



Wisconsin Department of Public Instruction  
**REQUEST FOR TUITION WAIVER DUE TO MOVE**  
**2016-17 School Year**  
 PI-9419-A (Rev. 02-16)

**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: OPEN ENROLLMENT**  
**SCHOOL MANAGEMENT SERVICES**  
**PO 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 consultant at 608-264-6707 or toll free 888-245-2732.

Email: [openenrollment@dpi.wi.gov](mailto:openenrollment@dpi.wi.gov)  
 Internet Website: <http://dpi.wi.gov/oe>

**I. GENERAL INFORMATION AND PARENT SIGNATURE**

Student's Name		Student's Grade in 2016-17	Student's Date of Birth <i>Mo./Day/Yr.</i>	Gender <input type="checkbox"/> F <input type="checkbox"/> M
Email Address			Daytime Phone <i>Area/No.</i>	
Previous Address – Street Address ( <i>Nonresident District</i> )		City	WI	ZIP
New Address – Street Address ( <i>Resident District</i> )		City	WI	ZIP
Nonresident School District (i.e., Previous Resident District)		New Resident School District		Date of Move <i>Mo./Day/Yr.</i>

Yes  No Does the student receive special education or related services in accordance with an individualized education program (IEP)?

Name of Parent or Guardian ***Print or Type***

**I HEREBY CERTIFY** 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 1, 2016, you are not eligible for a tuition waiver due to a move for the 2016-17 school year.
- On or after February 1, 2016, and before July 1, 2016, go to Section II.
- After July 1, 2016, and before September 30, 2016, go to Section III.
- On or after September 30, 2016, 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 1, 2016, AND PRIOR TO JULY 1, 2016**

Answer all of the following questions:

Yes No

- 1. Was the student a resident of the Nonresident School District on January 8, 2016?
- 2. Is the date of your move on/after February 1, 2016?
- 3. Was student enrolled in the Nonresident School District continuously from January 8, 2016, to the end of the 2015-16 school term?
- 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 2016-17 school year.

**III. IF YOU MOVED ON OR AFTER JULY 1, 2016, AND PRIOR TO SEPTEMBER 30, 2016**

Please answer all of the following questions:

Yes No

- 1. Was the student a resident of the Nonresident School District on January 8, 2016?

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

- 2. Was student enrolled in the Nonresident School District continuously from January 8, 2016, to the end of the 2015-16 school term?
- 3. Does the student continue to reside in Wisconsin?
- 4. Was the student a resident of the Nonresident School District on July 1, 2016?

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 2016-17 school year.

**IV. IF YOU MOVED ON OR AFTER SEPTEMBER 30, 2016**

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 16, 2016, or January 13, 2017, or both?
- 2. Was the student enrolled in the nonresident school district for at least 20 school days in the 2016-17 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 2016-17 school year. *If "No," go to Section V.*

**V. CURRENT YEAR PERMISSIVE WAIVER**

Answer the following question:

Yes No

- 1. Was the student enrolled in, and a resident of, the Nonresident School District on July 1, 2016?

If No, the student is not eligible for a tuition waiver for the 2016-17 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 2016-17 school year is:

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

**THIS APPROVAL IS ONLY FOR THE 2016-17 SCHOOL YEAR. IF THE STUDENT MOVED ON OR AFTER FEBRUARY 6, 2017, THE STUDENT MAY APPLY SEPARATELY FOR A TUITION WAIVER FOR THE 2017-18 SCHOOL YEAR. ALL OTHER STUDENTS MUST APPLY FOR OPEN ENROLLMENT DURING THE FEBRUARY 6 – APRIL 28, 2017, APPLICATION PERIOD FOR THE 2017-18 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
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Signature of Authorized Official  ➤	Date Signed <i>Mo./Day/Yr.</i>
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**VII. 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 at the end of the school year.

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?