



SCHOOL DISTRICT OF WEST SALEM

Automobile Career Academy Enrollment Form

AUTOMOBILE

School Year 2023-2024

RETURN FORM TO:
Student Services
West Salem High School
490 N. Mark Street
West Salem, WI 544669
(608) 786-1220

INSTRUCTIONS

- Fill out all of this information completely and accurately and submit this form to West Salem's Director of Instruction or the West Salem High School Student Services Office.
- This enrollment form must be signed by parents before the course begins.

GENERAL INFORMATION

Student's Name:		Student's Current Grade:	
Address:		City:	WI Zip Code:
Student's Phone Number:		Student's Email:	
Parent/Guardian's Phone Number:		Parent/Guardian's Email:	
Student's Resident District:		Student's Current District:	
1. Does the student currently receive any special education in accordance with an IEP that needs to be followed?			Y N
2. Has the student been expelled any time during the current or preceding two years?			Y N
3. Are there any disciplinary proceedings pending that could lead to expulsion?			Y N

TRANSPORTATION

Parents/Guardians are responsible for transporting the student to and from the course that the student is attending. If the parent is unable to pay the cost of transportation, the parent may apply to the Department of Public Instruction (DPI) for reimbursement of the transportation costs. The DPI must give preference to students who meet the income criteria to be eligible for a free or reduced price lunch. Wis Stat 118.52(11)(b).

Will you be applying for the transportation reimbursement?	Y N
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If yes, you must submit an online claim for reimbursement of transportation costs (PI-9413) to the DPI at the end of the school year that the student attends the course. The online claim form is available on the [DPI website](#).

ACADEMY INFORMATION

Career and Technical Education (CTE) gives high school students the chance to get a head start on preparing for college and careers. In CTE programs, students will learn how core school subjects like math, science, and writing are used in real-life. Once enrolled and successfully completed the **3-part course**, the student will receive the CTE high school credit.

Instructor Contact: Specific questions about the course can be addressed to Scott Martin at West Salem High School 608-786-1220 Ext. 2402 or by email at martin.scott@wsalem.k12.wi.us

Tuition: The tuition of these courses are \$1000 per course (\$334/term) and is billed between the districts with no cost to the public school student.

Please select all of the courses of interest:	
<input type="checkbox"/> Automotive Academy Term 1 - Light Maintenance and Repair	Mondays from 5 pm-8 pm September 11, 2023 - November 20, 2023
<input type="checkbox"/> Automotive Academy Term 2 - Steering and Suspension	Mondays from 5 pm-8 pm November 27, 2023 - February 26, 2024 - No class on Jan. 22
<input type="checkbox"/> Automotive Academy Term 3 - Electricity and Electronics	Mondays from 5 pm-8 pm March 4, 2024 - May 20, 2024 - No class on April 1
SHORT STUDENT PARAGRAPH	
<p>Please write a short paragraph explaining why you are interested in participating in this academy/academies.</p>	
PARENT/GUARDIAN SIGNATURE AND RELEASE OF RECORDS	
<p>NOTE TO PARENT/GUARDIAN: Your signature on this form grants permission for the resident/current school district to provide the student’s transcripts as necessary to determine whether the student is a high school student and whether the student meets the nonresident district’s prerequisites for the course. Further, Wis Stat 118.52(10) authorizes the nonresident school district to request any student records relating to expulsion. This consent is effective until the student completes the course or until the application is withdrawn by the parent.</p>	
Parent/Guardian or Student if 18 or older (Please Print):	Signature of Parent/Guardian or Student if 18 or older:
Date:	

FOR DISTRICT OFFICE USE ONLY

The West Salem School District's Responsibility:

1. Provides all components of the course, including instructor(s), instructional resources, and facilities.
2. Provides an application process that is open to all students in both resident and non-resident districts.
3. Provides, in writing, the names of students enrolled in the course to the resident district.
4. Releases transcript information of all enrolled students to the resident district upon request.

Resident School District's Responsibility:

The resident district will be billed annually on June 15th, a tuition amount of \$1000 for each student participating in the Auto Career Academy. The student/parent is responsible for transportation.

Terms of Agreement:

This agreement is effective on the first date of a student's attendance. Modification of this agreement requires mutual written consent by the West Salem School District and the resident school district. This agreement remains in effect until terminated in writing by either party with a three months notice. In the event of late entry or early withdrawal, the Resident District's financial responsibility will be pro-rated. Resident School District dollars received for Youth Apprenticeship and/or Workforce Development Certification will remain with the Resident School District.

Resident Director of Instruction's Signature:

West Salem School District Director of Instruction's Signature:

DATE:

DATE:

NOTICE OF RIGHT TO APPEAL

If the student's application is denied by either the district of attendance or the nonresident school district, the student or parent/guardian may appeal the denial to the Department of Public Instruction within 30 days of receipt of the notice of denial. The appeal may be in the form of a letter or a legal brief and shall state the decision being appealed, the specific reasons for the appeal, including why the appellant believes the school board's decision was arbitrary or unreasonable, and any other facts relevant to the appeal. The appeal shall be signed by the appellant or the representative of the appellant. A copy of this completed form must be included with the appeal. The Department's decision is final and may not be appealed to the circuit court. The appeal should be sent to: Open Enrollment Consultant, School Management Services, Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841.