

COURSE OPTIONS GUIDANCE FOR PARENTS AND STUDENTS

Procedures for Preparing and Processing Course Options Applications

Section 118.52, Wis. Stats., creates Course Options. Under Course Options, a student who is enrolled in a public school district may attend up to two courses at a time at one or a combination of educational institutions.

PREPARING AND SUBMITTING APPLICATIONS:

NOTE: For full-time open enrolled students, the *district of attendance* is considered the *resident district* for Course Options.

The following instructions are for the parent or student who is submitting a Course Options application to an Educational Institution.

- The parent/student must complete all required sections of the application (PI-8900) and must sign the form.
- If any information is missing or unclear, it may delay the processing of the application while the educational institution attempts to obtain or clarify all of the necessary information.
- The application must specify the course that the student wishes to attend and may specify the school or schools at which the student wishes to attend the course.
- A student may take up to two courses at any one time under Course Options. If the courses are to be taken at different educational institutions, a separate form must be filled out and submitted to each educational institution.
- The parent/student must submit the application (PI-8900) to the educational institution or institutions no later than 6 weeks before the scheduled start of the course. It is the responsibility of the parent/student to obtain from the educational institution the date on which the course will begin.
- Late applications will be returned to the parents/students indicating the required application date and explaining the reason for the return.
- Ineligible or denied applications will also be returned to the parents/student citing the reason for ineligibility or denial. This could include students who are not currently enrolled in a Wisconsin public school, students who do not meet the course or educational institution entrance requirements, or no seats available in the requested course(s).
- The educational institution will inform the parent/student and the resident school district if the requested course has been approved or denied no later than one week prior to the date on which the course is scheduled to begin. The educational institution will also notify the parent/student if there are additional tuition and fees that the student is being charged for a course that would result in college credit upon successful completion.

- The parent/student must notify the educational institution no later than the last weekday (excluding state holidays) before the course begins whether or not the student will attend the course.
- A student's parent may appeal the decision of an Educational Institution or a school board to the Department of Public Instruction within 30 days of the decision. The Department shall affirm the decision unless it is found to be arbitrary or unreasonable. The Department's decision is final.

Common questions:

1. May students who are enrolled in private schools or home-based private education programs apply to take a course or courses under Course Options?

No. The Course Options statute requires that the student be enrolled in a public school district. Separate statutes allow: 1) private school students to take up to two high school courses per semester in the students' resident school district, and 2) students enrolled in home-based education programs to take up to two courses in any grade in either the resident or a non-resident school district.

2. Do all courses have to be taken at the same educational institution?

No. The student may take one course from one educational institution and another course from a different educational institution as long as no more than two courses are taken at the same time. It is the responsibility of the student to ensure that her or his schedule can accommodate such an arrangement. Educational institutions are not required to make any accommodations to enable the student to do this.

3. How does a student find out when the course is scheduled to begin and what the prerequisites for the course are?

It is the responsibility of the student to obtain this information from the educational institution.

4. How many courses may be taken in a year?

A student is permitted to take two courses at a time. The number of courses a student could take in a year will depend on the length of the courses taken.

5. Can a student take two courses from one educational institution and another two courses from another educational institution at the same time?

No. No more than two courses may be taken at any time under Course Options.