

Date: November 14, 2016  
To: Choice Administrators  
From: Private School Choice Programs Staff  
Re: Agreement on Random Selection

Schools participating in the Milwaukee Parental Choice Program (MPCP) or the Racine Parental Choice Program (RPCP) must have a random selection plan to ensure students are selected on a random basis. If the number of eligible choice student applications for any grade level received during an open application period exceeds the number of seats available, schools must hold a random drawing to determine which applicants are accepted. The Department of Public Instruction (DPI) will conduct the random selection for the Wisconsin Parental Choice Program (WPCP) in the 2017-18 school year.

Each private school that intends to participate in the Milwaukee Parental Choice Program (MPCP) or the Racine Parental Choice Program (RPCP) shall submit its random selection plan and have the plan approved by the State Superintendent no later than January 10, 2017.

The MPCP and RPCP choice administrator of the school may choose one of the following for the random selection plan:

1. Voluntarily agree that the school will accept pupils into the MPCP and/or the RPCP and conduct a random selection, if required, in accordance with the guidelines below "Agreement on Random Selection Process for Admission into the Milwaukee Parental Choice Program and the Racine Parental Choice Program". The school can select to voluntarily agree to the plan below when completing the Notice of School's Intent to Participate. The electronic submission of the signed document included with the School's Notice of Intent to Participate will signify the State Superintendent's approval of the school's plan.
2. Submit its own random selection plan for approval by the State Superintendent prior to January 10, 2017. The school can select to submit its own random selection plan when completing the Notice of School's Intent to Participate. The school will then submit the plan to the DPI via email to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov). The plan must be submitted to the DPI and approved by the State Superintendent prior to January 10, 2017. If a school fails to meet this deadline, the school will not be eligible to participate in the PSCP during the 2017-18 school year. It is in the school's best interest to submit the plan as soon as possible so that any edits or questions can be resolved well in advance of the January 10 deadline.

### **Agreement on Random Selection Process for Admission into the Milwaukee Parental Choice Program and the Racine Parental Choice Program**

#### **Applications**

- The school has complied with all other program requirements.
- The school shall accept all choice program applications, from either continuing choice pupils at the school or new applicants, only during the open application periods indicated on the "Notice of School's Intent to Participate" form.
- A student application for the choice program is considered complete only if all of the following are received by the school during an open application period: (a) a completed choice program student application; (b) 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); (c) proof of residency;

(d) a completed "Annotation of Birth Certificate" form for 4- and 5-year-old kindergarten pupils (if required by the school); and (e) a copy of immunization records (if required by the school).

- Prior to each open application period, the school shall determine the number of seats available for the choice program at each grade level. The school, upon receipt of the required supporting documentation, shall notify the applicant of the number of seats available at the grade level of the applicant, the dates of the open application period, and the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available. The school shall also notify the applicant that they are not required to be present at the random drawing, and that they will be notified immediately after the drawing (but no later than 60 days after their initial application) of their acceptance or non-acceptance into the choice program at the school.

### **Random Selection**

- After the close of the open application period, if the number of eligible choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing, if necessary, shall be held within one week of the end of the application period and prior to the count date.
- At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions:
  - The private school may give preference to the following in accepting applications, in order of preference listed:
    1. pupils who attended the private school under the choice program during the previous year and their siblings;
    2. pupils who attended a different private school under a choice program during the previous year and their siblings; and,
    3. siblings of pupils who have been randomly accepted to attend the private school under the choice program who did not attend a private school under a choice program in the previous year.
- The random drawing shall continue until all available seats are filled and a waiting list order is determined in the event a previously filled spot becomes available or the school opens additional seats at a later date. In the Milwaukee Parental Choice Program and the Racine Parental Choice Program, schools may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list, if applicable.
- Letters shall be mailed to all applicants, informing the applicants of their acceptance or their number on the waiting list, on the day following the random drawing. If the school rejects a student application, the letter of nonacceptance must include the reason why the pupil was not accepted. All applicants shall be notified of their status within 60 days of the date the student application was submitted to the school.
- Applicants accepted into the PSCP shall have a reasonable period of time to confirm enrollment.
- Applicants on the waiting list are not carried over to the next school year.

Please contact the DPI with any questions at [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov) or 1-888-245-2732 ext. 3.