



Book	POLICY MANUAL
Section	400 STUDENTS
Title	Enrollment and Tuition
Code	422
Status	Active
Adopted	February 11, 1974
Last Revised	February 20, 2023
Last Reviewed	July 8, 2024

The public schools in the District are tuition free to all persons of school age who reside in the District and to nonresidents who are eligible to enroll without payment of tuition under public school open enrollment, any other applicable law or regulation, or any other applicable Board policies. Other nonresident students may be admitted to District schools on a full-time basis under this policy when there is available space and when applicable enrollment and school entrance requirements are met. Subject to any waiver of tuition that is required by law or any waiver that is authorized by law and granted by the District, the District shall charge tuition for such nonresident students.

Unless state law or School Board policy specifies that the Board shall directly approve a nonresident student's enrollment, the Superintendent/designee may approve the enrollment of a nonresident student under this policy.

When a nonresident student's enrollment is approved and tuition is charged, the Director of Business Services shall be responsible for the assessment and collection of tuition, including (1) ensuring, when required (e.g., when tuition is to be paid by a parent or guardian), that the District enters into a written agreement that covers the payment of tuition; and (2) ensuring that the District files appropriate tuition claims on a timely basis.

As required by state law, the District shall waive tuition for students who are no longer residents of the District but who continue their enrollment in the District under the following circumstances:

1. Any student who moved out of the District after July 1 of the current school year, who was a resident of the District on either the third Friday in September or the second Friday in January of the current school year, and who was enrolled in the District for at least 20 school days during the current school year, shall be allowed to continue to attend school in the District for the remainder of the current school year without payment of tuition.
2. Any student who gained 12th grade status while a resident of the District but who no longer resides in the District shall be allowed to complete 12th grade in the District without payment of tuition.
3. Any student to whom all of the following apply shall generally be allowed to attend school in the District without payment of tuition: (a) the student was a resident of the District on the second Friday in January of the previous school year, (b) the student was enrolled in the District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year, (c) the student ceased to be a resident of the District after the first Monday in February of the previous school year, and (d) the student continues to be a Wisconsin resident. The following apply to nonresident students with a disability who are attending school in the District under this provision:
  - a. As further provided under state and federal law, the District shall provide transportation for the student if school-provided transportation is required pursuant to the student's Individualized Education Program (IEP).
  - b. If an IEP that is developed or revised for such a student requires special education or related services that are not available in the District, or there is no space available in the District to provide the special education or related services identified in the student's IEP, then the District may transfer the student to his/her school district of

residence.

In addition to the legal mandates that apply to the enrollment of full-time nonresident students and to the charging or waiving tuition in specific situations, the administration shall apply the following rules, to the extent applicable, when making tuition determinations related to nonresident students:

1. A nonresident student whose parent or guardian resides in Wisconsin but outside of the District may file an application to enroll in the District that is accompanied by a written parental declaration that residency in the District will be established within nine (9) school weeks of enrollment. If space is available in the school and if the student's nonresident application is otherwise approved, the family shall not be required to pay any tuition for such 9-week period. If residency in the District is not established within the initial 9-week period, but intent to establish residency remains imminent, the student may apply to continue his/her enrollment for another 9-week period. If the application to continue enrollment is otherwise approved, the family shall be required to prepay the applicable tuition fee for the second 9-week period. If actual residency is established within the second 9-week period, the District shall refund the tuition fee that was paid for that period. No additional 9-week extensions of this special admission and tuition status are permitted.
2. Any student who was enrolled in and a resident of the District at the beginning of the school year (July 1), but who moves out of the District after that date and who is not otherwise entitled by law to remain enrolled without payment of tuition, may be approved to complete the school year in his/her school of enrollment as a nonresident student. If approved, such a student shall not be required to pay tuition for that school year provided that the student has actually attended school in the District as a bona fide resident student on one or more school days either at the end of the school term on the previous school year or at the beginning of the school term of the current school year.
3. Students visiting from foreign countries under a J-1 visa who are participating in an established student exchange program and who are temporarily living in the District or with a family whose children attend school in the District may be permitted to attend high school for up to one academic year in the District and shall not be required to pay tuition. Board approval for enrollment shall be required if there are more than 12 foreign exchange program students who wish to attend any single high school in the District in any school year.

To the extent consistent with applicable legal requirements, nothing in this policy shall prevent the District from (1) denying enrollment to a nonresident student during the term of his/her expulsion from the District or from another Wisconsin public school, out-of-state public school, or independent charter school in Wisconsin; or (2) setting enrollment conditions that an expelled student must meet in order to be admitted to the District during the term of an expulsion.

To the extent required by law, nonresident students who are accepted for enrollment in the District shall have all of the rights and privileges and be subject to the same rules and regulations as similarly-situated resident students. Significantly, unless a specific exception established by state or federal law applies, the District is not obligated to provide transportation between school and a nonresident student's out-of-district residence.

Legal

- [Section 118.13 \[student nondiscrimination\]](#)
- [Section 120.13\(1\)\(f\) \[authority to deny enrollment of a student during term of expulsion\]](#)
- [Section 120.13\(1\)\(h\) \[conditional enrollment of certain expelled students\]](#)
- [Subchapter V of Chapter 121 \[charging tuition for nonresident students, tuition waivers, and tuition payments\]](#)
- [PI 9.03\(1\) \[student nondiscrimination in school admission policies\]](#)