



PRIVATE SCHOOL CHOICE PROGRAMS INFORMATIONAL BULLETIN

Bulletin 04-01

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Residency Documentation

This bulletin applies to the Private School Choice Programs (Choice or Choice Programs) which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). The information in this bulletin is based on Wis. Stats. §§ 118.60 and 119.23 and Wis. Admin. Code chs. PI 35 and PI 48. Please see the Income Documentation Bulletin for information about the income requirements and the Application Verification and Corrections FAQ for information on verifying applications in the Online Application System (OAS) and correcting OAS application data. This Residency Documentation bulletin provides information on correcting residency related items. These resources are all available at [Choice Programs: School Application Processing](#). *Training 8: Student Applications & Eligibility* on the [On Demand Training webpage](#) also provides information on how to complete the application eligibility determination, including print screens of the OAS screens.

In addition to the resources available for schools, the Department of Public Instruction (DPI) has the following information for parents:

1. A [Frequently Asked Questions for Parents webpage](#) that includes answers to common questions and
2. A list of residency documents that may be provided to the school to meet the residency documentation requirement. This list of residency documents is available on the [School Application webpage](#).

The school is required to determine that **all** accepted applicants meet the residency requirements described in this bulletin. **Schools must retain all residency documentation for applications submitted to the school. It is recommended that schools use the Student Application checklist available at [Choice Programs: School Application Processing](#) to ensure each student file includes all required documentation.**

The determination of which program a student is eligible for is based on where the family lives at the time of application:

1. Students who reside in the City of Milwaukee (Milwaukee Public School District) may participate in the MPCP.
2. Students who reside in the Racine Unified School District (RUSD) may participate in the RPCP.
3. Students who reside in Wisconsin but are outside the City of Milwaukee and the RUSD may participate in the WPCP.

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STEP 1 – SCHOOL DISTRICT VERIFICATION***School District Verification Documentation Options***

Schools must obtain one of the documents listed below to verify the applicant’s address is located in the school district listed on the OAS Application Verification screen. Schools should maintain a screen print or printout of one of the documents listed below that includes the address and school district for their auditor’s review. Please see the frequently asked questions in Appendix A for answers to commonly asked questions regarding school district verifications.

If an applicant who applied in the previous year does not move, the school can make a copy of the prior year school district verification for the current year application file rather than completing a new school district verification. Note: This verification may be retained for use during future school years for all students from the same family residing at the address.

If a school is not able to determine a student’s school district using the methods provided below, the school should contact the county clerk, city clerk, or public school district and request an email or a letter on their official letterhead stating the school district in which the address is located.

MPCP: If an applicant is applying to the MPCP, schools must use one of the following school district verification methods:

- Copy of the prior year school district verification if the applicant has not moved.
- [My Milwaukee Home](#): Addresses that are included in My Milwaukee Home are in the City of Milwaukee.
- One of the general options listed under “WPCP, MPCP & RPCP”.

RPCP: If an applicant is applying to the RPCP, schools must use one of the following school district verification methods:

- Copy of the prior year school district verification if the applicant has not moved.
- [RUSD transportation website](#): Addresses that are in the RUSD transportation website are in the RUSD.
- One of the general options listed under “WPCP, MPCP & RPCP”.

WPCP, MPCP & RPCP: The following are the only options that the school may use to verify the school district in which an address is located, other than the MPCP and RPCP options identified above for students applying to the MPCP or RPCP. **In order to use one of the documents below, it must contain the full street address. Additionally, it must contain the city and state -OR- the zip code. It must also identify the school district on the document.**

- Copy of the prior year school district verification if the applicant has not moved.
- Copy of a property tax bill that identifies the school district. Please note that certain individuals (such as those who rent) may not have a copy of the property tax bill.
- [My Vote Wisconsin](#) can be used for addresses where the school district is shown for school board elections. Click “What’s on my Ballot”. Enter address and click search. Scroll down to see if there is a school board election with the school district name. **If there is not a current election that shows the school district, My Vote Wisconsin cannot be used as a school district verification document.**
- County Clerk or County Assessor Websites if they identify the school district for the address:
 - [Wisconsin County Clerks Profiles](#). Click on the applicable county on the map.
 - [Wisconsin Land Information Parcel Initiative County Contacts](#). Click on the applicable county under the Real Property Lister Link column.
 - Some examples of county assessor websites that include the school district are:
 - [Dane County Assessor](#): Search by address and scroll to the District Information section.

- [Brown County Assessor](#): Search by address and scroll to the “District” section.
 - [Waukesha County](#): Search by address and use the school information in the “District” section.
 - [Milwaukee County Web Portal](#): The portal can be used for addresses located in Milwaukee County that are outside the city of Milwaukee. In the Property Address section, search for the address, click on the address at the bottom, and go to the Property tab for the address. The district will be identified in the “District” section with a category of “Regular School”.
- City Clerk or City Assessor websites: Search to see if there is an online site for the city that contains property tax bills with the school district identified or a page that identifies the school district.
 - [Statewide Parcel Map](#): See Appendix B for detailed instructions.
 - Public School District Online Interactive Boundary Map Websites: A public school district website can be used by schools to verify the school district if it has an online interactive map that displays the parent’s address and either has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district or indicates the address is or is not located within the school district (this may be identified by indicating which public school the child would attend in the district). An example is the [Kenosha Unified School District \(KUSD\) Boundary Interactive Map](#). On this map, addresses are displayed if they are in the district. The message “No results found for....” is displayed for addresses outside the district.
 - **If a school is not able to determine a student’s school district using the methods provided above, the school should contact the county clerk, city clerk, or public school district and request an email or a letter on their official letterhead stating the school district in which the address is located.**

Student Applies for Incorrect Program

If the school district is incorrectly identified for a student, except for the WPCP school district changes identified below, the parent/guardian (parent) must log back into the application before the end of the open application period, change the school district to the correct district, and resubmit the application. If the student applies to MPCP or RPCP and is eligible for the WPCP based on the correct school district, the application must be resubmitted by the end of the WPCP open application period or the applicant will be ineligible since there are no additional open application periods for the WPCP. The required school districts for each program are as follows:

1. [Applicants Applying to MPCP](#): The address must be in the City of Milwaukee (Milwaukee Public School District). If not, the MPCP application is ineligible.
2. [Applicants Applying to RPCP](#): The address must be in the RUSD. If not, the RPCP application is ineligible.
3. [Applicants Applying to WPCP](#): The address must be in Wisconsin but not in the City of Milwaukee (Milwaukee Public School District) or RUSD. If not, the WPCP application is ineligible.

School District Identified on WPCP Application Incorrect

If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school district can be corrected as described in [Appendix E](#). As noted in Appendix E, changes to school districts identified after the WPCP application period ends should be emailed to DPI as soon as possible and until the 3rd Friday in September.

STEP 2 – OBTAIN RESIDENCY DOCUMENTATION

Schools must obtain residency documentation from the parent during the application period that the parent applies. The residency documentation must show that the applicant resides at the address on the application at the time of application, contain the parent name on the application, and match the address on the application. The address on the application must also match the school district verification documentation obtained in Step 1.

Required Date

All residency documentation must be dated between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received. The allowed dates are identified in the OAS Application Verification screen. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease. The start date of a month to month lease must be dated between three (3) months prior to the start of the open application period in which the application is received and the end of the open application period in which the application was received.

Residency Documents

The school must obtain a residency document that matches the address on the application and the school district verification document. Below is DPI's guidance related to residency documentation. If a different type of document than those identified below is used, the school must ensure the documentation shows the applicant resides at the address on the application at the time of application. As a reminder, residency documentation is reviewed by the school's external auditor as part of the Enrollment Audits to ensure it contains the parent name and matches the address on the application and the school district verification document. If it is later determined an applicant did not reside at the address on the application, the student may be determined ineligible for the Choice programs.

1. **Wage statement (i.e. pay check stub) or 2023 Form W2 Wage and Tax Statement.** Note: 2023 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2024.
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Schools should use the bill date or the last meter reading date on a utility bill to determine that the bill meets the date requirements described in the previous section. DPI's guidance is that the bill should be for services at the address on the application. A gas bill may include a natural gas or propane gas bill.

If the bill includes both a mailing address and a service address, DPI recommends that the addresses match, unless the mailing address is a PO Box or email address. If the mailing address and service address do not match and it is not due to the mailing address being a PO Box or an email address, this is a potential indication that the individual may not reside at the service address. The school must have documentation that shows the parent lives at the address on the application.

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.** This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.
4. **Signed and dated lease agreement** with a lease term that includes the date the application was received. Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, schools should try to obtain one of the residency documents on this list other than

month-to-month leases. However, if a month-to-month lease is used, the start date must be during the required dates.

DPI does **not** recommend utilizing rent receipts as a residency document to determine if an applicant resides at the address on the application at the time of application document. Rent receipts are not recommended because rent receipts often can be handwritten documents and may not contain the required elements such as parent name, date, and/or an address that matches the application or school district verification document.

5. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” United States Postal Service, or Housing Assistance letter or United States Postal Service (USPS) letter. A USPS change of address letter could be used if the address on the application is the new address. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent name. Documents sent from a third party provider for a government agency, such as a loan service provider for governmental loans, are not considered governmental correspondence.
6. **Letter from Service Organization for Homeless Individuals.** Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family may provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required dates.
7. **Properly completed [Alternative Residency Verification Form \(Form PI-PCP-51\)](#)** for situations where: (a) the student is not living with one of his or her parent(s); or (b) the parent(s) does not have one of the residency documents in 1-6 or 8 and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The form should be fully completed, including being signed by the household occupant and the parent. Additionally, the documentation from the household occupant and parent must be provided during the open application period the application is received.
8. **Safe at Home card.** If the family participates in the Safe at Home program through the Wisconsin Department of Justice, the school may obtain the Safe at Home card (card) from the parent and complete the following:
 - Verify that the parent first and last name on the card match the OAS Application Verification screen.
 - Determine that the card is not expired. If the card is expired, the family may either get an updated card or they may update and submit the application without using the Safe at Home option.
 - Verify that the address on the card matches what is in the OAS Application Verification screen. The unit number on the card does not have to be listed on the OAS Application Verification screen. If the family has a card that is not expired and the address on the OAS Application Verification screen does not match the card, the address in OAS must be corrected as explained in Appendix E.
 - The school does not need to obtain a school district verification document for the address.
 - The school may check the boxes on the OAS Application Verification screen that the family resides at the address on the card and that the address is located in the listed school district.

Matching Address Components

The law requires that the address on the application and school district verification documentation match the address on the residency documentation.

DPI’s guidance related to which elements of the address should match is below.

The school may rely on DPI’s guidance to determine whether there is a match. If the school concludes there is a match but is not relying on DPI’s guidance to support that conclusion, the DPI recommends the school maintain supporting documentation, if applicable, and be able to explain the basis for determining there is a match. As a reminder, the residency documentation will be reviewed by the school’s external auditor to ensure it matches the address on the application and the school district verification document.

DPI’s guidance is that each of these address elements on the residency documentation, OAS Application Verification screen (which identifies the application information), and the school district verification document should match. If the address on the school district verification document does not contain a street direction or a suffix, generally that element(s) is not part of the address so it should not be on the residency documentation or the OAS Application Verification screen.

If element below is listed on the School District Verification Document	Address Components Should Match?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are ok)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are ok)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City AND State -OR- Zip Code	Yes (abbreviations are ok for city and state)*

*While DPI’s guidance is that the city does not need to match if the zip code matches, only applicants who reside in the **city of Milwaukee** will be eligible for the MPCP. Applicants who reside in suburbs of Milwaukee but not in the city of Milwaukee must ensure that they identify the city they reside in on the Online Parent Application, such as West Allis or Wauwatosa. If the parent incorrectly identifies the city as Milwaukee and applies to the MPCP in the online parent application, the MPCP application will not be eligible. If this is discovered after the WPCP open application period is completed, the individual will not be able to apply for and participate in the WPCP for the school year and is not eligible for the MPCP because they do not reside in the City of Milwaukee. See the [Student Applies for Incorrect Program](#) for further information.

If the address in OAS is incorrect, a school should follow the steps described in [Appendix E](#) to correct the information in OAS. DPI does not make changes to OAS if the differences are only spacing, capitalization, or punctuation differences, or if the street direction, street suffix, and/or city have differences due to abbreviations being used. Further, the school does not need to get new residency documentation or make corrections to OAS if differences are identified for the unit/apartment number or description.

Parent Name Match

The residency documentation must contain the parent name on the application. The DPI's guidance is that the first and last name of the parent on the residency documentation should match one of the parent names on the OAS Application Verification screen.

The school may rely on DPI's guidance to determine whether there is a match. If the school concludes there is a match but is not relying on DPI's guidance to support that conclusion, the DPI recommends the school be able to explain the basis for determining there is a match and, if applicable, maintain supporting documentation (see additional information below). As a reminder, the documentation will be reviewed by the school's external auditor as part of the Enrollment Audits to ensure it contains the parent name (see additional information below).

The parent's first and last name in OAS should be the parent's legal first and last name. DPI does not make changes to OAS for differences in the middle initial/name and suffix or for punctuation, spacing, or capitalization differences. If the parent's first or last name in OAS is not the parent's legal name, a school should follow the steps described in [Appendix E](#) to correct the information in OAS.

If the residency documentation provided **during the open application period** does not have the parent's current legal name, additional documentation can be obtained.

- If the parent has residency documentation with the current legal name, it should be provided to the school.
- If the parent provides residency documentation with a parent's previous legal name, the DPI's guidance is that the school obtain additional documentation showing the names are for the same individual. Examples of additional documentation the school may obtain include a birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, court order indicating the name changed, etc. Either a copy of the document or the information explained in [Appendix C](#) should be maintained in the student file. [Appendix C](#) explains the documentation that should be included in the student file for a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship since these documents cannot be copied.

If the school does not receive any residency documentation from the parent with an address and the parent name during the open application period in which the application is received, the application must be determined ineligible.

As part of the Enrollment Audit, the auditor will confirm that the residency documentation contains the parent name on the application. If the name on the residency documentation is not the legal name of the parent due to a misspelling, nickname, or multiple last names, the auditor may require a letter or email stating what the correct legal name is for the parent and that the name on the residency documentation is the parent's misspelled or abbreviated name. The auditor may require this to allow them to determine that the parent on the application matches the parent on the residency documentation and/or to determine the parent's legal name.

Schools may also choose to obtain this documentation as part of the application verification process to ensure that the parent's legal name is in OAS and that the residency documentation is for the parent on the application. An example of wording that could be used for this email or letter from the parent is: "My correct legal name is (name in OAS). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application."

If the auditor requires additional documentation to verify the parent on the application is the same as the parent on the residency documentation, the documentation must be provided by the due date of the

Enrollment Audit. If the auditor is unable to obtain documentation which allows them to determine that the parent on the application matches the parent on the residency documentation by the due date of the enrollment audit, the pupil will be determined ineligible.

Corrections to Residency Documentation

The school must receive residency documentation in the same open application period in which the application is received. If the school identifies that this residency documentation does not have the required date or is not sufficient to determine that the applicant resides at the address on the application at the time of application during the school's acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation received during the open application period included one of the parent's names and an address. For example, a school may determine additional documentation is needed based on the type of document submitted or based on differences in the name or address. The additional residency documentation must:

- Be received before the application is determined eligible in the OAS Application Verification screen;
- Include the address (see DPI's guidance related to matching address components described above);
- Include a required date (described in the required date section); and
- Include the name of a parent on the application.

DPI's guidance is that the school retain the originally provided documentation and write "Original" on it with the date it was received. Then, write "Correct" on the accurate documentation and the date it was received.

Please note that if the school identifies the application is ineligible based on the documentation received during the open application period and the school is not able to obtain alternative documentation, the school must find the application ineligible. As a result, the school must receive the alternative documentation by the following dates in order to find the application eligible:

- MPCP or RPCP application: The school must determine if all applications are eligible the earlier of the following:
 - Prior to the next open application period
 - Within 60 days of the end of the open application period during which the student's application is received
 - Prior to the next count date
 - Prior to completing the random drawing (if applicable)
- WPCP application: By the 1st weekday in May

See [Appendix E](#) for information on how to correct the application if the school identifies that the documentation is correct and the information in the online parent application/OAS is incorrect.

WPCP ADDRESS CHANGES

WPCP Waiting List Moves

If a student on the WPCP waiting list moves between the day after the end of the WPCP application period and the 3rd Friday in September, the school must email privateschoolchoice@dpi.wi.gov as soon as possible but no later than the 3rd Friday in September with the student name, new student address, and school district of new address.

WPCP Student Moves Between the Day After the End of the WPCP Application Period and the 3rd Friday in August

If a WPCP student moves between the day after the end of the WPCP open application period and the 3rd Friday in August, the school should proceed as explained below:

WPCP Student Moves and Wishes to Transfer to a Different School

If a WPCP student moves to the City of Milwaukee or RUSD and the student would like to transfer to a different school, the student would need to apply to the school they would like to attend during the MPCP/RPCP open application period for the school, if there are any remaining. If the student accepts a seat in the MPCP or RPCP, the school should send a WPCP withdrawal notification to the DPI using the process in the “WPCP Random Selection – Student Withdrawals:” section of the Application Process Bulletin.

If the student moves and the school district for the new address is in Wisconsin but outside the City of Milwaukee and the RUSD and the student would like to transfer to a different WPCP school, the school must notify the DPI as soon as possible between the 1st weekday in August and the 3rd Friday in August. Between the 1st weekday in August and the 3rd Friday in August, the DPI may transfer the applications of certain students to a different private school participating in the WPCP only if:

- The student applied and was determined eligible to participate in the WPCP during the open application period;
- The student's residence changed between the day after the end of the WPCP open application period and the 3rd Friday in August, and the student continues to reside in a Wisconsin school district other than RUSD or the city of Milwaukee;
- The private school to which the student's application is transferred to has space available in the student's grade; and
- The student resides in a school district that has not exceeded its participation limit in the WPCP.

The school that the student is requesting to transfer to must do the following:

1. Complete [Step 1 - School District Verification](#) and [Step 2 - Obtain Residency Documentation](#) above for the student's new address. Schools must obtain new residency documentation dated between the day after the end of the WPCP application period and the 3rd Friday in August showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in [Step 2 - Obtain Residency Documentation](#).
2. Email the DPI at PrivateSchoolChoice@dpi.wi.gov the information below by the 3rd Friday in August. Please provide the information in the email to the DPI using the same order and numbers below.
 - i. Student name.
 - ii. Date student residence changed (i.e. list the date between the day after end of WPCP application period and 3rd Friday in August that the student moved to the new address).
 - iii. New student address.
 - iv. School district of new student address.
 - v. A statement that the school has space available in the grade(s) for the student(s).
 - vi. A statement that the school has obtained the new residency documentation. The school should not email the new residency documentation to the DPI. The school should keep the documentation in the student's file for the school auditor's review.
 - vii. Attach either an email **from a parent on the WPCP application** or signed letter **from a parent on the WPCP application**. The email or letter must include a transfer request that has the student name and a statement requesting the student's application be transferred to the school (statement must include the school name). An email must include the heading information (i.e. To line, From Line, Date, Subject).

The DPI will review the request and notify the school whether or not the application may be transferred shortly after the 3rd Friday in August. If the transfer request is approved for a new student that used the DPI income determination method, the school that the student transferred to will need to obtain the income documentation from the school where the student had an accepted application.

WPCP Student Moves and Wishes to Stay at Same School

If the student moves and is residing within the same Wisconsin school district, the school does not need to contact the DPI. If the student is a WPCP incoming pupil, the school should make the address change for the student on the September Count Report in OAS. The new residency documentation obtained by the school must be dated between the 3rd Friday in August and the last weekday in September. See the [WPCP Incoming Pupil Address Verification](#) section of the Residency Documentation Bulletin for additional information.

If the student moves to a different Wisconsin school district outside the city of Milwaukee and the RUSD, would like to stay at the same school, and it is prior to the 3rd Friday in August, the school must email the DPI at PrivateSchoolChoice@dpi.wi.gov as soon as possible and by the 3rd Friday in August with the student name, new student address, and school district of new address. The DPI will review the information and inform the school of the next steps. After the 3rd Friday in August, the school should follow the process in the [WPCP Incoming Pupil Address Verification](#) section of this bulletin.

If the student moves to the city of Milwaukee or the RUSD and would like to stay at the same school, the following should be completed:

- If a WPCP student moves to the city of Milwaukee or the RUSD and the school participates in the applicable program (i.e. MPCP or RPCP):
 - If the school has a remaining MPCP/RPCP open application period and seats available in the student's grade, the school should request that the student apply to the applicable program. If the student applies and has accepted a seat in the MPCP or RPCP, the school should send a WPCP withdrawal notification for the student to the DPI using the process in the "WPCP Random Selection – Student Withdrawals:" section of the Application Process Bulletin.
 - If the school does not have any remaining MPCP/RPCP open application periods or seats available in the student's grade, the DPI may transfer an accepted application from the WPCP to the RPCP or MPCP **at the same school** if the student moves to the city of Milwaukee or the RUSD and the school participates in the applicable program.
- Schools aware of a WPCP student that has moved to the city of Milwaukee or the RUSD by the 3rd Friday in August should complete the following if the school participates in the applicable Choice program where the student moved:
 1. Complete [Step 1 – School District Verification](#) and [Step 2 – Obtain Residency Documentation](#) above for the student's new address. Schools must obtain new residency documentation dated between the day after the end of the WPCP application period and the 3rd Friday in August showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in [Step 2 – Obtain Residency Documentation](#).
 2. Email the DPI at PrivateSchoolChoice@dpi.wi.gov the following **by the 3rd Friday in August**:
 - i. Student name
 - ii. New address and school district of new address.
 - iii. A statement that the school does not have any remaining MPCP/RPCP open application periods where the student could complete a new Choice application by 3rd Friday in September OR that the school has a waiting list for the MPCP/RPCP student's grade where the student would not get a seat if the student applied in a school's MPCP/RPCP open application period.
 - iv. A statement that the school has obtained the new residency documentation. The school should not email the new residency documentation to the DPI. The

school should keep the documentation in the student's file for the school auditor's review.

The DPI will review the request and notify the school whether or not the application may be transferred.

- If the school determines after the 3rd Friday in August that a WPCP incoming pupil moved as of the 3rd Friday in September to the City of Milwaukee or RUSD, the school should complete the steps identified in the [WPCP Incoming Pupil Address Verification](#) section below.
- If an incoming WPCP pupil moves to the city of Milwaukee or the RUSD on or before the 3rd Friday in September and the school does NOT participate in the applicable program (i.e. MPCP or RPCP), the student will not be eligible to participate in the Choice program at that school for that school year. The student may apply to a different school during a remaining MPCP/RPCP open application period. See the next section for information on how to determine which pupils are incoming WPCP pupils.

WPCP Incoming Pupil Address Verification

Schools must confirm that all incoming Choice pupils participating in the WPCP still reside at the address on their application as of the 3rd Friday in September. Incoming Choice pupils are those who first begin participating in a Choice program under Wis. Stat. 118.60 in 2015-16 or thereafter. Schools do not need to obtain new residency documentation or notify the DPI that the address changed if the WPCP incoming pupil's address changes after the 3rd Friday in September. This procedure is not required for MPCP or RPCP students.

You can obtain the address provided on the application for all of the students at the school by using the "Export to Excel" function in OAS. The Export to Excel function will also identify which pupils are incoming Choice pupils. The Export to Excel function is available under the "Applications" section on the left navigation bar in OAS.

If a pupil participating in the Safe at Home program is an incoming Choice pupil, the school must determine whether the district on the application is the same district where the student resides as of the 3rd Friday in September. If the parent notifies the school that the school district has changed, the school must identify the district where the student resides as of the 3rd Friday in September on the 3rd Friday in September Pupil Count Report.

Address Confirmation

When confirming the addresses are still current for incoming WPCP pupils, the DPI recommends using one of the following procedures:

- 1) Compare busing records indicating the pickup location for students to the address listed in OAS.
- 2) Email or call the parent to confirm their current address. The email address and phone number for all parents are available in the Export.

Requirements if an Incoming WPCP Pupil Moved

If an incoming WPCP pupil moved, except for pupils participating in the Safe At Home program, complete the following:

- 1) Obtain, from the parent, a residency document (see examples listed in [Step 2 - Obtain Residency Documentation](#)) dated between the 3rd Friday in August and the due date of the 3rd Friday in September Pupil Count Report that indicates the new address. The most common residency

documents for a family that recently moved are a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from the utility company establishing service at the new address. This documentation must have one of the parents' names and the new address.

- 2) The school must determine the school district in which the new address is located using one of the options described in [Step 1 - School District Verification](#) by the due date of the 3rd Friday in September Pupil Count Report. Once this verification is complete, make a copy for the school's records and the auditor's review during the September Enrollment Audit.

Reporting Address Changes in September Pupil Count Report

The 3rd Friday in September Pupil Count Report will include a re-verification of the address for all incoming WPCP pupils. In the count report the school will need to indicate whether the address has changed for each incoming WPCP pupil. If the address has changed, the school will need to:

- 1) Input the new address,
- 2) Input the school district for the new address, and
- 3) Verify that the school received residency documentation with the new address on it.

Please note that no student who has already been given a seat will lose it at the school they are attending due to moving to a district that is at the pupil participation limit.

The auditor will review the new residency documentation for any incoming WPCP pupil that moved when completing the September Enrollment Audit.

Appendix A: Frequently Asked Questions

School District Verification

1. **What should schools do if they cannot find the school district for an address using the methods provided?**

If a school is not able to determine a student's school district using the methods provided above, then the school should contact the county clerk, city clerk, or school district and request an email from them or a letter on their official letterhead stating the school district in which the address is located.

2. **What if the school district verification document only shows the public school district number and not the public school district name?**

If only the public school district number is identified, cross reference the public school district number (which will be identified as the "LEA Code") with the public school district name on the [Public School District Directory](#) and write the public school district name on the printout.

3. **Does the address on the residency documentation, the school district verification document, and the OAS verification screen need to match?**

Yes, the residency documentation should match the address on the application (OAS verification screen) and the school district verification document. See the [Matching Address components section](#) and the question below for additional information.

4. **What if the unit/apartment number is not identified in the school district verification document obtained in Step 1?**

The address on the school district verification document need not have a unit/apartment number or description. For some properties (i.e. trailer parks, apartment buildings, etc.), the apartment number, unit number, or trailer park lot number may not be available from the verification methods.

5. **What if the parcel contains multiple properties and a different address comes up when you enter the parent's address?**

For parcels that contain multiple properties (i.e. duplex, townhome complex, trailer parks, etc.), the address may have multiple street numbers in one parcel or have a main address with sub addresses. Schools should look at the county and city assessor websites to try and connect the main parcel address to the parent's address. Some sites call these sub parcels or child parcels. Schools should keep documentation showing the main parcel address with the public school district and the documentation connecting the sub or child parcel to the main parcel.

6. **What is DPI's guidance related to which parts of the street name be included on the residency documentation and in OAS for Martin L King Jr Drive in the City of Milwaukee in order for the school to accept a residency document or verify that the address in OAS matches the school district verification document?**

The DPI's guidance is that the address include a street direction of North (may be abbreviated as N), street suffix of Drive (which may be abbreviated as Dr), and have a city of Milwaukee. The DPI's guidance is that street name should either be MLK or include all of the parts of the street name identified below:

Part of Street Name	On Residency Documentation and in OAS?
Doctor or Dr	No-but may be included on residency documentation or in OAS at the beginning of the name
Martin	Yes
L or Luther	Yes
King	No
Jr	No

If the other address components meet the guidance identified in the [Matching Address components section](#) and the street name meets the above guidance, the DPI's guidance is that the school accept the residency document. The school must ensure the supporting residency documentation meets all other requirements.

7. Does the parent's name have to match the owner's name on the document used to verify the school district?

No. The name on the school district verification document does not need to match the parent name on the application. The purpose of the school district verification is to verify the school district in which an address is located. Schools obtain residency documentation, as described in Step 2, from the parents to determine if the parents reside at the address on the application. Because some individuals do not own their residence, their name may not be on the document used to verify the school district.

Residency Documentation

8. What date should be used for utility bills?

If the utility bill does not indicate the bill date, the school should use the last meter reading date or the balance/amount due "as of date" on the utility bill to determine that the bill meets the [date requirements explained above](#). The balance/amount due line may include language such as "Balance As of {date}" or "Current Charges as of {date}". These dates are different than the date the bill is due. DPI's guidance is that, if the utility bill only includes the date the bill is due, the school should obtain another document that meets the requirements. See #2 in the Residency Documents section of [Step 2 - Obtain Residency Documentation](#) for additional guidance related to utility bills.

9. What date should be used for property tax bills?

A year end property tax bill for the previous year can be used as residency documentation for applications received from February through April. For application periods after April, the property tax bill must include a billing date that meets the residency date requirement or the parent must be able to provide documentation showing when the bill was sent out so that the school can confirm it meets the residency documentation date requirements.

A property tax bill used **only** as a school district verification document as described in Step 1 does not need to meet the date requirements.

- 10. What should the signature dates be on the Alternative Residency Documentation Form? Can a family provide the form to the school during the application period in which the parent applies with the date the form is signed not being during the same open application period in which the parent applied?**

The signature dates on the Alternative Residency Documentation Form, in section IV and V, must meet the date requirements listed on the OAS Application Verification screen for the student application. The signature dates must be between three (3) months prior to the start of the open application period in which the parent submits the online application to the school and the end of that open application period. The residency documentation provided to the school, per section III of the Alternative Residency Documentation Form, must meet the date requirements on the form and on the OAS Application Verification screen. The form and the section III required attachments (residency documentation and parent document) must be provided to the school during the application period in which the parent applies. The Alternative Residency Documentation Form is available on the <https://dpi.wi.gov/choice> and [Choice Programs: School Application Processing](#) webpages.

- 11. What date should be on a pay check stub/statement to determine if it meets the date requirements?**

DPI's guidance is that, if a pay check stub/statement is used as residency documentation, the school may use either the date of the paycheck or the end of the pay period (if it is before the pay check date) to meet the residency documentation date requirement.

- 12. Is DPI's guidance that tax forms other than W2s can be accepted for residency documentation?**

DPI's guidance is that tax forms such as 1099s, 1098s, or 1095s from the previous calendar year may be acceptable if they are from a government agency and are accepted through the April open application period following the year of the form. If the tax form is from a government agency, the school must also ensure the document meets the other requirements in Step 2 of this bulletin. If the form is not from a government agency, the DPI's guidance is that tax form should not be used as residency documentation.

DPI's guidance is that tax forms that people fill out and send to the government, such as the Federal 1040 tax return or other federal tax schedules, state tax returns/schedules, or W-9s should not be used for residency documentation. Since individuals are completing this information themselves, these documents do not provide an independent verification that the parent name and address the parent entered into the online parent application is correct and accurate. As a reminder, if it is later determined an applicant did not reside at the address on their application, the student may be determined ineligible for the Choice programs.

- 13. Can schools accept residency documents that are not on the [Residency Documents](#) list?**

DPI's guidance is that schools obtain one of the residency documents listed in the Residency Documents section to verify residency. If a school uses a different document as a residency document, the school must ensure the documentation shows that the applicant resides at the address on the application at the time of application. If it is later determined the applicant did not reside at the address on the application, the student may be determined ineligible for the Choice programs.

For help identifying what document a parent may have from the Residency Documents listed in #1-8 in the Residency Document section, see [Appendix D – Helpful Tips for Identifying Residency Documentation](#).

- 14. Can schools accept correspondence from a government agency as a residency document if the correspondence is not on the specific list of examples under “Governmental correspondence” in the [Residency Documents](#) section of this bulletin?**

Correspondence from any federal, state, or local (i.e., county, city, village, etc.) government entity would be considered government correspondence that can be utilized as residency documentation if it meets the other residency requirements in Step 2. The list of examples under “Governmental correspondence” in the Residency Documents section of this bulletin is NOT an all-inclusive list.

If a school cannot determine if the entity the correspondence is from is a federal, state or local government entity, the school may work with the family to obtain a different document from the [Residency Documents](#) list.

- 15. Can schools accept the same document for both residency and income documentation?**

Yes. The school may use the same document for both the residency and income documentation as long as the document meets the requirements for both residency and income as described in this bulletin and the Income Documentation Bulletin. Schools are not required to receive two separate documents if one document meets both sets of requirements.

- 16. Can a school use a picture or a print screen of a required application document?**

Yes, a school can use a pdf, picture, or print screen of a required application document if it otherwise meets requirements. See the next question for additional information if the pdf, picture, or print screen received is a partial document.

- 17. If the school only receives and/or retains part of a required residency document, is that sufficient?**

The DPI’s guidance is that a partial document may be acceptable for residency documentation as long as the document includes all of the matching components described in Step 2, with one exception. If the document is a lease agreement, the DPI’s guidance is that the lease agreement must be a complete, signed and dated lease in order for the school to verify that the applicant resides at the address on the application.

- 18. If the parent’s middle initial/name or suffix on the residency documentation does not match OAS, how should the school proceed?**

The middle initial/name and suffix do not need to match, and corrections for these mismatches are not required.

- 19. If the punctuation, spacing, or capitalization in a parent’s name on the residency documentation does not match OAS, how should the school proceed?**

DPI does not make changes to OAS if the change is solely due to punctuation, spacing, or capitalization so any of these differences do not require corrections to OAS.

- 20. If there are two parents on the application, does the residency documentation have to include the name of both of the parents?**

No, DPI’s guidance is that the residency documentation only needs to include the name of one of the parents on the application. The name of the parent on the residency documentation must match one

of the parent's names on the OAS Application Verification screen. See the [Parent Name Match section](#) for additional information.

21. What residency documentation can an applicant provide if they recently moved?

The most common residency documents for a family that recently moved are a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from the utility company establishing service at the new address. This documentation must have one of the parents' names on the application and the new address.

22. Does the address need to be updated in OAS if a student moves after the end of the open application period in which they apply for the Choice program?

If a student in any Choice program moves outside of Wisconsin, they are no longer eligible for the Choice program.

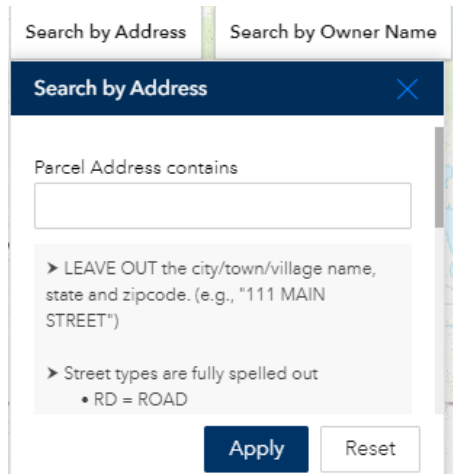
For the MPCP and RPCP, if a student moves after the open application period in which they applied, the address in OAS is not updated. The address for a MPCP or RPCP student is based on where the pupil resides at the time they apply to the program. The student who moved may attend the school as a MPCP or RPCP student for the entire school year for which they applied as long as the student continues to reside in Wisconsin, has an eligible application, and is offered and accepts a MPCP or RPCP seat. If the student applies in a future school year, the address at the time they apply for that school year would need to be identified in the Online Parent Application.

For the WPCP, if the pupil moves after the 3rd Friday in September, the address change does not need to be reported to the DPI. If a WPCP pupil moves on or before the 3rd Friday in September, the address change may need to be reported to the DPI. See the [WPCP Address Changes section](#) for further information.

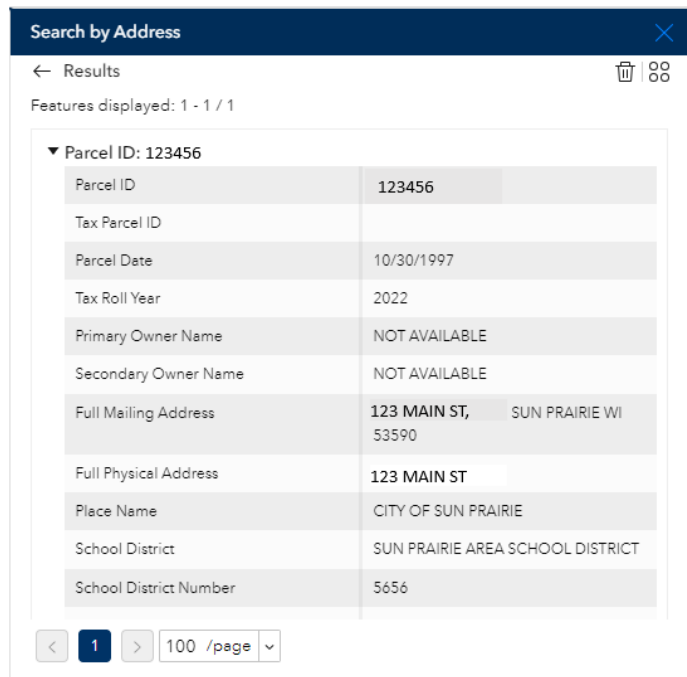
Appendix B – Statewide Parcel Map Directions

The Statewide Parcel Map Initiative is a multi-year collaborative effort of the Department of Administration, State Cartographer's Office, and local governments.

1. Go to: [Statewide Parcel Map](#). Before completing verifications, read the Search Tips, including the information on using the wildcard search options of % and _ under the General Search Tips.
2. Click “Search By Address” and enter the address in the search field. Then, click Apply.



3. If the address is found, a parcel id will show. Click the carrot next to the parcel ID ▶ Parcel ID: .
4. Confirm the address in the box matches the student’s address. If so, expand the box using the black corner icon in the bottom right corner so that the address, school district name, and school district number are showing. Then, print the webpage using the webpage browser print function. If the school district number only is identified, cross reference the school district name on the [Public School District Directory](#) and write the school district name on the printout. If neither the school district name nor number are displayed, the school must use an alternative school district verification option in Step 1.



Appendix C - Vital Record Verification

If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change, the school should not make a copy of the document. Instead, the school should do one of the following and maintain the document in the student file:

- 1) Birth certificate: Complete a copy of the [Annotation of Birth Record/Facts Form](#).
- 2) Marriage certificate: The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.
- 3) Certificate of naturalization or certificate of citizenship: The school should draft a letter that includes the following: (1) the individual's legal name; (2) the date the document was issued; (3) the government entity that issued the document (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

Appendix D – Helpful Tips for Identifying Residency Documentation

The DPI recommends reviewing the list of [Residency Documents](#) to determine if there is a document within this list that the parent could provide that may have initially been missed. Some general considerations that may be helpful in identifying a residency document that falls within that list include:

- 1) If the individual rents their residence, review the lease agreement (even if the agreement does not meet the residency documentation requirement) to determine what utilities the tenant pays for. If the tenant pays for water, sewer, gas, electric, cable, satellite, or a landline phone, ask the parent if they can provide the bill for that utility.
- 2) If the individual owns the property, ask the parent if they have their recent property tax bill if the application was received by April 2024. If they no longer have access to their bill, review the assessor website to see if the bill can be accessed online. Property tax bills may be accepted as government correspondence for applications received by April 2024.
- 3) If the parent recently moved, ask the family if they have a new lease agreement, a confirmation letter of address change from the United States Postal Service, or a letter from a permitted utility establishing service at the new address. This documentation must have one of the parents' names and the new address.

If the Parent Receives Income or Government Assistance:

If the parent receives income or government assistance, the income or government assistance documentation may be sufficient residency documentation. This can be used for any application, even if the DPI income determination method was not used.

If the parent used the DPI income determination method, the documentation provided for the income eligibility review may also be sufficient residency documentation. The school can determine if the application used the DPI income determination method by reviewing the OAS Application Summary. Applications that used the DPI income determination method will have "DPI" in the "Inc" column. If this is the case, go to the student's OAS Application Verification screen to identify what income or government assistance the school provided.

- 1) If a parent has income, they can use a 2023 W2 for applications received through April 2024 or a wage statement (i.e. pay check stub) as residency documentation. If the application is received after March 2024, a pay check stub with the 2023 income earned would not be sufficient residency documentation since it wouldn't meet the date requirement. However, the parent could provide a current pay check stub that meets the residency documentation requirement.
- 2) If the parent receives government assistance, correspondence for the government assistance or a print screen from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent's name.

If the Student Is Continuing Student:

If the student is a continuing student, determine if the parent moved since they applied for the previous school year. If not, ask the parent what residency documentation they used in the prior year and work to get that same type of document from the parent for the next school year. Continuing students will have a "Y" in the "Cont" column in the OAS Application Summary screen.

Appendix E – OAS Corrections

Please note changes related to student address, school district, and parent name are described below. For information about other corrections, please see the Application Verification and Corrections FAQ. Please see [Step 1 – School District Verification](#) for information about how to proceed when a student applied for the incorrect program.

The method for correcting OAS depends on whether the correction is identified during the open application period that the application is received or after the open application period. Please refer to the applicable section below based on when the error is identified.

How to correct during the application period:

If the incorrect information is identified during the same open application period that the parent completed the Online Parent Application, the school should tell the parent to change the incorrect information in the Online Parent Application and re-submit the application by clicking the “Send Updates to DPI” button at the end of the application. The steps for the parent to make the changes to the application are as follows:

- i. The parent should return to the Online Parent Application and sign in with the **same** email address and password.
- ii. The parent should change the applicable information in the Online Parent Application.
 - o **Student address and school district changes** are made on the “Location” screen in the Online Parent Application.
 - o **Parent name changes** are made in the “Parent” screen in the Online Parent Application.
- iii. After the parent changes the applicable information in the Online Parent Application as described in “Step ii” above, ***the parent must go through all remaining screens, make any updates as needed, and re-submit the application by clicking the “Send Updates to DPI” button in the Online Parent Application in order for the change to be reflected in OAS.***
- iv. The parent will receive another confirmation email after re-submitting the application.

Reminders:

- If the parent’s updates/corrections in the Online Parent Application are not showing in OAS, the parent did not go through all screens in the Online Parent Application and re-submit the application after making the updates/corrections.
- Parents ***should not remove student(s) and/or school(s)*** from an application unless the parent no longer wants to apply for those student(s) and/or school(s) during that same application period.
- ***Schools should contact the parent if they have questions regarding an application.*** Schools may inform parents to look at the most recent confirmation email for an application period to see the date the application was submitted/re-submitted and/or the schools to which they applied for their students for that application period.

How to correct after the application period is over:

All WPCP applications and MPCP or RPCP applications received during the February through September open application periods should be corrected as follows.

- i. Schools should request that DPI correct the application by emailing DPI by the following dates:

- WPCP Applications: By the first weekday in May for all changes except school district changes. School district changes should be emailed to DPI as soon as possible and until the 3rd Friday in September.
- MPCP or RPCP Applications: By the last weekday in September

Schools should send an email to privateschoolchoice@dpi.wi.gov that includes the following information:

- 1) **Student or Students on the Application:** *Identify all students on the application*
 - 2) **Item That is Incorrect:** *Identify whether the parent name, address, or school district needs to be corrected*
 - 3) **Current Information that is incorrect:** *Identify current, incorrect information in OAS*
 - 4) **Correct Information:** *Identify the correct information that should be in OAS*
- ii. After the dates identified in i. have passed, schools must notify their auditors to include the correction in the Enrollment Audit.
- MPCP applications received during the October through December open application periods:
 - i. Between October 1 and the last weekday in January schools should request that DPI make the correction by emailing the following to privateschoolchoice@dpi.wi.gov:
 - 1) **Student or Students on the Application:** *Identify all students on the application*
 - 2) **Item That is Incorrect:** *Identify whether the parent name or address needs to be corrected*
 - 3) **Current Information that is incorrect:** *Identify current, incorrect information in OAS*
 - 4) **Correct Information:** *Identify the correct information that OAS should be updated to*
 - ii. After the last weekday in January schools should notify their auditors to include the correction as part of the January Enrollment Audit.