



# SCHOOL DISTRICT OF WEST SALEM

## Automotive Career Academy Enrollment Form School Year 2025-2026

**QUESTIONS, please contact**  
Alyssa Harlan  
harlan.alyssa@wsalem.k12.wi.us  
(608) 786-0700

### INSTRUCTIONS

- Fill out all of this information completely and accurately.
- West Salem students, please submit this form to the West Salem High School Student Services Office.
- Students from other districts, please email this form to West Salem's Director of Instruction, [harlan.alyssa@wsalem.k12.wi.us](mailto:harlan.alyssa@wsalem.k12.wi.us)
- The enrollment form must be signed by a parent or guardian.

### 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

**Industry-Recognized Credentials:** Students who complete the year-long course will have the opportunity to earn THREE Automotive Service Excellence (ASE) certifications covering Light Maintenance and Repair, Electrical Systems, and Suspension and Steering. Students who complete semester one only may certify in 1-2 areas.

**Instructor Contact:** Specific questions about the course content can be addressed to Phil Parr at West Salem High School 608-786-1220 or by email at [parr.phillip@wsalem.k12.wi.us](mailto:parr.phillip@wsalem.k12.wi.us).

**Tuition:** The tuition of these courses is \$1000 for the school year (\$500/semester) and is billed between the districts with no cost to the public school student.

**2025-2026 SCHEDULE**

**Mondays from 5 pm-8 pm**

**Start Date:** September 8, 2025

**End Date:** May 18, 2026

**No Class:** 12/29, 1/19, 4/6

**SHORT STUDENT PARAGRAPH**

**Please write a short paragraph explaining why you are interested in participating in this academy.**

**PARENT/GUARDIAN SIGNATURE AND RELEASE OF RECORDS**

**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.

**Parent/Guardian or Student if 18 or older (Please Print):**

**Signature of Parent/Guardian or Student if 18 or older:**

**Date:**

## TIMELINE FOR DISTRICTS

April 30, 2025	Student application submitted to West Salem School District
May 15, 2025	Student, parent, and resident school district notified of acceptance into the Automotive Career Academy
January 31, 2026	Semester 1 grades provided to resident school district
June 15, 2026	Semester 2 grades provided to resident school district
June 15, 2026	Documentation of industry-recognized credentials earned provided to resident school district
June 15, 2026	Resident school district billed \$1,000 per student (or prorated amount) for participation in the Automotive Career Academy

## 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 Automotive 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 prorated. Resident School District dollars received for Youth Apprenticeship and/or CTE Technical Incentive Grant will remain with the Resident School District.

**Resident District 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.