school in a district other than the one in which they live.



Open Enrollment: An Overview

Who can open enroll?

- Any Wisconsin resident in grades 4K through 12 may apply.
- Open enrollment is available for 4K, prekindergarten, and early childhood only if:
 - the child's resident district offers the same type of program and
 - the child is eligible for the program in their resident district.



Open Enrollment: An Overview

- **When, Where, and How to Apply**
 - **Regular Application Period:**
 - Applying for the following school year
 - February 6 – April 28, 2023
 - Online application process
(PDF fill-enabled version available)
 - **Alternative Application Process:**
 - Applying for the current school year
 - Begins July 1
 - PDF fill-enabled application only



Open Enrollment: An Overview

Processing Open Enrollment Applications

Open Enrollment: An Overview

Nonresident District: Approvals and Denials

- Applications can only be denied for reasons specified in statute and board policy.
- Nonresident district must send the parent written notification of the decision.
 - By the first Friday following the first Monday in June (June 9, 2023) for applications submitted during the regular application period.
 - Within 20 calendar days for alternative applications.

Open Enrollment: An Overview

Resident District: Approvals and Denials

- Applications can only be denied for reasons specified in statute and board policy.
- Resident district must send the parent written notification of a denial; they may send written notification of an approval.
 - By the second Friday following the first Monday in June (June 16, 2023) for applications submitted during the regular application period.
 - Within 20 calendar days for alternative applications.

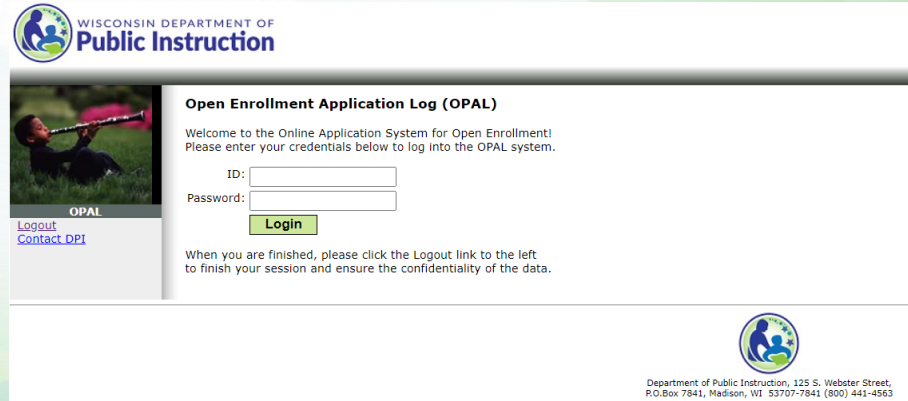
Open Enrollment: An Overview


Open Enrollment Application Log (OPAL)


Open Enrollment: An Overview

The Open Enrollment Application Log (OPAL) is an:

- Online application system
- Online application management
- Online tracking of open enrolled students
- Online communication system
- Online historical data system



 WISCONSIN DEPARTMENT OF
Public Instruction



Open Enrollment Application Log (OPAL)


Welcome to the Online Application System for Open Enrollment!
Please enter your credentials below to log into the OPAL system.

ID:

Password:

When you are finished, please click the Logout link to the left
to finish your session and ensure the confidentiality of the data.

[Logout](#)
[Contact DPI](#)



Department of Public Instruction, 125 S. Webster Street,
P.O. Box 7841, Madison, WI 53707-7841 (800) 441-4563

Open Enrollment: An Overview

Logged in as Jennifer Demrow



OPAL Open Enrollment for
 District A (0030) ▼

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI	PDF Excel
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Returns	SPED Actual Cost	

Students Actively Open-Enrolled

Year: Student Name:

Grade: Res Dist:

Transfers In Transfers Out

SPED Non-SPED

Alternative Apps Only Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [3rd Friday in September tab](#) by the nonresident district or have been enrolled as an alternative to the OE application period.

Listed below are students where the district selected above is listed as the **nonresident** district.

2 students retrieved

Grade	Name	WISEid	FTE	SPED	Partial SPED	W/D	Alt App	Actual Cost	Resident District	Estimated Amount
05	Student A	5689741325	1.0						District B (0040)	13,076.00
10	Student B	9874563210	1.0						District C (0050)	8,224.00
All Pages:		2 students		2.0						21,300.00

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OPAL
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Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
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[Returning Students](#)

Alt Apps
[All Alternative Apps](#)
[Approve or Deny Enrollment](#)
[Counted in Membership Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny School Assignments](#)
[Intent to Attend Data Entry](#)

Contacts

Open Enrollment: An Overview

Logged in as Jennifer Demrow



OPAL Open Enrollment for

District A (0030) ▼

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI	PDF Excel
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Returns	SPED Actual Cost	

Students Actively Open-Enrolled

Year: Student Name:

Grade: Nonres Dist:

Transfers In
 Transfers Out

SPED
 Non-SPED
 Alternative Apps Only
 Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [3rd Friday in September tab](#) by the nonresident district or have been enrolled as an alternative to the OE application period.

Listed below are students where the district selected above is listed as the **resident** district.

1 students retrieved

Grade	Name	WISEid	FTE	SPED	Partial SPED	W/D	Alt App	Actual Cost	Nonresident District	Estimated Amount
11	Student A	5566448899	1.0						District B (0040)	8,224.00
All Pages:		1 students		1.0						8,224.00

[Go to Top](#)



OPAL

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Mailbox

[Mailbox](#)

Students

[Actively Open Enrolled](#)
[All Students](#)
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[Special Education](#)
[2nd Friday in Jan](#)

Returning Students

Alt Apps

[All Alternative Apps](#)
[Approve or Deny Enrollment](#)
[Counted in Membership Data Entry](#)

Applications

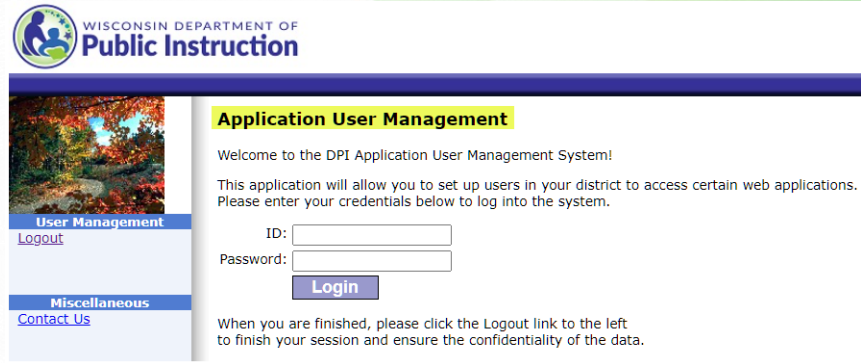
[All Applications](#)
[Approve or Deny School Assignments](#)
[Intent to Attend Data Entry](#)

Contacts

Open Enrollment: An Overview

We recommend that a district's school finance staff should have access to OPAL.

- Need approval from district superintendent.
- A district's superintendent, not DPI, will need to grant access to OPAL and can do so using the Application User Management System (AUM).



The screenshot shows the login interface for the Application User Management System. At the top left is the Wisconsin Department of Public Instruction logo. The page title is "Application User Management". Below the title, there is a welcome message: "Welcome to the DPI Application User Management System!". A paragraph explains the system's purpose: "This application will allow you to set up users in your district to access certain web applications. Please enter your credentials below to log into the system." There are two input fields: "ID:" and "Password:". Below these fields is a "Login" button. At the bottom, there is a note: "When you are finished, please click the Logout link to the left to finish your session and ensure the confidentiality of the data." On the left side of the page, there is a navigation menu with a "Logout" link under the "User Management" section and a "Contact Us" link under the "Miscellaneous" section.

Open Enrollment: Funding

**How Does Open Enrollment
Affect My District's Finances?**

Open Enrollment: Funding

Pupil Count for Open Enrolled Pupils

- Counting open enrolled pupils – the resident district counts open enrolled pupils (transfers out) for revenue limit and general aid purposes because the resident district pays for the open enrolled pupils.



Open Enrollment: Funding

PI-1563 – Pupil Count Report

- Nonresident district includes “transfers in” pupils in Step 1 (Head Count) and then must remove them from the Head Count under Step 2 (Nonresident Reductions).
- Resident district must add its “transfers out” pupils to the Head Count under Step 4 (Resident Additions) as “transfers out” pupils are not captured in Step 1 (Head Count).

Open Enrollment: Funding

Amount of State Aid Adjustment

The 2022-23 OE transfer amounts are:

- \$8,224 – pupils without disabilities
- \$13,076 – pupils with disabilities

The 2023-24 estimated OE transfer amounts are:

- To Be Determined– pupils without disabilities
- To Be Determined– pupils with disabilities



Open Enrollment: Funding

Open Enrollment Payments

- For each open enrolled pupil, DPI transfers the state-set amount from the resident district to the nonresident district in the final state aid payment.
 - Transfers In – DPI increases district's final state aid payment
 - Transfers Out – DPI decreases district's final state aid payment
 - The OE payment is prorated for students open enrolled for less than a full school year.

Open Enrollment: Funding

Open Enrollment Payments

- **Unlike general state aid:**
 - **Nonresident districts are not required to reduce the property tax levy by the amount of the open enrollment payment.**
 - **Resident districts are not permitted to increase the property tax levy by the amount of the open enrollment payment.**
- **The OE payment is more comparable to the revenue limit than to state aid in that it represents funds that are or are not available to spend.**

Open Enrollment: Funding

Open Enrollment Payments are outside the revenue limit.

- **Net OE gain:**
 - **Revenue received is outside the limit.**
 - **Additional spending capacity.**
- **Net OE loss:**
 - **District cannot directly levy for that loss of revenue, but...**
 - **Those “transfers out” pupils were part of the district’s revenue limit membership, upon which the district’s revenue limit (spending authority) is based.**

Open Enrollment: Funding

- The OE payments are like marginal cost as it excludes many cost categories, such as:
 - School administration and operations
 - Maintenance
 - Debt services
 - Transportation
- Thus, the OE payment is less than the total average cost per pupil.



Open Enrollment: Funding

Nonresident District

- **Does not receive full amount of revenue per member**
- **Is only required to accept pupils for whom there is space**

Revenue/Member	\$10,000
OE Aid Amount Received	\$ 8,224
Difference	\$ 1,776
Available to Spend	\$ 8,224

Resident District

- **Does not lose full amount of revenue per member**
- **Can retain a portion to offset fixed costs in the district**

Revenue/Member	\$10,000
OE Aid Amount Paid	\$ 8,224
Retained	\$ 1,776
Available to Spend	\$ 1,776

Open Enrollment: Funding

Alternative Application Payments

- **Payments for alternative application pupils are the same as other open enrolled pupils:**
 - They are equal to the open enrollment transfer amount.
 - Prorated at the daily rate (OE amount/180).
 - Are paid as an aid adjustment in the same way as current open enrollment is paid.

Open Enrollment: Funding

Alternative Applications – Resident Membership Count

- Alternative application pupils may transfer in the middle of the school year.
- Therefore, the pupil may or may not have been counted by the resident district on the 3rd Friday Count.

Open Enrollment: Funding

Alternative Applications – Resident Membership Count

- If the resident district was unable to count the pupil, it may receive a revenue limit exemption in the amount of the aid transfer.
 - Taken in the following school year
 - Non-recurring exemption
- The exemption amount is calculated by DPI's open enrollment staff, provided to the School Finance team, and recorded on the district's revenue limit worksheet (line 10E).

Open Enrollment: Funding

Alternative Applications – Revenue Limit Exemption

- Resident district needs to go to the Alt Apps tab and then the Counted in Membership tab to indicate the student's 3rd Friday status.
- Counted in membership can mean one of two things:
 - The pupil was counted as a resident attending the district in the district's Head Count.
 - The pupil was counted as a Resident Addition (OE Transfer Out pupil).

Counted in Membership Tab

OPAL Open Enrollment for
District A (0030) ▼



OPAL

[Logout](#)
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Mailbox

[Mailbox](#)

Students

[Actively Open](#) [Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)

[Returning Students](#)

Alt Apps

[All Alternative Apps](#)
[Approve or Deny](#)
[Enrollment](#)

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI	Excel
All Alternative Apps		Approve or Deny	Enrollment		Counted in Membership	Data Entry	

Alternative Apps - Counted in Membership on 3rd Friday

Year: 2022-2023 ▼

Grade: All Grades ▼

- Transfers In
 Transfers Out

Only alternative applications that have been 'enrolled' are shown below. Only the nonresident district can request an application be changed to an enrolled student.

Indicate below whether each student was counted in membership on the 3rd Friday in September.

You still need to click the Save button afterwards!

3 students retrieved

Grade	Name	Counted in Membership	Not Counted in Membership	Nonresident District	Estimated Revenue Limit Amt
12	Student A	<input type="radio"/>	<input checked="" type="radio"/>	District B (0040)	8,224.00
09	Student B	<input checked="" type="radio"/>	<input type="radio"/>	District C (0050)	0.00
01	Student C	<input checked="" type="radio"/>	<input type="radio"/>	District D (0060)	0.00
All Pages:	3 students				8,224.00

Save

Save

Aid Calculation Tab

Logged in as Jennifer Demrow



OPAL Open Enrollment for
District A (0030)



OPAL

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Mailbox
[Mailbox](#)

Students
[Actively Open Enrolled](#)
[All Students](#)
[3rd Friday in Sept](#)
[Special Education](#)
[2nd Friday in Jan](#)
[Returning Students](#)

Alt Apps
[All Alternative Apps](#)
[Approve or Deny Enrollment](#)
[Counted in Membership Data Entry](#)

Applications
[All Applications](#)
[Approve or Deny School Assignments](#)
[Intent to Attend Data Entry](#)

Contacts
[Open Enroll Contacts](#)

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Change Parents/Addr	Aid Calculation

Aid Calculation, School Year 2022-2023

Student Name: Student A
DOB / Gender: 11/20/2004, Female
Age on 9/1/2022: 18 years old
Grade for 2022-2023: 12

Resident School District: District A (0030)
Nonresident School District: District B (0040)

Estimated Aid Amount: \$8,224
Revenue Limit Exemption: \$8,224

Factors

Alternative Application Enrollment Data	3rd Friday in September Status	Withdrawal Data	SPED Status
Enrollment Date: 09/01/2022 Maximum Number of Days: 180 days FTE: 1.0	Counted: Yes FTE: 1.0 In Resident Membership: No	Not withdrawn	SPED on 3rd Friday: No SPED during year: Never

Current Rates

Estimate or Final: Estimated

Regular Education	1.0 FTE
Yearly Amount:	\$8,224/year
Daily Rate:	\$45.69/day

Calculation

Rate: When a student was counted on the 3rd Friday in September and is present all school year, a yearly amount is used.
FTE: When a student was counted on the 3rd Friday in September, the FTE on that day is used.

The resident district did not count the student on the 3rd Friday in September and is eligible for a revenue limit exemption in the amount of the aid payment.

Aid is calculated as (yearly amount) * (FTE on count date), or

$$\$8,224/\text{year} * 1.0 \text{ FTE} = \$8,224$$

Open Enrollment and Special Education

Open Enrollment and Pupils with Disabilities

Open Enrollment and Special Education

Special Education Funding under OE Law

- **\$13,076 transfer of general school aids**
 - Processed by DPI in year-end reconciliation.
 - May not use IDEA funds for transfers out.
 - Other state aids withheld if general aids are insufficient.
- Resident district counts pupil for general aids & revenue limit membership.
- No revenue limit exemption for Transfer of Service (TOS).

Open Enrollment and Special Education

Special Education – Identification During the School Year

- If an open enrolled pupil is evaluated and identified with a disability after the school year begins:
 - Resident district charged a prorated amount based on the number of days the student received services.
 - In OPAL, the nonresident district enters the number of days the pupil received services and the number of days the pupil did not receive services (known as Partial SPED).

Open Enrollment: Actual Costs for Pupils with Disabilities

**Open Enrollment: Actual Costs for Pupils
with Disabilities**

Actual Costs for Pupils with Disabilities

- For open enrolled pupils with disabilities in their second or subsequent year, the aid payment will be either the per pupil payment amount or the actual costs to the nonresident district, up to \$30,000.
- Only if the nonresident district submits a financial statement to the department indicating the actual costs to the school district of providing free appropriate public education (FAPE) to the pupil in the previous school year.

Actual Costs for Pupils with Disabilities

- **A financial statement can be submitted into OPAL between the first weekday in August through the last weekday in September.**
- **Information required for the financial statement include:**
 - Local Special Education (SPED) Costs Aidable (011 or 019 via CESA/CCDEB/Other Dist)
 - Local Special Education (SPED) Costs – Non-Aidable (Other 019)
 - Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)
 - Grant Reimbursements
 - Medicaid School-Based Services (SBS) Claims
 - State Special Education and School-Age Parents (SPED/SAP) Categorical Aid Information (provided by DPI)

Actual Costs for Pupils with Disabilities

- A nonresident district should only submit a financial statement if the cost of providing FAPE in the previous school year exceeded the basic open enrollment aid amount for pupils with disabilities.
- A nonresident district will receive the basic aid amount for pupils with disabilities if the pupil is marked as “special education” in OPAL.

Actual Costs for Pupils with Disabilities

- **A nonresident district can withdraw a pupil's financial statement up until 4:00 pm on the second Monday in October.**
- **There are no provisions in state law that allow a resident district or the department to take any action if the resident district disagrees with a submitted financial statement.**

SPED Actual Cost Tab in OPAL

DEPARTMENT OF
Education

OPAL Open Enrollment for

District A (0030)

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI	Excel
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Returns	SPED Actual Cost	

Students - SPED Actual Cost

Year: 2022-2023

Student Name:

Grade: All Grades

Res Dist:

- Transfers In
 Transfers Out

Search Reset

Listed below are students who were open enrolled during the school year of 2021-22 and were marked as special education (SPED).

Notes:

- Costs entered should be those incurred during the previous school year of 2021-22.
- SPED/SAP categorical aid rate for the previous year of 2021-22 is **29.79%**, which is an estimate. The final rate will be determined in May 2023.
- The final Total Actual FAPE SPED Eligible Costs are capped at **\$30,000** per [Wis. Stat. 118.51\(17\)\(b\)3](#).
- FAPE = Free Appropriate Public Education.

*Aid transfer revenue is coded to Fund 27, Source 347. This will decrease a district's local costs when calculating compliance with IDEA's maintenance of effort (MOE) provision. An LEA will need to closely monitor state and local special education costs to ensure the aid transfer revenue received does not offset actual expenditures to a point where MOE is failed. Aid transfer revenue is not an exception to lowering costs under MOE. Non-compliance results in a general fund cash penalty. Questions regarding MOE can be directed to Rachel Zellmer at Rachel.Zellmer@dpi.wi.gov.

1 student retrieved

Rows per page: 20 Refresh

Save

Grade	Student	WISEid	Local SPED Costs Aidable (011 or 019 via CESA/CCDEB /Other Dist.)	+ Local SPED Costs Non-Aidable (Other 019)	+ Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)	= Gross Actual Costs	Less Estimated SPED/SAP Categorical Aid (based on prev yr's rate)	Less Grant Reimbursements	Less Medicaid School-Based Services (SBS) Claims	= Total Actual Cost (max \$30,000)	PDF	Nonresident District
10	Student A	9988776655	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		District A (0030)
All Pages:		1 students						0.00				

Save

SPED Actual Cost Tab in OPAL

1 student retrieved

Rows per page:

	Grade	Student	WISEid	Local SPED Costs Aidable (011 or 019 via CESA/CCDEB /Other Dist.)	+ Local SPED Costs Non-Aidable (Other 019)	+ Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)	= Gross Actual Costs	Less Estimated SPED/SAP Categorical Aid (based on prev yr's rate)	Less Grant Reimbursements	Less Medicaid School-Based Services (SBS) Claims	= Total Actual Cost (max \$30,000)	PDF	Nonresident District
Withdraw	10	Student A	9988776655	54,693.34	0.00	0.00	54,693.34	16,293.00	0.00	532.48	30,000.00		District A (0030)
All Pages:		1 students											

Sample of Financial Statement



Wisconsin Department of Public Instruction
OPEN ENROLLMENT
FINANCIAL STATEMENT FOR
SPECIAL EDUCATION ACTUAL COSTS
 PI-9401-OPAL (06-2019)

INSTRUCTIONS:
 Nonresident district: Complete in OPAL.

Collection of this data is a requirement of s.118.51(12)(a) and s.118.51(17)(b)3 Wis. Stats.

Aid transfer revenue is coded to Fund 27, Source 347. This will decrease a district's local costs when calculating compliance with IDEA's maintenance of effort (MOE) provision. An LEA will need to closely monitor state and local special education costs to ensure the aid transfer revenue received does not offset actual expenditures to a point where MOE is failed. Aid transfer revenue is not an exception to lowering costs under MOE. Non-compliance results in a general fund cash penalty. Questions regarding MOE can be directed to Rachel Zellmer at Rachel.Zellmer@dpi.wi.gov.

I. AGENCY AND PUPIL INFORMATION

Name of District Providing Services (Nonresident District) District A (0030)	Name of Resident District District B (0040)
Name of Pupil - WISEid Student A - 9988776655	School Year 2022-23

II. SPECIAL EDUCATION FAPE ACTUAL COSTS

The actual costs for an open enrolled pupil with a disability may include only the costs the nonresident district incurs to provide FAPE to the pupil; non-FAPE costs are not included. Nonresident districts are eligible for up to \$30,000.00 in actual costs, not including any state or federal special education funding.

	Local Special Education Costs - Aidable (011 or 019 via CESA/CCDEB/Other Dist)	\$54,693.34
ADD	Local Special Education Costs - Non-Aidable (Other 019)	\$0.00
ADD	Grant-Funded Costs (IDEA FT/PS or Other Fund 27 Grant)	\$0.00
	Gross Actual Costs	\$54,693.34
LESS	Estimated State Special Education and School-Age Parents (SPED/SAP) Categorical Aid (Estimate based on previous year's 29.79% rate)	\$16,293.00
LESS	Grant Reimbursements	\$0.00
LESS	Medicaid School-Based Services (SBS) Claims	\$532.48
	Estimated Total Deductions	\$16,825.00
	Gross Actual Costs	\$54,693.34
	Estimated Total Deductions	\$16,825.00
	Estimated Net Actual Costs	\$37,867.86
	Maximum Aid Amount	\$30,000.00
	Lesser of Estimated Net Actual Costs or Maximum Aid Amount	\$30,000.00

Actively Open Enrolled Tab in OPAL

OPAL Open Enrollment for
 District A (0030) ▼

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI	PDF Excel
Actively Open Enrolled	All Students	3rd Friday in Sept	Special Ed	2nd Friday in Jan	Returns	SPED Actual Cost	

Students Actively Open-Enrolled

Year: 2022-2023 ▼ Student Name:

Grade: All Grades ▼ Res Dist:

Transfers In SPED
 Transfers Out Non-SPED
 Alternative Apps Only
 Withdrawals Only

This is a list of all actively opened enrolled students.

For a student to be considered "actively open enrolled", they must have been marked as open-enrolled/attending on the [3rd Friday in September tab](#) by the nonresident district or have been enrolled as an alternative to the OE application period.

Listed below are students where the district selected above is listed as the **nonresident** district.

1 students retrieved

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	[All]
Grade	Name	WISEid	FTE	SPED	Partial SPED	W/D	Alt App	Actual Cost	Resident District	Estimated Amount																		
10	Student A	9988776655	1.0	Yes				Yes	District B (0040)	30,000.00																		
All Pages:		1 students		1.0						30,000.00																		

Aid Calculation Tab in OPAL

PARTMENT OF
struction

OPAL Open Enrollment for
District A (0030) ▼

Mailbox	Students	Alt Apps	Apps	Exports	Contacts	DPI
Back to Students	Student Summary	Change Name, etc	Change Enrollment	Withdraw Student	Change Parents/Addr	Aid Calculation

Aid Calculation, School Year 2022-2023

Student Name: Student A
 Resident School District: District B (0040)
 Nonresident School District: District A (0030)
 DOB / Gender: 11/20/2006, Female
 Age on 9/1/2022: 16 years old
 Grade for 2022-2023: 10

Estimated Aid Amount: **\$30,000**
 Revenue Limit Exemption: \$0

Factors

Alternative Application Enrollment Data	3rd Friday in September Status	Withdrawal Data	SPED Status
Not an alternative app	Counted: Yes FTE: 1.0	Not withdrawn	SPED on 3rd Friday: Yes SPED during year: Always Actual Cost Used: Yes

Current Rates

Estimate or Final: Estimated

SPED Actual Costs	1.0 FTE
Yearly Actual Cost:	\$30,000
Daily Rate:	\$166.67/day

Calculation

Rate: When a student was counted on the 3rd Friday in September and is present and SPED all school year, and a SPED Actual Cost Financial Statement has been filed, the total SPED actual cost is used.
 FTE: When a student was counted on the 3rd Friday in September, the FTE on that day is used.

Aid is calculated as (Yearly SPED actual cost) * (FTE on count date), or

$$\$30,000 * 1.0 \text{ FTE} = \$30,000$$

The aid amount shown of is based on the financial statement of SPED Actual Costs submitted by the nonresident district, Whitefish Bay (6419), at the end of the previous school year of 2021-2022. In order to receive this aid amount, the student must be counted on the 3rd Friday in September of the current school year of 2022-2023.

IDEA Maintenance of Effort

- **The SPED Actual Cost aid transfer revenue for a nonresident pupil is coded to Fund 27, Source 347.**
- **This will decrease a district's costs when calculating compliance with IDEA's maintenance of effort (MOE) provision.**

IDEA Maintenance of Effort

- **Aid transfer revenue, such as SPED Actual Cost revenue, is not an exception to lowering costs under MOE.**
- **Need to ensure that the revenue is offsetting expenditures that are increasing the district's local costs.**

IDEA Maintenance of Effort

- **Districts that choose to file a financial statement should ensure that the revenue is accounted for when reporting on the 1504 SE Budget Report.**
- **Districts should utilize the MOE Scenario Calculator located within the IDEA MOE Eligibility report to determine the SPED actual costs aid revenue impact on MOE results prior to the deadline for withdrawal.**

IDEA Maintenance of Effort

- The deadline to withdraw a financial statement is on the second Monday in October by 4:00pm.
- All questions regarding MOE can be directed to Rachel Zellmer at DPI – rachel.zellmer@dpi.wi.gov or at 608-266-1787.

Actual Costs for Pupils with Disabilities

- Procedural guidance is available on our open enrollment special education webpage (<https://dpi.wi.gov/open-enrollment/special-education>) and includes:
 - Questions and Answers - Open Enrollment Actual Costs for Pupils with Disabilities
 - Instructions for Entering a Pupil's Special Education Actual Cost Information in OPAL
 - Sample - Open Enrollment Financial Statement for Special Education Actual Costs

Open Enrollment: Important Considerations

Open Enrollment: Important Considerations

Open Enrollment: Important Considerations

Special Education Transportation

- Nonresident districts must provide transportation specified by IEP.
- Transportation is not part of special education space considerations.
- Nonresident districts may not deny open enrollment based on transportation needs or costs.



Open Enrollment: Important Considerations

Tuition Waivers

- Additional year tuition waivers are funded the same as open enrollment:
 - \$8,224 for pupils without disabilities
 - \$13,076 for pupils with disabilities

Wisconsin Department of Public Instruction
REQUEST FOR TUITION WAIVER DUE TO MOVE
2022-23 School Year
P19415-A (Rev. 01-22)

INSTRUCTIONS FOR SUBMITTING FORM
To the parent: Submit the completed form to 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. Do not submit completed forms to the Department of Public Instruction.
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. Email a copy of the completed form to the Department of Public Instruction only for an "additional year" waiver to openenrollment@dpi.wis.gov.

Collection of this data is authorized under s. 121.85, 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 toll free 888-245-2732, option 2.
Email: openenrollment@dpi.wis.gov
Internet Website: <https://dpi.wis.gov/oe>

I. GENERAL INFORMATION AND PARENT SIGNATURE			
Student's Name	Student's Grade in 2022-23	Student's Date of Birth Mo./Day/Yr.	Gender <input type="checkbox"/> F <input type="checkbox"/> M
Email Address		Daytime Phone Area No.	
Previous Address - Street Address (Nonresident District)	City	WI	ZIP
New Address - Street Address (Resident District)	City	WI	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> Signature of Parent or Guardian		Date Signed Mo./Day/Yr.	

INSTRUCTIONS: If the date of your move is:
• Before February 8, 2022 you are not eligible for a tuition waiver due to a move for the 2022-23 school year.
• On or after February 8, 2022, and before July 1, 2022, go to Section II.
• After July 1, 2022, and before September 28, 2022 go to Section III.
• On or after September 28, 2022, 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 8, 2022, AND PRIOR TO JULY 1, 2022	
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 14, 2022?	
<input type="checkbox"/>	<input type="checkbox"/>
2. Is the date of your move on/after February 8, 2022?	
<input type="checkbox"/>	<input type="checkbox"/>
3. Was student enrolled in the Nonresident School District continuously from January 14, 2022, to the end of the 2021-22 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 pupil is eligible for an "additional year" tuition waiver for the 2022-23 school year.	

III. IF YOU MOVED ON OR AFTER JULY 1, 2022, AND PRIOR TO SEPTEMBER 28, 2022	
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 14, 2022?	
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 14, 2022, to the end of the 2021-22 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, 2022?	

Open Enrollment: Important Considerations

Open Enrollment and Tuition Agreements

- **Districts may not:**
 - **Deny open enrollment for one pupil due to lack of space, while accepting another for same grade and program with a district or parent-paid tuition agreement.**
 - **Reserve space for OE and tuition separately.**
 - **Direct parents into/out of OE based on tuition costs.**
- **Appeals of OE denial will be overturned if a nonresident district denied open enrollment but accepted pupils under tuition agreements (if you have space for tuition, you have space for OE).**

Resources

Resources

Open Enrollment Webpage

<https://dpi.wi.gov/open-enrollment>

OE Training Modules

<https://dpi.wi.gov/open-enrollment/resources/training>

Open Enrollment Bulletins

<https://dpi.wi.gov/open-enrollment/resources/bulletins>

Open Enrollment and Special Education

<https://dpi.wi.gov/open-enrollment/special-education>



Contacts

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