

## Instructions for the MC-1567 2r Charter Pupil Count Report

These instructions have been created to assist 2r charter schools in accurately completing the MC-1567 2r Charter Pupil Count Report. For further assistance with completing any of the pupil count reports, contact Latoya Holiday at [latoya.holiday@dpi.wi.gov](mailto:latoya.holiday@dpi.wi.gov) or 608-266-5880.

### I. General Count Instructions for Conducting the Pupil Count

The 2r charter school must perform a physical head count as of the count date. Identify all pupils who are present on the count date. If any pupils are absent on the count date but considered enrolled on the count date, they can still be counted if they have been present for instruction at least one day during the school year prior to the count date, at least one day during the school year after the count date, and did not enroll in another school, including but not limited to, a public school, independent charter school, private school, or home-based education program during the time of absence. For a student to be counted under this scenario, the pupil must have returned and attended the school prior to the report submission in order to be included in the MC-1567 2r Charter Pupil Count Report. If the student returns after the initial submission of the pupil count report, the pupil should be added and the count adjusted through the membership audit.

### II. Guidelines for Counting Students by Category

To be counted as an eligible pupil and included on the "Pupil Listing" tab of the MC-1567 2r Charter Pupil Count Report, each pupil must meet all of the eligibility requirements, including age and attendance requirements.

#### Age:

To be counted, a pupil must meet the age requirements for the following grade levels:

- 4-year-old kindergarten - No child may be admitted to a 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year that he or she proposes to enter school.
- 5-year-old kindergarten - No child may be admitted to a 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- 1<sup>st</sup> grade - No child may be admitted to the 1st grade unless he or she is 6 years old, on or before September 1 in the year he or she proposes to enter school.

OR

- Meets the requirements of an early enrollment provision and policy that complies with sec. 120.12(25), Wis. Stat., is approved by the Charter Authorizer, and is included in the 2r charter contract.

#### Attendance:

To be counted, a pupil must meet the attendance requirements that correspond with the respective count date:

- Preliminary September Pupil Count Day- Enrolled on the first day of school in September.
- 3<sup>rd</sup> Friday in September Pupil Count Day (September 16, 2016)- In attendance for instruction on September 16, 2016 or in attendance for instruction at least one day before and one day after the 3<sup>rd</sup> Friday in September during the school year and did not enroll in another school, including but not limited to, a public school, independent charter school, private school, or home-based education program during the time of absence.

- 2<sup>nd</sup> Friday in January Pupil Count Day (January 13, 2017)- In attendance for instruction on January 13, 2017 or in attendance for instruction at least one day before and one day after the 2<sup>nd</sup> Friday in January during the school and did not enroll in another school, including but not limited to, a public school, independent charter school, private school, or home-based education program during the time of absence.

### **Reported Grade Levels and Required Hours of Instruction:**

#### **Pre-School – Special Education:**

This is typically a 3 or 4 year old Special Education program. Count the number of special education pupils. If your school does not offer a 4-year old kindergarten program, then 4-year old special education pupils must be counted here.

#### **4-Year Old Kindergarten (437 hrs):**

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school.

A 4-Year Old Kindergarten program shall have at least 437 hours of direct pupil instruction. The school may substitute 87.5 hours of the scheduled 437 hours for outreach activities.

#### **4-Year Old Kindergarten (524.5 hrs): 437 Hours plus at least 87.5 Hours of Outreach**

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school.

This 4-Year Old Kindergarten program shall have at least 437 hours of direct pupil instruction, plus at least 87.5 hours of outreach activities for a minimum total of 524.5 hours, exclusive of Title 1 time. The school shall **NOT** substitute instructional time for outreach activities. For additional information on K4 outreach, click the following link: [http://ec.dpi.wi.gov/ec\\_ecoutrpg](http://ec.dpi.wi.gov/ec_ecoutrpg)

#### **5-Year Old Kindergarten ½ Day**

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school. A program of this type usually meets for half a day every day but other configurations may be utilized.

#### **5-Year Old Kindergarten 3 Full Days (per week):**

A program that meets at least 3 full days each week, but less than 4 full days, for the entire school year.

#### **5-Year Old Kindergarten 4 Full Days (per week):**

A program that meets at least 4 full days each week, but less than 5 full days, for the entire school year.

#### **5-Year Old Kindergarten 5 Full days (per week) (1,050 hrs):**

A program that meets at least 5 full days each week, for the entire school year.

#### **Grades 1 – 12 (1,050 hrs for grades 1-6; 1,137 hrs for grades 7-12):**

A program that meets at least 5 full days each week, for the entire school year.

### **III. Reporting Pupil School District of Residence**

When completing the "Pupil Listing" tab of the MC-1567 2r Charter Pupil Count Report, the school district of residence must be selected for each pupil listed. If you are unable to determine the pupil's resident school district, you may use one of the options below:

**Racine:** If a student lives in Racine, schools may use the Racine Unified School District transportation website at <http://205.213.125.57/livewq/webquery/> to verify if the student lives within the Racine Unified School District boundaries. Addresses that are in the RUSD transportation website are in the Racine Unified School District. Additionally, schools may use the general options available for all school districts.

**Milwaukee:** If a student lives in Milwaukee, schools may use the following school district verification methods in addition to the general options available for all school districts:

- Map It: [http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2\\_prod.jsp](http://itmdapps.ci.mil.wi.us/MyMHome/SearchDB2_prod.jsp) Addresses that are included in Map It are in the City of Milwaukee.
- Milwaukee Election Commission:  
<http://itmdapps.milwaukee.gov/electedreps/pollingElectedReps/checkAddress.jsp>. If the address is in the City of Milwaukee, a voting location and office holder report will be displayed.

**Kenosha:** If a student lives within the Kenosha Unified School District (KUSD), schools may use the KUSD Boundary Interactive Map <http://www.kusd.edu/schools/school-boundaries>. Addresses that are displayed with a pinpoint on the map are within the district. The message “That location is outside the district boundaries.” is displayed for addresses outside the district. Additionally, schools may use the general options available for all school districts.

**District Verification Options for All Districts:** Schools may use any of the methods below to determine the school district in which an address is located.

- Copy of property tax bill. Please note that certain individuals (such as those who rent) may not have a copy of the property tax bill.
- My Vote Wisconsin can be used for addresses where the school district is shown for school board elections. <https://myvote.wi.gov/> Click Regular Voter. Click Address Search. Enter address and click search. Scroll down to the “What’s on My Ballot?” section to see if there is a school board election with the school district name.
- County Clerk or County Assessor web Sites:
  - <http://www.wisconsincountyclerks.org/county-clerk-profiles>. Click on the county of the student’s residence on the map.
  - [http://www.doa.state.wi.us/Documents/DIR/Land\\_Information/Parcel\\_Initiative/County\\_Contacts.pdf](http://www.doa.state.wi.us/Documents/DIR/Land_Information/Parcel_Initiative/County_Contacts.pdf) Click on the county of the student’s residence under the Real Property Lister Link column.
- City Clerk or City Assessor web sites: Search to see if there is an online site for the city that contains property tax bills with the school district identified.
- Statewide Parcel Map: <http://www.doa.state.wi.us/Divisions/Intergovernmental-Relations/Land-Information-Program/Statewide-Parcel-Map-Initiative/>. See Appendix A for detailed instructions.
- County Land Information:  
[http://www.doa.state.wi.us/Documents/DIR/Land\\_Information/Parcel\\_Initiative/County\\_Contacts.pdf](http://www.doa.state.wi.us/Documents/DIR/Land_Information/Parcel_Initiative/County_Contacts.pdf) Click on the county of the student’s residence under the GIS Website Link column.
- Public School District Online Interactive Boundary Map Websites: If a public school district has an online interactive map website that displays the parent’s address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by schools to verify the resident school district.

## Appendix A: Statewide Parcel Map Directions

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

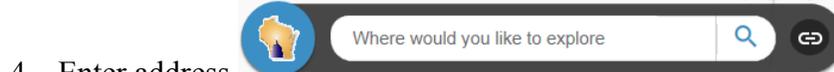
Directions:

1. Go to: <http://www.doa.state.wi.us/Divisions/Intergovernmental-Relations/Land-Information-Program/Statewide-Parcel-Map-Initiative/>



2. Click

3. Click  in the Version 1 Statewide Parcel Map gray box to search for an address.



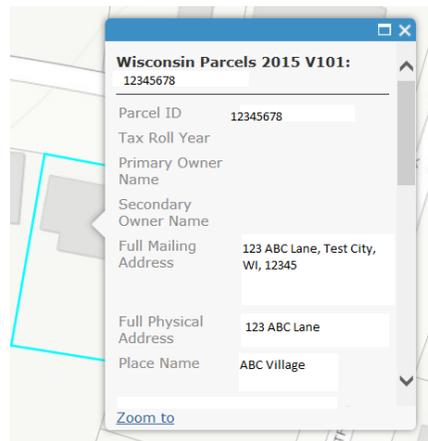
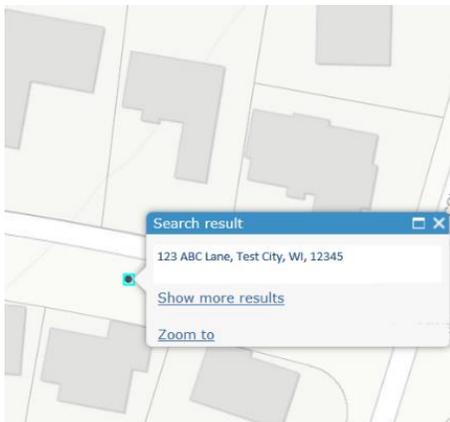
4. Enter address in “Where would you like to explore”. Include WI for state as part of the address. Click .

5. The parcel map will display with a blue dot near the address (left picture below).

6. Click on the gray parcel close to the blue dot to find the parcel for the specific address. The middle picture below will then be displayed.

7. Click  in the middle box below to display the full screen view. Print the full Parcel information for your records for a or b below.

- a. If the school district name is identified, use this to verify the district on the application.
- b. If the school district number only is identified, cross reference the school district name on the School District Domain Directory <http://dpi.wi.gov/gis/school-district-domain-directory> and write the school district name on the printout.
- c. If the school district number and name are not displayed, please use an alternative option in the email.



Wisconsin Parcels 2015 V101: 12345678	
Parcel ID	12345678
Tax Roll Year	
Primary Owner Name	
Secondary Owner Name	
Full Mailing Address	123 ABC Lane, Test City, WI 12345
Full Physical Address	123 ABC Lane
Place Name	ABC Village
School District	ABC School District 12345
School District Number	
Improved Structure	YES
Total Assessed Value	
Assessed Value of Land	25,000
Assessed Value of Improvements	100,000
Estimated Fair Market Value	
Net Property Tax	
Gross Property Tax	
Class of Property	G1
Auxiliary Class of Property	
Deeded Acres	0.21
County Name	DANE
Load Date	06/08/2015
Parcel Source FIPS	025
Parcel Source	DANE COUNTY