Private School Choice Programs
Processing and Verifying Applications
Application Verification and Corrections FAQ - 2024-25 School Year

This Frequently Asked Questions document is intended to provide schools participating in the Private School Choice Programs guidance on common application questions, application processing and verification information, and application corrections for the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program. The information in this FAQ is based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.

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Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
125 S. Webster Street, P.O. Box 7841
Madison, WI 53707-7841

Parental Education Options
Private School Choice Programs
1-888-245-2732 ext. 3
PrivateSchoolChoice@dpi.wi.gov
http://dpi.wi.gov/parental-education-options/choice-programs

Abbreviations/Definitions

Choice = PSCP or MPCP, RPCP and WPCP
DOR = Department of Revenue
DPI = Department of Public Instruction
FTE = Full-Time-Equivalent
ITP = Notice of School's Intent to Participate
K4 = 4-year-old Kindergarten
K5 = 5-year-old Kindergarten

MPCP = Milwaukee Parental Choice Program
OAS = Online Application System
Parent = Parent or Guardian
PSCP = Private School Choice Programs
RPCP = Racine Parental Choice Program
WPCP = Wisconsin Parental Choice Program

Please contact the DPI with any questions at PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732 ext. 3.

Common Application Questions

Schools should also see the parent Frequently Asked Questions document, which is available in the Additional Resources section of the dpi.wi.gov/choice webpage, for answers to common parent questions and tips to assist parents applying for the Choice program. **Several questions that were previously in this section have been moved to the parent Frequently Asked Questions document. Schools should also see the** "Student Eligibility and the Application Grade or Prior Year Requirement" Bulletin, which is available on the School Application Processing webpage, for answers to common questions regarding student eligibility for the Choice program.

1. **Do students have to apply every year for the Choice program in the Online Parent Application?**

   Yes. All students that would like to participate in the Choice program must apply every year using the Online Parent Application, which is available on the dpi.wi.gov/choice webpage. This includes students that participated in the Choice program in the prior school year.

   Many parents complete the Online Parent Application in early February. As a result, the Online Parent Application and OAS may be slow in the beginning of February. If a school offers an open lab for parents to complete the Choice application, the school may want to consider having the lab after early February. Schools are also encouraged to remind parents that Choice applications received in the same open application period *are not* accepted on a first come, first serve basis.

2. **Where can schools find the email address the parent used for the Online Parent Application?**

   Export to Excel (2024-25 and prior school years): The email address the parent used to submit application(s) in the Online Parent Application, for multiple school years, is available in "Export to Excel" in OAS. The school selects the school year at the top of the export page. The field called "Email" under "Contact Info" is the email address the parent used in the Online Parent Application for that school year.

   Application Verification screen (2024-25 school year): The school may find the email address for a student's 2024-25 school year application in OAS. The email address used by the parent to submit the 2024-25 school year applications in the Online Parent Application is available in the OAS verification screen for each student application. The email address is displayed at the top of the screen below the parent phone number.

3. **What are the age requirements for students to participate in the Choice program?**

   Students ages 4 through 20 on or before September 1 are eligible to apply for the Choice program. A student who is age 21 or older at the time of application or as of September 1, whichever is later, is not eligible. Additionally, a student must be at least the following age on or before September 1: 4 years old for K4, 5 years old for K5, and 6 years old for grade 1. There is no early admission option for Choice students for grades K4, K5 and 1. If the school's attendance records reflect a student attended a grade he or she is not eligible for, the student will not be eligible for a Choice payment.

   The Online Parent Application determines if a student meets the age requirement based on the student's date of birth entered in the application.

4. **Is a school required to obtain a birth certificate to complete the verification of an application?**

   Per the State voluntary Random Selection Agreement, which is available on the Choice Programs: School Application Processing webpage, schools determine if they will complete/obtain the Annotation of Birth Certificate and/or immunization record for K4, K5 and first grade students. The information below is from the State voluntary Random Selection Agreement:

   > A student application to participate in the choice program will be considered complete only if all of the following are received by the school during an open application period:
   > 1. a completed choice program student application in the Online Parent Application;

2. proof of income eligibility, if required, (based on the Department of Revenue income determination or submitted alternative income documentation as required by the Department of Public Instruction);
3. proof of residency; and
4. a completed "Annotation of Birth Certificate" form and/or immunization record for 4-year-old kindergarten, 5-year-old kindergarten and first grade students (**if required by the school**).

The DPI does not require schools to have a birth certificate or immunization record for students for the Choice program. If a school requests DPI change the name or date of birth of a student, the school must provide proof of the legal name or date of birth (i.e., immunization record or copy of the Annotation of Birth Record/Facts Form). See the Student Name Incorrect and Student Date of Birth Incorrect questions in this document for more information on correcting a student name and/or date of birth.

Please note that students must meet the age requirements for the Choice program, as explained in the Choice Program Age Requirements question in this document and the "Student Eligibility and the Application Grade or Prior Year Requirement" Bulletin, which is available on the School Application Processing webpage.

5. Can a school determine the appropriate grade level for a student?

Yes. The school is responsible for grade placement for students. However, the only information private schools may use to determine **eligibility** for students in the Choice program is residency, income (i.e., for new students), and age. Generally, students applying to the RPCP or WPCP must also be applying to certain grades or have met a prior year requirement. See the Student Grade Level question in this document if the grade for a student is incorrect in OAS.

6. Can a student repeat a grade?

Yes. A Choice student may repeat a grade as long as they meet all other program requirements. See the next question for additional information if a school is not sure if a student is going to repeat a grade.

Note: If the student is going to repeat grade K4, the parent may enter grade K4 in the Online Parent Application for the student. Students applying for grade K4, even those repeating grade K4, do not indicate where they attended school in the prior year when applying for the Choice program. See the "Application Grade or Prior Year Requirement (RPCP and WPCP Only):" section of the "Student Eligibility and the Application Grade or Prior Year Requirement" Bulletin, which is available on the School Application Processing webpage, for additional information on the Application Grade or Prior Year Requirement.

7. What grade should a student apply for if the school is not sure if the student is going to repeat a grade or not sure which K5 program the student will attend if the school has multiple K5 programs?

MPCP or RPCP: The school and parent may determine which grade the student should apply.

WPCP: The response depends on the FTE* of the grades.
*   **If the FTE for the grades is the same** (i.e., grade 1 and grade K5 1.0 FTE, grade 9 and grade 8, etc.), the school and parent may determine which grade the parent should apply for the student.
*   **If the FTE for the grades is not the same** (i.e., grade K5 1.0 FTE and grade K4 0.6 FTE, grade K5 1.0 FTE and grade K5 0.5 FTE, grade 1 and grade K5 0.5 FTE, etc.), the DPI recommends the student apply for the grade with the higher FTE. If the school determines the student is going to repeat a grade, the parent may change the grade during the WPCP application period in the Online Parent Application and re-submit the application, the school may make a grade change request to the DPI by the first weekday in May, or the school may change the grade on one of the three membership reports in OAS. If the student applies for a grade with a lower FTE, a grade change on a membership report that would increase the FTE for the WPCP student may not be approved if the student resides in a district affected by the school district pupil membership limit. See the Student Grade Level question in this document for additional information.

*Grades 1-12 are 1.0 FTE. Grade K5 is 1.0 FTE for 5 full days per week, 0.8 FTE for 4 full days per week, 0.6 FTE for 3 full days per week, and 0.5 FTE for half-time with at least 437 hours of instruction. Grade K4 is 0.5 FTE or 0.6 FTE if the school offers outreach.

8. **Who may complete an application?**

Schools should see the Choice programs Online Help, which is available on the [Choice Programs: Frequently Asked Questions for Parents](#) webpage. This parent FAQ has answers to common questions for who may complete an application for several different family situations (parents separated or divorced, student does not reside with parent, student 18 year or older, family in Safe at Home program, etc.).

For questions regarding how applications are completed for students in Foster or Kinship care or for students in the process of being adopted or that have been adopted, see the following two questions in this school FAQ.

9. **Who may complete an application for a student in Foster or Kinship care? Is Income Documentation required for students in Foster or Kinship care? How can schools see in OAS if students are indicated as being in Foster or Kinship care?**

For students in Foster or Kinship care, a person with the authority to make educational decisions for the student should complete the application. The person with the authority to make educational decisions who may complete the application may include the parent, foster parent, or child's social worker. The address on the application is the address where the student resides. In the Online Parent Application, the person completing the application for the student will answer the required question "Is this student in foster or kinship care?" by clicking on a yes or no button. See the "Students" screen in the "Online Parent Application Print Screens", available on the https://dpi.wi.gov/choice and [Choice Programs: School Application Processing](#) webpages, for a sample of the screen. If the response to this question is yes, the student is indicated as being in Foster or Kinship care on the application.

- For **new students** applying to the Choice program that are in Foster or Kinship care, residency documentation and documentation supporting the student's participation in Foster or Kinship care is required. Income documentation is NOT required. **Schools may click the "New-Foster" Filter box on the App Summary screen in OAS for a list of new students where the person completing the Online Parent Application indicated the student is in Foster/Kinship Care.** Schools will see on the student's verification screen in OAS "Foster/Kinship Care" next to the student's date of birth in the middle of the screen if it was indicated in the Online Parent Application that a new student is in Foster/Kinship Care. **Each of these students will have their own individual OAS verification screen** that will have a "Foster/Kinship Care Verification:" section instead of an "Income Verification:" section for the student's application. The income of the person completing the application and/or the parent's income is NOT taken into consideration as part of the eligibility determination for the Choice program for these students. Students in Foster or Kinship Care are counted as a family of one (1) because they are supported by the state or county. See the "Children in Kinship or Foster care" section of the Income Documentation Bulletin, which is available on the [Choice Programs: School Application Processing](#) webpage, for information on the documentation that must be provided to the school to support the student's participation in Foster or Kinship care.
- For **continuing students** applying to any Choice program **or students on a prior year waiting list applying for the same Choice program,** residency documentation is required. Documentation showing the student's participation in Foster or Kinship care is NOT required, and income documentation is also NOT required. **Continuing students, where the person completing the application indicated the student is in Foster or Kinship Care, will have their own individual verification screen in OAS** and the student will show as a continuing student. Schools may use the Export to Excel function to identify continuing students that are in Foster or Kinship Care.

Schools may use the Export to Excel function in OAS to see the continuing and new students where the person completing the Online Parent Application indicated the student is in Foster/Kinship Care. The field "Foster/Kinship Care" is in the "Student Data" group of the Export to Excel function.

For additional information, see the "Are students in Foster or Kinship Care required to meet Choice program eligibility requirements to apply for the Choice program?" question in the "Student Eligibility and the Application Grade or Prior Year Requirement" Bulletin, which is available on the [School Application Processing](#) webpage.

10. **Who may complete an application for a student that is in the process of being adopted or that has been adopted?**

If the adoption is NOT final:
- *Student is in Foster or Kinship care at the time of the application:* see the above question for information on who may complete the application and the required supporting documentation.
- *Student is NOT in Foster or Kinship care at the time of the application:* the parent(s)/legal guardians(s) with the authority to make educational decisions for the student may complete the application. The address on the application is the address where the student resides.
  - o For **new students** applying to the Choice program, residency documentation is required, and income documentation based on the parent(s)/legal guardians(s) that complete the application is required, even if the student was previously in Foster or Kinship care.
  - o For **continuing students** applying to any Choice program or **students on a prior year waiting list applying for the same Choice program**, residency documentation is required, and income documentation is NOT required, even if the student was previously in Foster or Kinship care.

If the adoption is final: The adoptive parent(s) with the authority to make educational decisions should complete the application. The address on the application is the address where the student resides.
- For **new students** applying to the Choice program, residency documentation is required, and income documentation based on the adoptive parent(s) that complete the application is required, even if the student was previously in Foster or Kinship care.
- For **continuing students** applying to any Choice program or **students on a prior year waiting list applying for the same Choice program**, residency documentation is required. Income documentation is NOT required, even if the student was previously in Foster or Kinship care.

If a student's legal name change results in the student showing as a new student instead of a continuing student in the Online Parent Application, see the [Student Name Incorrect](#) question in this document for more information on correcting a student name.

11. **Will a continuing student be continuing if a different parent with a different email address applies for the student than applied the prior year OR the same parent applies with a different email address than that parent used for the prior year application?**

The Online Parent Application will identify a continuing student as long as their first name, last name, and date of birth entered in the application match the information in the system from the prior year, *regardless of if a different parent applies or the same parent applies using a different email address.*

Application Processing and Verification Information

12. When should the school determine if a student application is eligible and verify the application?

Please see the "School Verification of Application" section of the Application Process Bulletin, which is available on the School Application Processing webpage, for information regarding when a Choice school administrator/designee must determine if all applications are eligible and complete the verification for all applications in OAS. *A Choice school administrator/designee must complete the verification for all applications in OAS.*

13. How can schools find student applications that need to be verified in OAS?

The Application Summary screen in OAS allows schools to filter the list of applications by status, grade, student name, and enrollment period.

Schools can find applications that have not been verified in OAS as follows:
- Click "App Summary" located on the left side menu bar.
- Place a check next to "Not Yet Verified" located at the top of the screen.
- Filter the "Enroll Pd:" drop down located at the top of the screen by the open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message "No records found" displays, there are no applications for the school that need to be verified for that open application period. If the application period has not ended, the school will need to complete this process again after the open application period ends.

Schools can also sort the applications in the Application Summary screen by clicking on the header of the titles.

Schools who participate in multiple programs must log in with different Choice program login credentials for the MPCP, RPCP and WPCP to see the applications for each program.

14. Why does the student status show as a NEW in the Students screen of the Online Parent Application or in OAS for students applying to the MPCP, RPCP or WPCP and the student is a continuing student or was on the waiting list in the previous school year? Why does the student status in the Students screen show as INELIGIBLE in the Online Parent Application for students applying to the RPCP or WPCP and the student is a continuing student or was on a waiting list?

One reason a student status is NEW or INELIGIBLE instead of continuing or on a waiting list on the Students screen in the Online Parent Application OR is NEW instead of continuing or on a waiting list on the school's Application Summary list or the Application Verification screen in OAS *is because the parent entered a different student first name, last name, or birth date than was used in the previous school year.* The student name and date of birth information entered in the Online Parent Application is compared to prior school year OAS data. If the name or date of birth are different for a student, the applicant will be identified as a new student. Schools may obtain the prior year student name and/or date of birth by using the "Export to Excel" function in OAS. See the Student Name Incorrect and Student Date of Birth Incorrect questions in this document for more information on correcting a student name and/or date of birth. *Reminder*: Students applying for the RPCP or WPCP showing as Ineligible on the Students screen will NOT be able to complete/submit an application for the Choice program in the Online Parent Application, and these students will not be on the school's Application Summary list in OAS.

Another reason is the student is not a continuing student or was not on a waiting list based on the DPI's records. If the student is not a continuing student or was not on a waiting list based on the DPI's records, the parent must complete a new student application and the school must determine if the parent met the income requirements for the Choice program. Additionally, these students applying to the RPCP or WPCP student must meet the application grade or prior year attendance requirement.

A student is a continuing student if the student was counted in any Choice program in the previous school year on the September and/or January count dates or if the student was on the waiting list in the prior year after the 2nd Friday in January count date in the same Choice program. For example, an MPCP student on an MPCP waiting list would be a continuing student if he/she applied for the MPCP, but not if he/she applied for the RPCP. If an applicant on the waiting list was offered a seat in the Choice program, but declined the seat, the applicant is not considered to be on the waiting list.

Additionally, MPCP students counted on the 3rd Friday in September who reapply to the MPCP between October and January would be continuing students.

Continuing students are not required to provide income documentation. New students must provide income documentation during the same application period in which they apply. Please also see the "Student Eligibility and the Application Grade or Prior Year Requirement" Bulletin, which is available on the [School Application Processing](#) webpage, for additional information.

15. Why does a student application not show up on the school's Application Summary list in OAS?

An application will not be on the school's Application Summary list in OAS if (1) a parent starts but does not submit an application in the Online Parent Application, (2) a parent deletes the school from the application and re-submits the application during the **same** open application period, or (3) the parent did not apply to the school in the Online Parent Application. This may occur for MPCP, RPCP, or WPCP applications.

If a parent starts but does not submit an application for the Choice program for the student for the school for an open application period in the Online Parent Application, there will not be an application for the student on the school's Application Summary page in OAS for that application period.
- The parent should return to the Online Parent Application, which is available on the https://dpi.wi.gov/choice webpage, sign in with the same email address and password, go through all screens and update information as needed, and click the "Submit Applications" or "Send Updates to DPI" button . The button option will be "Submit Applications" for the first application submitted for the school year and then will be "Send Updates to DPI" if the parent re-submits applications in the current or future application period for that same school year.
- The parent will receive a confirmation email each time the parent submits/re-submits the application in the Online Parent Application. When parents submit/re-submit an application for the Choice program, the Confirmation Screen in the Online Parent Application and the confirmation email sent to the parent shows the school(s) to which they are applying for their student(s) and the required supporting documentation the parent must provide to the school during the application period. See the Online Parent Application Print Screens, which is available on the https://dpi.wi.gov/choice webpage, for an example of the Confirmation Screen. The confirmation email sent to parents contains similar information.
- If the parent does not submit/re-submit the student application(s) in the Online Parent Application by the end of the open application period, the parent may complete and submit/re-submit the student application(s) in a future open application period, if available.
- 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 schools to which they applied for their students for that application period.

Additionally, *when a parent deletes the school from the application and re-submits the application during the same open application period in the Online Parent Application*, there will no longer be an application for the student on the school's Application Summary page in OAS for that application period. 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. See the next question for additional information.

16. Why do student applications that were previously on the school's Application Summary list in OAS no longer show up?

An application will no longer show up on the school's Application Summary list when a parent deletes the school from the application and re-submits the application during the **same** open application period. This may occur for MPCP, RPCP, or WPCP applications.

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 school(s) to which they applied for their student(s) for that application period.

If the parent would like to apply again to the school, the parent must add the school in the Online Parent Application for the student(s) and re-submit the application. The parent will receive another confirmation email after re-submitting the

application. 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.

For example:
1. A parent submits an application for their student to schools A, B and C in the February open application period.
2. The parent goes back into the application during the February open application period, deletes school C, and re-submits the application for schools A and B. Parents can delete a school during the same open application period, even if the school has verified the application.
3. The student's application will be on the Application Summary list for schools A and B with a status of not yet verified, even if the school previously verified the application. The student's application will no longer be on the Application Summary list for school C because the parent deleted school C from the application.

Alternatively, if an MPCP or RPCP parent goes back into the Online Parent Application during a **future** open application period to apply to additional schools and deletes schools they applied to during a previous application period, no changes will be made to the application(s) from the previous application periods. Continuing the example above, the same parent goes back into the application during the March open application period and deletes schools A and B and adds school D. The parent re-submits the application. The February applications for schools A and B will remain on the Application Summary list at schools A and B. The student's March application will be on the Application Summary for School D.

17. Why are the corrections/updates the parent is making in the Online Parent Application not showing up in OAS?

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. The parent should return to the Online Parent Application, which is available on the dpi.wi.gov/choice webpage, sign in with the same email address and password, go through all screens and update information as needed, and click the "Send Updates to DPI" button to re-submit the application. The parent will receive another confirmation email after re-submitting the application in the Online Parent Application. If it is after the open application period and a correction needs to be completed in OAS, the school may email a request to the DPI to make the correction.

Please see the Application Corrections section of this document for directions for a parent to correct information in the Online Parent Application during the open application period and the applicable question in this section for directions for a school to make a correction request to the DPI for a student application after the open application period.

Reminder: 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.

18. Why are there multiple applications for the same student in OAS?

There will be multiple applications for the same student in OAS if the parent applies in multiple application periods or if the parent applies using multiple email addresses.

Parent applies in multiple application periods: This applies to the MPCP and RPCP only. Parents can submit another student application for a student if the school has an additional open application period. For example, a parent could submit an application for an MPCP student in both the February and March open application period. Since these applications were submitted in different open application periods, both of the applications will be listed in the Application Summary in OAS.

Parent applies using multiple email addresses: This applies to the MPCP, RPCP, and WPCP. If parents apply using multiple email addresses in the Online Parent Application, there will be multiple applications for the same student in OAS. See the Where can schools find the email address question in this FAQ for information on how to find the email addresses the parent used for the Online Parent Application. The school should check that the applications have the same students prior to completing the verification. Please see the next question for information on how to proceed if more than one application is received for a student.

This applies to the MPCP, RPCP, and WPCP. If the parent logs into the Online Parent Application with the same email address during the same open application period and re-submits the application, there will not be a new application in OAS for the student. The re-submitted application will have a status of "Not Yet Verified" in OAS even if the school previously verified the application.

19. **Can a parent delete/remove applications in the Online Parent Application so they no longer are on the school's Application Summary page in OAS?**

Parents applying to the Choice program who re-submit their application during an open application period **should NOT** remove any students or schools from the application unless they do not want to apply for those students or schools in that application period. Additionally, applications submitted by the parent in a prior open application period **will remain** on the school's Application Summary page in OAS. **Please also note that the DPI does not delete applications in OAS.**

In order for the applications to be removed from the school's Application Summary page in OAS, the parent must re-submit the application in the Online Parent Application, **which is NOT possible for all situations**. The parent **will NOT** be able to re-submit the application in the Online Parent Application **without having at least one student and school on the application**, and the application(s) **will remain** on the school's Application Summary page in OAS.

The parent may return to the Online Parent Application **during the same application period**, remove school(s) and/ or remove some of their student(s) from the application, go through all screens, and re-submit the application **as long at least one school and one student are on the application**. The parent will receive another confirmation email after the application has been re-submitted. If the parent removes your school and re-submits the application during that same application period, the application(s) from that application period will no longer be on the school's Application Summary page in OAS. If the parent removes some student(s) for your school and re-submits the application during the same open application period, those student(s) removed will no longer be on the school's Application Summary page in OAS for that application period.

20. **What should schools do when they receive duplicate applications for a student from the SAME parent(s)?**

The Application Summary in OAS has a column called "Multi App" which schools can use to identify possible duplicate applications or new applications for a student where the student was previously determined Ineligible by DOR. The "Multi App" column will include an asterisk by an application if there are other applications for the same student with the status of Not Yet Verified, Verified, Submitted, or Ineligible per DOR. The applications must have the same student name and birth date to be identified as a potential duplicate student. The school must review the application data to determine if the students are the same student or not.

Schools may view the parent name(s) entered for an application and the email address used by the parent(s) in the Online Parent Application in OAS in the "Parent/Guardian Summary" section of the OAS verification screen for the student's application. Schools may also view this information (and prior year application information) in the Export to Excel function in OAS.

If all of a student's applications for a school have the SAME one parent (Parent A) **OR all of a student's applications for a school have the SAME two parents** (Parents A and B)**:**

- **If the student has an application that was determined ineligible by DOR**, any subsequent applications for the student must be marked as ineligible (i.e., the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" on the verification screen). See the [Student determined ineligible by DOR](#) section of the DOR Income Determination Method for New Student question in this document for additional information on students with applications that were determined ineligible by DOR.

- If **the SAME parent(s) submitted the additional application using a different email address**, the verification screen in OAS will not have an option to mark the application as a duplicate. The school should mark the application as "This family is not eligible for the MPCP/RPCP/WPCP based upon the information provided."

- **If there are multiple students on an application and some students are not duplicates:**
  - WPCP application: The school must work with the family to submit all student applications under one email address in the Online Parent Application during the WPCP application period. The school should mark additional applications submitted under one of the parent's email address addresses as "This family is not eligible for the MPCP/RPCP/WPCP based upon the information provided."
  - MPCP or RPCP application: The school may work with the family to submit all student applications under one email address in the Online Parent Application during the MPCP or RPCP application period if the applications are from the same open application period. If the family does not submit all student applications under the same email address OR the multiple applications for the student are submitted by the parent in different open application

periods, the school must complete the verification process for the applications. If a student has multiple eligible applications, the school should only submit one MPCP or RPCP application.

- The parent(s)/legal guardian(s) of a student **should not submit separate applications** (using different email addresses) for the Choice program for the same student in the Online Parent Application. A student may only have one application in the random selection for a school, with the exception of K5. For schools that offer multiple K5 programs (0.5 FTE, 0.6 FTE, 0.8 FTE and/or 1.0 FTE), students may have multiple eligible applications from the same parent.

- **For the MPCP and RPCP only**, schools who receive an application for a student, for whom they received and verified an application as eligible during a previous open application period, should mark the application as "This application is a duplicate of a previously verified student." If the previous application submitted was not eligible, the first application should be marked as, "This family is not eligible for the MPCP/RPCP based upon the information provided." The additional application should be reviewed to determine if it is eligible.

If the parent(s) on a student's applications for a school are DIFFERENT (Parent A on one application and Parent B on another application, Parent A on one application and Parent A and B on another application, Parent A and B on one application and Parent C and D on another application, etc.), see the next question.

Reminders:
- MPCP and RPCP schools must notify parents within 60 days after the end of the application period during which any application is received of the acceptance or non-acceptance of the student. *This includes notifications for duplicate students.* Notification may be made via mail or email.
- WPCP schools with applications that have been determined ineligible should notify the parent of each WPCP applicant that their application is ineligible and will not be included in the random drawing after the last day of the WPCP open application period but no later than the first weekday in June. **This includes notifications for duplicate students.** Notification may be made via mail or email.

21. What should schools do when they receive duplicate applications for a student from DIFFERENT parents?

The Application Summary in OAS has a column called "Multi App" which schools can use to identify possible duplicate applications. See the first paragraph of the previous question for additional information.

Schools may view the parent name(s) entered for an application and the email address used by the parent(s) in the Online Parent Application in OAS in the "Parent/Guardian Summary" section of the OAS verification screen for the student's application. Schools may also view this information (and prior year application information) in the Export to Excel function in OAS.

Schools should see the following questions in the Choice Programs: Frequently Asked Questions for Parents webpage:
- Who may complete the application for a student?
- If a student's parents are divorced or separated, which parent should complete the application?

If all of a student's applications for a school have DIFFERENT parents (Parent A on first application and Parent B on the additional application; Parent C on first application and Parent D and E on the additional application; or Parent F and G on first application and Parent H and I on the additional application, etc.), see the following steps:
- **Step 1: Educational Authority and Application Verification:**
  o If the parent on the application does NOT have the authority to make educational decisions for the student, the school should complete the verification for the applicable application in OAS as "This family is not eligible for the MPCP/RPCP/WPCP based upon the information provided."

  o If the parent on the application has the authority to make educational decisions for the student but the parent does NOT provide the required supporting documentation during the open application period, the school should complete the verification for the applicable application(s) in OAS as "The parents did not show up by the end of the open application period to provide documentation. Schools may select this option after the open application period ends."

  o If both parents have the authority to make educational decisions and both parents provide the required supporting documentation for the student during the open application period, the school should follow the instructions in Step 2 below and complete the verification process in OAS and determine the application(s) as eligible, if applicable.

- **Step 2: If multiple applications for the student are verified as eligible in OAS for the school,** the school must work with the parents to determine which application should be withdrawn.
  - ○ **WPCP:** The school must obtain the WPCP withdrawal from one of the parents and must send the withdrawal to the DPI no later than the first weekday in May. See the "WPCP Random Selection - Student Withdrawals:" section of the Application Process Bulletin, which is available on the [Choice Programs: School Application Processing](#) webpage, for information required for a WPCP withdrawal.
  - ○ **MPCP or RPCP:** The DPI recommends the school obtain an email or letter from one of the parents that includes the student's name(s) and a statement that the parent is withdrawing the application(s) for the Choice program for the student(s) for the 20xx-yy school year (include school year) for your school (include school name). The school should complete the verification of the withdrawn application in OAS as "The family is not eligible for the MPCP/RPCP based on the information provided" for the new student application for the family. The school does not need to provide the withdrawal to the DPI.

Reminder: The parent(s)/legal guardian(s) of a student **should not submit separate applications** (using different email addresses) for the Choice program for the same student in the Online Parent Application. A student may only have one application in the random selection for a school, with the exception of K5. For schools that offer multiple K5 programs (0.5 FTE, 0.6 FTE, 0.8 FTE and/or 1.0 FTE), students may have multiple eligible applications from the same parent.

If all of a student's applications for a school have the SAME one parent (Parent A) **OR all of a student's applications for a school have the SAME two parents** (Parents A and B), see the [previous question](#).

If any of the student applications have a parent, where that SAME parent is on another application with a different parent for the SAME student, contact the family to understand why the family did not include both parents on all of the student's applications. The school should complete the verification of the application with the incorrect parent information as ineligible (i.e., the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" on the verification screen).

22. Why do student applications that are verified by the school switch back to the "Not Yet Verified" status?

Applications switch from the "Verified" status to the "Not Yet Verified" status when parents re-submit an application during an open application period (i.e., a parent re-submits a February application again in February). Parents can make changes to applications (i.e., update income information, update addresses, etc.) through midnight of the last day of the application period. Schools must verify these applications again and review the documentation provided by the parent. Parents cannot make changes to an application after the open application period closes.

23. If the parent of a new student selects the DOR income determination method and completes the income eligibility determination in the Online Parent Application, is there an application in OAS for the new student?

Student determined eligible by DOR: Yes. There is an application in OAS for a new student determined eligible by DOR in the Online Parent Application as long as the parent completes and submits the application. The school will not have to do anything further related to income for applications determined eligible by DOR. The parent must provide residency documentation to the school during the same application period in which he/she applies for the student.

Student determined ineligible by DOR: Parents have the option of submitting applications determined ineligible by DOR in the Online Parent Application if the parent thinks the DOR income determination is incorrect. These ineligible student applications will be in OAS if submitted by the parent. If students are determined ineligible by DOR in the Online Parent Application and the parent does not submit the ineligible applications, there will not be applications in OAS for the students. Students determined to be ineligible by DOR may not switch to the DPI Income Determination method. Please see the Income Documentation Bulletin, which is available on the [School Application Processing](#) webpage, for additional information.

24. **Does a student need to complete another Choice application if the student is on a waiting list at a Choice school, attends a different school or is homeschooled, and then is offered a seat at the school?**

No, if a student is on a waiting list at your school, attends a different school (private or public school) or is homeschooled, and then is offered a seat at your school, the parent does not need to complete a new application.

Example: A parent completes an application for their student in the March open application period for School A. School A notifies the parent the student is on the school's waiting list after the end of the March application period. The student attends School B in the beginning of the school year. In October, School A offers the parent a seat. The student may accept the seat at School A and does not need to complete a new application.

Application Corrections

Several questions in this section will inform schools how to proceed if a correction is being made by the parent **during the application period** or by a school request to the DPI **after the application period** in which the student applied.

For corrections during the application period (Online Parent Application Corrections Directions): The parent should make the change in the Online Parent Application, go through all remaining screens, make any updates as needed, and re-submit the application by clicking the "Send Updates to DPI" button. The application must be re-submitted (must click the "Send Updates to DPI" button) in the Online Parent Application in order for the change to be reflected in OAS. See below for additional information:

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.

   o   *Student name, date of birth, grade and gender changes* are made in the "Students" screen section in the Online Parent Application. The parent must click the blue "Edit" link to the left of their student's name in the green chart on the "Students" screen, go through all student screens, and update the applicable student information.

   o   *Student Status* (new versus continuing or prior year waiting list student) is also determined in the "Students" screen section in the Online Parent Application. See the Why does the student show as new question in this document for additional information. See below for if the student is showing as a new student and should be a continuing or prior year waiting list student:
      ▪   *Student Name or Date of Birth Incorrect in the Online Parent Application:* The parent must click the blue "Edit" link to the left of their student's name in the green chart on the "Students" screen, go through all student screens, and update the applicable student information. The student's status will change from new to continuing in the "Students" section of the Online Parent Application.
      ▪   *Student Name or Date of Birth Incorrect in OAS for prior year:* The school makes a request to the DPI to make a change to the student name or date of birth in OAS. See the Student Name Incorrect and Student Date of Birth Incorrect questions in this document for more information. Once the DPI has confirmed to the school the change has been made in OAS, the school must inform the parent to return to the Online Parent Application, click the blue "Edit" link to the left of their student's name in the green chart on the "Students" screen, go through all student screens, and update the applicable student information. The student's status will then change from new to continuing in the "Students" section of the Online Parent Application.

iii.   After the parent changes the applicable information in above "Step ii" in the Online Parent Application, *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.

For corrections after the application period: The school will email the DPI to make the request for the change or make the change through an enrollment audit. See the following questions in this section for additional information.

25. What if the student's name is incorrect in OAS?

The student's first and last name in OAS must be the student's legal name and changed if incorrect. Schools should confirm the student's legal name with an immunization record or a birth certificate if they believe it may be incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial/Name	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

The student's middle initial and suffix do not need to be reviewed and no changes need to be made if they are incorrect. Additionally, if the difference in the first or last name is due to spacing, capitalization or the use of a hyphen, no change is required. These differences do not affect a student's determination of being a continuing student in the Online Parent Application.

Corrections are made as follows for the student's first name and last name:

How to correct during the application period:
- *New student*: The school should tell the parent to change the name in the Online Parent Application and re-submit the application. See the Online Parent Application Corrections Directions in this document for additional information on how parents correct information in the Online Parent Application.

- *Continuing Student or Prior Year Waiting List Student*.

  o *Parent entered an incorrect name in the Online Parent Application and OAS is correct in the previous school year:* The school should tell the parent to change the name in the Online Parent Application and re-submit the application. See the Online Parent Application Corrections Directions in this document for additional information on how parents correct information in the Online Parent Application.

  o *Parent entered the correct name in the Online Parent Application but OAS is incorrect in previous school year:* The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's current name in OAS, and proof of legal name (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. Once the change is made by the DPI, the Online Parent Application will not require income verification. The school must tell the parent to sign back into the Online Parent Application and submit the application before the end of the open application period.

How to correct after the application period is over:
- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:

  o WPCP: By the first weekday in May
    MPCP or RPCP: By the last weekday in September

    The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's current name in OAS, and proof of legal name (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the Dates Complete Application Verification question in this document for information on when the eligibility determination for applications must be completed by.

  o WPCP: After the first weekday in May through December 15
    MPCP or RPCP: After the last weekday in September through December 15

Schools must notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP applications received during the October through December open application periods:

  - The last weekday in September through the last weekday in January: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's current name in OAS, and proof of legal name (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the Dates Complete Application Verification question in this document for information on when the eligibility determination for applications must be completed by.

  - After the last weekday in January if the 2024-25 application is incorrect: Schools must notify their auditors to include the correction as part of the January Enrollment Audit.

2023-24 application: If the information is incorrect for the 2023-24 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2023-24 January Enrollment Audit.

26. What if the student's date of birth is incorrect in OAS?

The student's date of birth in OAS must be changed if incorrect. Schools should confirm the student's date of birth with an immunization record or a birth certificate if they believe it may be incorrect.

Corrections are made as follows for the student's date of birth:

How to correct during the application period:

- *New student*: The school should tell the parent to change the date of birth in the Online Parent Application and re-submit the application. See the Online Parent Application Corrections Directions in this document for additional information on how parents correct information in the Online Parent Application.

- *Continuing Student or Prior Year Waiting List Student*.

  - *Parent entered an incorrect date of birth in the Online Parent Application and OAS is correct in the previous school year:* The school should tell the parent to change the date of birth in the Online Parent Application and re-submit the application. See the Online Parent Application Corrections Directions in this document for additional information on how parents correct information in the Online Parent Application.

  - *Parent entered the correct date of birth in the Online Parent Application but OAS is incorrect in previous school year:* The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current birth date in OAS, and proof of date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. Once the change is made by the DPI, the Online Parent Application will not require income verification. The school must tell the parent to sign back into the Online Parent Application and submit the application before the end of the open application period.

How to correct after the application period is over:
- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:

  - WPCP: By the first weekday in May
    MPCP or RPCP: By the last weekday in September

    The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's

date of birth, student's current birth date in OAS, and proof of date of birth (i.e. immunization record or copy of the [Annotation of Birth Record/Facts Form)](). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the [Dates Complete Application Verification]() question in this document for information on when the eligibility determination for applications must be completed by.

- o WPCP: After the first weekday in May through December 15
  MPCP or RPCP: After the last weekday in September through December 15

  Schools must notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP applications received during the October through December open application periods:

  - o The last weekday in September through the last weekday in January: The school should email [privateschoolchoice@dpi.wi.gov]() with the following: student's legal name, student's date of birth, student's current birth date in OAS, and proof of date of birth (i.e. immunization record or copy of the [Annotation of Birth Record/Facts Form)](). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the [Dates Complete Application Verification]() question in this document for information on when the eligibility determination for applications must be completed by.

  - o After the last weekday in January if the 2024-25 application is incorrect: Schools must notify their auditors to include the correction as part of the January Enrollment Audit.

2023-24 application: If the information is incorrect for the 2023-24 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2023-24 January Enrollment Audit.

27. What if the student's gender was entered incorrectly in OAS?

How to update during the application period: The school should tell the parent to change the gender in the application and re-submit the application. See the [Online Parent Application Corrections Directions]() in this document for additional information on how parents correct information in the Online Parent Application

How to update after the application period is over: Schools will email [privateschoolchoice@dpi.wi.gov]() and include the following information in the email: current gender on the application, updated gender, and student's name.

28. What if the student's grade level is incorrect in OAS?

The student's grade level must be changed if incorrect. If the student should be in grades K4, K5, or 1, the school must first verify that the pupil is age eligible for the applicable grade as explained in the [Choice Program Age Requirements]() question in this document.

MPCP, RPCP & WPCP - How to correct during the application period: The school should tell the parent to change the grade level in the application and re-submit the application. See the [Online Parent Application Corrections Directions]() in this document for additional information on how parents correct information in the Online Parent Application.

WPCP - How to correct after the application period is over: **For the WPCP only, schools must notify the DPI of any grade changes identified between the last day of the WPCP open application period and the first weekday in May.** WPCP grade changes after the first weekday in May must* be completed via the Preliminary Enrollment report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report. *Reminders*: The WPCP Final Seats Report does not need to be updated in order for a school to make a grade change for student(s) on the membership reports.

Additionally, prior to making a grade change for a WPCP student on these reports that would increase the FTE for the student, the school **must** email privateschoolchoice@dpi.wi.gov to request approval as soon as possible and also prior to the 3rd Friday in September as requests must be reviewed, approved (if applicable) and processed by the 3rd Friday in September. Examples where prior approval must be requested include: grade K4 0.5 FTE to grade K5 1.0 FTE, grade K5 0.5 FTE to grade K5 1.0 FTE, etc. The email should include the student's legal name, current grade level and FTE, and requested grade level and FTE for the school year. Schools **do not** need to request approval for a grade change for a WPCP student if the FTE decreases or does not change.

> ** Exceptions for schools that have students on the WPCP waiting list:*
> - *If a student application on the WPCP waiting list has an incorrect grade, the school should email privateschoolchoice@dpi.wi.gov with the following to request the grade change: student's legal name, incorrect grade level and correct grade level for the school year they are applying.*
>
> - *If a grade change of a WPCP voucher student affects a future WPCP random selection (i.e., affects whether or not another student would be selected in a future WPCP random selection, the school, unless it is one week the due date of the membership report, should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, incorrect grade level and correct grade level. If it one week to the due date of a membership report, the school should make the grade change on the membership report. The random selection may be repeated several times, and the DPI will fill available seats from the WPCP waiting list up to the 2nd Friday in January. See the "WPCP Random Selection – Overview" and the "WPCP Random Selection – DPI Notifies Parents of Students on WPCP Waiting List" sections of the Application Process Bulletin, which is available on the School Application Processing webpage, for additional information.*

MPCP & RPCP - How to correct after the application period is over: The school can change the grade by making a request to the DPI before July 31, or the school can change the grade through the enrollment/count reports.
- Before July 31: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, incorrect grade level and correct grade level for the school year they are applying. The DPI will make the change in OAS and confirm back to the school when the change is completed.

- After July 31: grade changes should be made by the school via the Preliminary Enrollment report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report.

29. How can a parent's name that is misspelled or incorrect in OAS be corrected?

The parent's first and last name in OAS should be the parent's legal name and changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial/Name	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

The parent's middle initial and suffix do not need to be reviewed and no changes need to be made if they are incorrect.

Differences in the parent's first and last name due to punctuation, spacing or capitalization do not need to be corrected in OAS. See below for examples:
- Spaces in names (Mc Donald vs McDonald)
- Apostrophe in names (Mac'Davis vs MacDavis)
- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
- Capitalization difference in name (McCloud versus Mccloud)

Corrections are made as follows for the parent's first name and last name.

How to correct during the application period: Schools should tell the parent to change the name in the Online Parent Application and re-submit the application. See the Online Parent Application Corrections Directions in this document for additional information on how parents correct information in the Online Parent Application.

How to correct after the application period is over:

- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:

    i. WPCP: By the first weekday in May
    MPCP or RPCP: By the last weekday in September

    Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, and student's name. If the parent name is incorrect for multiple students, please include the student name for each student on the application.

    ii. WPCP: After the first weekday in May through December 15
    MPCP or RPCP: After the last weekday in September through December 15

    Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP applications received during the October through December open application periods:

    i. October 1 through the last weekday in January: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, and student's name. If the parent name is incorrect for multiple students, please include the student names for each student on the application.

    ii. After the last weekday in January: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

30. How does the school correct an application if the school district in OAS is incorrect?

The school district determines which program a student is eligible for. For the WPCP, it also determines the school district that is used for the random lottery. As a result, it is extremely important that any school district changes be made as soon as possible.

See the "School District Identified on WPCP Application Incorrect" and the "Student Applies for Incorrect Program" sections in Step 1 of the Residency Documentation Bulletin, which is available on the School Application Processing webpage, for information on how to make these changes.

31. How can an incorrect address be corrected in OAS?

The student's address in the OAS Application Verification screen must be where the student resides when the parent applies to the program, must match the address on the school district verification documentation and residency documentation, and must be changed in OAS if the address is incorrect.

If the address on the school district verification document does not contain one of the required matching elements in the table below, such as a street direction or a suffix, the element(s) should not be on the residency documentation or the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin, which is available on the School Application Processing webpage. The address on the school district verification document is not required to have a unit/apartment number or description and/or a zip code since these are not required matching elements.

Please see the Address Does Not Match question in this document if the address on the residency documentation does not match the address in OAS and on the school district verification document.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes (abbreviations are allowed)
State	Yes (WI)
Zip Code	No

OAS does not need to be changed (i.e., the school does not need to email the DPI), for differences in the street direction, street suffix, or city that are due to being abbreviated versus not abbreviated. OAS does not need to be changed for differences in spacing, punctuation, or capitalization in any of the required matching elements. Additionally, OAS does not need to be changed if differences are identified for the unit/apartment number or description or the zip code or if these elements are not on a document (school district verification or residency) since a match is not required for these address components.

Some examples of differences that do *not* require a change to the information in OAS are as follows:

Residency Documentation	OAS
123 Main St.	123 Main Street
456 N 5th St	456 North 5th St.
1123 West Minster Avenue	1123 W Minster Ave or 123 W Minster Av
555 N Johnson Dr	555 N Johnson Drive or 555 N Jonson Drv
865A S 9th Place	865 A. South 9th Pl
927B 10th Street	927 B 10th Street
590 Meadowbrook Lane	590 Meadow Brook Ln
123 Merry-Creek Ave	123 Merrycreek Ave
456 1st Street	456 First St
123 Second Street	123 2nd Street
987 Watts Road	987 Watt's Road
Lk Geneva	Lake Geneva
Wisc Rapids	Wisconsin Rapids
Wisconsin Dells	Wis Dells
Adams Bch	Adams Beach
S Milw	South Milwaukee
North Hudson	N Hudson

Corrections are made as follows for the street number, street direction, street name, street suffix, city and state (corrections are not required for the unit or apartment number, unit or apartment description, or zip code):

How to correct during the application period: Schools should tell the parent to change the address in the Online Parent Application and re-submit the application. See the [Online Parent Application Corrections Directions](#) in this document for additional information on how parents correct information in the Online Parent Application.

How to correct after the application period is over:
- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:

    i.   WPCP: By the first weekday in May
        MPCP or RPCP: By the last weekday in September

        Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, and student's name. If the address is incorrect for multiple students, please include the student names for each student on the application.

    ii. WPCP: After the first weekday in May through December 15
        MPCP or RPCP: After the last weekday in September through December 15

        Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP Applications received during the October through December open application periods:

    i.   October 1 through the last weekday in January: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, and student's name. If the address is incorrect for multiple students, please include the student names for each student on the application.

    ii. After the last weekday in January: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

32. 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?

MPCP and RPCP: If the 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. This student who moved may attend the school as an MPCP or RPCP student for the entire school year for which they applied (if the student 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 be included in the application.

WPCP: If the student 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 of the Residency Bulletin, which is available on the [School Application Processing](#) webpage, for further information.

33. What if the parent's name on the residency or income documentation does not match the parent's name in OAS?

The following table includes the parts of the parent's name and indicates which parts must match the residency or income documentation.

Does the school need to obtain additional residency or income documentation if the following items are incorrect?

	Match Required?
First Name	Yes
Middle Initial/Name	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

Schools can accept residency or income documentation and verify the student application if the parent's first name and last name on the documentation match OAS. If the parent's middle initial/name or suffix on the residency or income documentation do not match OAS, no further documentation is required.

Schools can also accept residency documentation (except for the Alternative Residency Documentation Form*) or income documentation and verify the student application if the parent's first or last name on the residency or income documentation is misspelled or is not the parent's current legal name if the following is completed:

For cases where:
  i.   The parent's name is incorrectly written on the supporting residency or income documentation; and
  ii. OAS has the correct legal name.

  Some examples of these cases include:
  - Name misspelled (i.e., Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
  - Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
  - Multiple last names (Maria Gonzalez-Dominquez vs Maria Gonzalez or Maria Dominquez)

  An email or signed letter from the parent (see next paragraph) would not be sufficient for differences if there are different names. Some examples where an email or letter would not be sufficient include:
  - Ralph Smith vs Ralph Weber
  - Cynthia Anderson vs Cynthia Allison
  - Ronald McGregory vs Thomas McGregory

  The parent would email or provide a signed letter to the school stating "My correct legal name is (name in OAS). The name on my {residency or income} documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application."

  Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the email or signed letter from the parent for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible (i.e., the letter or email). The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by that time, the application will be determined ineligible.

  Schools may accept the documentation and are not required to request an email or signed letter for the differences due to punctuation, spacing or capitalization. See below for examples:
  - Spaces in names (Mc Donald vs McDonald)
  - Apostrophe in names (Mac'Davis vs MacDavis)
  - Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
  - Capitalization difference in name (McCloud versus Mccloud)

For cases where:
  i.   The parent's first or last name has changed; and
  ii. OAS has the correct legal name; and
  iii. The parent's legal name is not reflected on the supporting residency or income documentation.

The parent must provide additional documentation (i.e., birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.) to verify their legal name. **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:

- Birth certificate: Complete a copy of the [Annotation of Birth Record/Facts Form](#).
- 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.
- 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 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.

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the additional documentation for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by this time, the application will be determined ineligible.

If the residency or income documentation is in someone else's name, the application would not be correctable using this method.

If the parent's name is incorrect in OAS, schools should see the [Parent Name Incorrect](#) question in this document.

*For the Alternative Residency Documentation Form, no corrections may be made to the form after the open application period in which the application is received. If the form is not correctly completed or if the required documentation is not provided during the open application period, the application is ineligible.

34. What if the address on the residency documentation does not match the address on the school district verification document?

The student's address on the residency documentation must be where the student resides when the parent applies to the program and must match the address on the school district verification documentation and the OAS Application Verification screen. If the address on the residency documentation does not meet these requirements, schools should review the information below to determine if the parent may provide an email or letter or if the parent may provide additional documentation per the Residency Documentation Corrections section below. See the Student Address Incorrect question in this document if the student address in the OAS Application Verification screen does match the school district verification document.

If the address on the school district verification document does not contain one of the required matching elements in the table below, such as a street direction or a suffix, the element(s) should not be on the residency documentation or the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin, which is available on the School Application Processing webpage. The address on the residency documentation is not required to have a unit/apartment number or description and/or a zip code since these are not required matching elements.

Does the school need to obtain additional residency documentation if the following items do not match the school district verification document?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes*
Street Suffix (Lane, Road, Avenue, etc.)	Yes* (abbreviations are allowed)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes* (abbreviations are allowed)
State	Yes (Wisconsin or abbreviation)
Zip Code	No

*__Street Name, Street Suffix & City Misspelled on Documentation:__ If the street name, street suffix, or city is misspelled on the residency documentation, the documentation may be accepted if the parent emails or provides a signed letter to the school stating the correct address (which must match the school district verification document and OAS) and that the street name, street suffix, and/or city is misspelled on the documentation. Schools must keep the email or signed letter from the parent for their auditor review. OAS must have the correct address information. Schools must follow up with the parent to receive the additional documentation as soon as possible (i.e., the letter or email). The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by that time, the application will be determined ineligible.

Some examples of spelling mistakes that could be accepted:
- Fond u Lac vs Fond du Lac
- W Mariner St vs W Mariners St
- 123 1 Street versus 123 1st Street (other examples: 2 vs 2nd, 3 v 3rd, 4 vs 4th, etc.)
- NW123 State Highway 99 versus NW123 ST Hwy 99 or NW123 STH 99 or NW123 SH 99
- E567 County Road Z versus E567 Cnty Rd Z or E567 Cou Rd Z or E567 CR Z
- St Johns Drive vs Saint Johns Drive

The examples below would not considered spelling mistakes and could not be accepted (i.e., they are different addresses and not spelling mistakes):
- West Allis vs West Bend
- S Mariner St vs S Main St
- Saint James Lane vs St Jackson Ln

- W Johnson Ave vs W Johnson Aly
- County Road versus County Lane or County Park Road
- State Highway versus State Route or US Highway or County Highway

Spacing, Punctuation, Capitalization, and Abbreviation Differences: Residency documentation can be accepted even if there are differences in spacing, punctuation, or capitalization in any of the required matching elements or if there are differences in the street direction, street suffix, or city that are due to names being abbreviated versus not abbreviated. See the Student Address Incorrect question in this document for some examples of differences that are acceptable.

Residency Documentation Corrections: If the school identifies that the residency documentation (except for the Alternative Residency Documentation Form) does not meet all of the requirements during its acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation received during the same open application period as the application included one of the parent's names and an address. Please see the "Corrections to Residency Documentation" section of the Residency Documentation Bulletin, which is available on the School Application Processing webpage, for further information. For the Alternative Residency Documentation Form, no corrections may be made to the form after the open application period in which the application is received. If the form is not correctly completed or if the required documentation is not provided during the open application period, the application is ineligible.

35. Does the address on the income documentation need to match the address on the residency documentation, school district verification documentation, and OAS?

If the parent *is using the same document* for income and residency documentation, the address on this document *must match* the school district verification documentation and the address in the OAS Application Verification screen.

If the parent *is using a different document* for residency and income documentation, the address on the income documentation *is not required to match* the address on the residency documentation, school district verification documentation, and the OAS Application Verification screen. The address on the residency documentation must match.

Please see the Address Does Not Match question in this document and the Income Documentation Bulletin, which is available on the School Application Processing webpage, for additional information.

36. What are the next steps if the amounts on the income documentation do not match the amounts in OAS?

See the "Amounts Match" section of the Income Documentation Bulletin, which is available on the School Application Processing webpage, for an explanation of how the application should be processed if the amounts do not match.

37. What are the next steps if the income forms identified in the OAS Application Verification screen do not match the forms provided by the parent for the DPI income determination method?

If the income forms identified in the OAS Application Verification screen do not match the forms provided by the parent and it is before the end of the open application period in which the application was received, ask that the parent log back into the online parent application, correct the information, and re-submit the application. If it is after the open application period in which the application was received, the application may be correctable in limited circumstances as described in the "Corrections if Income Documentation is Missing" section of the Income Documentation Bulletin, which is available on the School Application Processing webpage.