

DATE: August 2015
TO: 2r Charter School Administrators
FROM: Jacqueline Jordee, School Management Services
RE: Payment of 2R Charter School Aids

Wisconsin statute s118.40 (2r) created the Independent Charter School program and determined how aid would be paid to the participating charter schools. Aid will be paid to participating Charter Schools in four increments of 25% each. The total amount of aid to each participating school will be determined by multiplying the eligible full time equivalent (FTE) membership of the school by \$8,079 per pupil in 2015-16. There was \$4 increase in the per pupil amount for 2015-16.

Although actual membership data is determined based upon the third Friday in September and the second Friday in January, **the September checks will be based on the September 1 data.** The pupil count forms are now electronic and must be used. This should make the submittal of the membership data more efficient.

In order for your school's aid to be properly calculated please observe the following important dates:

(1) September 1, 2015, or first day of school in September

Preliminary Pupil Count Report

The aid payment for September will be based upon the September Preliminary Pupil Count Report as of the first day school was held in September 2015. The Preliminary Pupil Count Report must be submitted on or before September 8, 2015. In order for the September aid payment to be paid on time, we must receive this count in a timely manner. **If you think the mail may not reach us in time, please consider faxing the report to us at 608-267-9207 or scanning and e-mailing to jacqueline.jordee@dpi.wi.gov.**

The report must contain the following items:

- (i) **A class list of the charter school pupils enrolled must be included.** Please indicate that each pupil qualifies for the charter school program by listing the county and resident school district in which the pupil resides. Any kindergarten class must be identified by program type (4 year old/ 437 hours, 4 year old 437 hours plus outreach, etc.).
- (ii) The total pupil count and charter school pupil count for each program type must be submitted on the DPI Pupil Count Report (**MC-1567**), "PRELIMINARY SEPTEMBER PUPIL COUNT REPORT." This would include all pupils that have actually enrolled in school.

Although actual membership data is determined based upon the third Friday in September and the second Friday in January, **the September checks will be based on this preliminary September data.**

(2) September 18, 2015

Third Friday in September (Pupil Count Day)

Along with the September Third Friday Pupil Count Report (**MC-1567**), include a list of all charter pupils. Include with the Third Friday report all applications for pupils included on the class list that were not previously reported in the preliminary report and how they qualified. **The Third Friday**

report and the list of charter pupils are due at DPI by October 2, 2015.

(3) September 21, 2015

The first payment will be made, not to exceed 25% of the 2015-16 anticipated annual distribution, which is based on the September 2015 Preliminary Pupil count multiplied by \$8,079 per pupil. The payment will be made by electronic fund transfer.

(4) December 7, 2015

The second payment will be made, not to exceed 50% of the 2015-16 anticipated total distribution. It is based on the September Third Friday Pupil Count Report and will be adjusted accordingly.

(5) January 8, 2016

Second Friday in January (Pupil Count Day)

Along with the January Second Friday Pupil Count Report (**MC-1567**), include a list of all charter school pupils. Include with the 2nd Friday report all applications for pupils included in the class list that were not previously reported. Indicate how these pupils qualified. **The Second Friday Report and the list of charter pupils are due at DPI by January 22, 2016.**

(6) February 16, 2016

The third payment will be made, which will not exceed 75% of the 2015-16 total distribution. The payment is based on the average of the September and January Pupil Count Reports.

(7) May 2, 2016

The **Membership audits of the September 2015 and January 2016 pupil counts** for schools receiving payments during the 2015-16 school year **are due May 2, 2016**. Each school must engage a certified public accounting firm to provide a membership audit of the 2015-16 pupil counts. The final aid payment may be withheld until the audit is submitted.

Please direct your auditors to the 2r Charter School Membership Audit Program on the DPI web site (http://sms.dpi.wi.gov/sms_cs_2r_audit_info).

(8) June 6, 2016

The fourth payment will be made, which will include all amounts not distributed to this point. The payment is based on the average of the September 2015 and January 2016 Pupil Count Reports. This payment will also include any adjustments necessary due to the membership audits.

If you have any questions regarding the submission of class lists and membership reports please call Jacqueline Jordee at 608/267-9134.