Disclosure of Information
Template Instructions

The Department of Public Instruction (DPI) has created a template to assist Private School Choice Program (PSCP) schools in preparing the Disclosure of Information requirements under [Wis. Stats. §§ 119.23(6m) & (6p) and 118.60](https://dpi.wi.gov/sms/choice-programs/statutes)(6m) & (6p). **This template is an optional method for Choice schools to provide the Disclosure of Information to parents and DPI.** Schools may choose to use a different format; however, *schools must provide all the information required*.

**The Disclosure of Information must be provided to each student or parent that applies to the Choice program at the school.** Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school.

**First time participating schools** in the Choice programs, other than new private schools, are required to provide certain policies and information **by January 10** immediately preceding the school year in which they begin to participate.

**New private schools, which are generally start-up schools**, are required to provide certain policies and information **by August 1** immediately preceding the school year in which they begin to participate. See <https://dpi.wi.gov/parental-education-options/choice-programs/school-registration> to determine if your school is a new private school.

**Note:** Choice schools **should not** send the school’s handbook to DPI as part of the Disclosure of Information, rather just provide the required policies.

Instructions

1. Review each requirement on each page and update as follows:
* **Black font:** The black font provides additional instructions for each requirement to assist schools in providing the required information. The school should **delete** the **black font** instructions upon completion of each section.
* **Blue font:** Replace the **blue font** text with the applicable information for the school on the cover page and the following pages in the template. The school should **delete** any **blue font** text that is not applicable.
* **Delete Template Instruction page** once all sections are complete.
1. The school should save the Microsoft Word file for its records.
2. The school should email the following to privateschoolchoice@dpi.wi.gov:
3. Disclosure of Information Form ([PI-PCP-55](https://dpi.wi.gov/parental-education-options/choice-programs/school-reports))
4. Disclosure of Information Template (Send as a Word file)
5. Not-for-profit schools only: a copy of the 501(c)3 certificate from the Internal Revenue Service (IRS). See instructions on *page two* of the Disclosure of Information Template under School Organization Structure.

Prior to completing this template, DPI recommends that schools review the Choice Training Module 3-2 Disclosure of Information Requirements at https://dpi.wi.gov/parental-education-options/choice-programs/school-training.

DPI also recommends reviewing [Wis. Stats. §§ 119.23 and/or 118.60](https://dpi.wi.gov/sms/choice-programs/statutes), [Administrative Code PI 35 and/or 48](https://dpi.wi.gov/sms/choice-programs/statutes), [DPI Program Bulletins](https://dpi.wi.gov/parental-education-options/choice-programs/bulletins), and [Frequently Asked Questions](https://dpi.wi.gov/parental-education-options/choice-programs/parent-faq) to understand Choice program requirements.

If schools choose to cite Wisconsin Statute and Administrative Code in their policies, ensure the correct statute or code that corresponds to the program the school is participating is cited.

Private School Choice Program

Disclosure of Information

School Name

School Street Address

School City, State, & Zip

School Phone Number

**School Contacts**

**Directions:** Add or remove more lines below as needed.

1. Name 1, Phone Number 1, Email address 1
2. Name 2, Phone Number 2, Email address 2
3. Name 3, Phone Number 3, Email address 3
4. Name 4, Phone Number 4, Email address 4

School Organization Structure

**Directions:** Not-for-profit organizations must provide a copy of the 501(c)3certificate or tax exemption determination letter from the Internal Revenue Service (IRS) in the Disclosure of Information Packet

If the private school’s name is not listed on the 501(c)3 certificate or tax exemption determination letter, the school must provide evidence that the school is affiliated with the entity listed on the IRS 501(c)3 letter. Evidence could be a church directory or an organization charter provided to the IRS or Wisconsin Department of Financial Intuitions. DPI recommends that the school staples a copy of the 501(c)3 certificate to the Disclosure of Information Packet when distributing to parents.

**NOTE:** DO NOT INCLUDE THE SCHOOL’S DEPARTMENT OF REVENUE SALES-TAX EXEMPTION STATUS. The Department for Revenue sales-tax certificate is not the 501(c)3 IRS determination letter

School name is a for-profit/not-for-profit organization. *Select one choice and delete the remaining choice.*

School Governing Board Members

**Directions:** Add or remove more lines below as needed.

1. Name 1
2. Name 2
3. Name 3
4. Name 4

Application Appeal Process

**Directions:** The Application Appeal Process is designed to give Choice applicants the ability to appeal a *rejection of an application* directly to the school. The process should include to whom and in what form the appeal should be made. Appeals may be made after the end of an open application period.

DPI recommends that schools include a timeline for appeals by the Choice applicants that takes into account the timing of when applications must be determined eligible by the school.

* 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: Applications must be verified by the first weekday in May, in order to verify the application documentation must be correct in the application. So, appeals should be filed and a decision made by the first weekday in May.

Please see the Application Process Bulletin for further information on the [Choice Website](https://dpi.wi.gov/parental-education-options/choice-programs/student-applications-processing).

Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program’s (PSCP) residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the Wisconsin Parental Choice Program (WPCP) and Racine Parental Choice Program (RPCP).

Enter the appeal process here for parents to follow if the school rejects a Choice applicant.

Suspension and Expulsion Policy

**Directions:** The school’s suspension and expulsion policy should include:

* A list of the types of conduct that could result in suspension or expulsion, not all possibilities need to be included but a framework of what could lead to a suspension or expulsion.
* When the parent will be provided notice.

Appeal procedures must be included in the suspension and expulsion policy and should include:

* The appeal procedure should include when appeals must be made
* How appeals must be submitted
* Who will make the final decision
* How the decision will be communicated to the parent and pupil
* A time frame for the decision

Enter the suspension and expulsion policy and the appeal procedures here.

Transfer of Credits Policy

**Directions: *This requirement applies to all schools, not just high schools*.** The Transfer of Credits Policy should explain *how your school will accept or deny credits or coursework* completed by the student at another school and *how your school will determine grade placement* for a student when a student meets Choice eligibility requirements. This policy is not used to determine eligibility. If a student meets eligibility requirements the student has an accepted application. Academic performance may not be used to determine eligibility or acceptance to a choice school.

Enter the transfer of credits policy here.

High School Diploma Policy

**All Schools must include a High School Diploma Policy.**

**Directions: Schools that do not grant high school diplomas should state the school does not offer high school grade(s) and does not grant a high school diploma.**

Schools granting high school diplomas should provide the school policy for granting a high school diploma. The policy must include the following criteria:

1. the pupil’s academic performance; and
2. the recommendation of teachers; and
3. requirement to pass a civics test.

Additionally, schools must make it clear in their policies that Choice parents may opt his or her student out of religious activities, including religious instruction. Many schools may have religious instruction as part of their requirements for grade promotion or graduating from high school. The school’s policy must indicate what courses would replace any religious instruction if a parent opts his or her student out of religious activities.

Enter the high school diploma policy here.

Non-Harassment Policy

**Directions:** The school’s non-harassment policy should cover:

* The policy used by the school
* The procedures for reporting and obtaining relief from harassment that may occur to students.
* The information for reporting harassment should include to whom the student or parent reports the harassment.
* The information regarding obtaining relief from the harassment should include potential actions taken and who is responsible for enforcing these actions.

DPI is not requesting the school’s non-harassment policy provided to your employees.

Enter the non-harassment policy here.

Visitor Policy

**Directions:** The school should include the policy governing visitors and visits to the school. Examples could include:

1. that a school has a requirement to have visitors check-in at the school’s front office,
2. limiting access for visitors to one entrance of the building,
3. having the visitor use a visitor badge, or
4. the visitor needs to be escorted while on the schools grounds.

Enter the visitor policy here.