



# SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

Bulletin 01-05

Revised January 2017

## Continuing Student Eligibility

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The following information is intended to assist participating private schools in understanding the requirements that a SNSP student must meet in order to retain SNSP eligibility.

SNSP students are not required to reapply or submit annual applications to the program. A student who has been accepted into the SNSP will continue to receive a SNSP scholarship until one of the following occurs: (a) the student graduates from high school; (b) the student turns 21; (c) the student no longer resides in Wisconsin; (d) the student is enrolled, in or out of Wisconsin, in a private school that is not participating in the SNSP, a home-based educational program, a charter school, or a public school district; (e) the parent does not make the student available for an Individualized Educational Program (IEP) team reevaluation; or (f) a partial scholarship student leaves the participating private school that he/she is attending. Further, a student can only attend another participating private school if a transfer request form is completed and accepted at the school a student is transferring to before the student starts attending the new school. See the “Transfer” section on the following pages for additional information.

*Residency Reverification:* Annually, beginning in the second year that a SNSP student participates in the program, the student’s parent is required to provide residency documentation to the participating private school. The residency document must be provided to the student’s private school on or before October 1 and must be dated between the 3<sup>rd</sup> Friday in August and October 1 of that current school year. Residency changes must be reported to the department in the 3<sup>rd</sup> Friday in September Pupil Count Report.

If the student’s address has changed, the private school must also determine the current resident school district for the student. See the residency bulletin for information on the allowed residency documents and how to verify the current resident school district. The bulletin is available at <http://dpi.wi.gov/sms/special-needs-scholarship/student-applications-processing>.

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Reevaluation: In order for a student to be able to continue his/her participation in the SNSP, the student's parent/guardian must make the student available for a reevaluation within sixty (60) days of a reevaluation request being made by the student's resident school district. Public school districts may only make a reevaluation request once every three (3) years for each SNSP student. An IEP team, appointed by the student's resident school district, will complete the reevaluation. The three year reevaluation period is determined as follows:

- For a student that had an IEP team evaluation or reevaluation within three (3) years of having been accepted into the SNSP, the student's three (3) year reevaluation period is determined from the date of that most recent evaluation or reevaluation.
  - o For example, if a student's most recent evaluation or reevaluation was on September 1, 2015, and the student is accepted to participate in the SNSP for the 2016-17 school year, then the student's resident school district could make a request for the student to be reevaluated by September 1, 2018. The parent must make the student available for the reevaluation within sixty (60) days of that request.
- For a student that has not had an IEP team evaluation or reevaluation within three (3) years from when the student begins attending a school as an SNSP student, the student's three (3) year reevaluation date is determined from the date that the student begins attending a school as an SNSP student.

If an IEP Team decides to waive a student's three (3)-year reevaluation, for SNSP eligibility purposes, the student's parent must provide a Reevaluation Waiver Agreement signed by the IEP Team and parent to the SNSP school. The school must retain the Reevaluation Waiver Agreement in the student's file for auditing purposes. If a student's reevaluation is waived by the IEP Team, the student's next reevaluation date would be three (3) years from the date of the Reevaluation Waiver Agreement.

If, during a student's IEP team reevaluation, the student is determined to no longer have a disability, then the student will receive a partial scholarship beginning the school year after the determination is made. A partial scholarship student is able to continue to participate in the SNSP at that school. The partial scholarship that the school will receive will be at the Private School Choice Programs' rate. The student is still considered to be a participant in the SNSP, not the Private School Choice Programs. If a partial scholarship student transfers to another school, the student will not be able to retain the SNSP scholarship.

Transfer: A student receiving a full SNSP scholarship may transfer to another SNSP school and retain his/her scholarship. A SNSP student who has been determined to no longer have a

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disability may not transfer to another SNSP school and retain his/her SNSP scholarship. Transfer requests may be made at any time during a school year.

In order for a SNSP student to transfer and successfully retain his/her scholarship, the student would need to complete a Transfer Request Form and submit the transfer request form and all required documents to the school that he/she would like to transfer to. A transfer request is not considered to be “received” by the school until the school has all of the following documents in its possession:

- A complete transfer request form;
- Residency documentation; and
- The student’s most recent IEP or services plan.

The residency documentation requirements for transfers are the same as the regular application requirements. Further information on transfer requests can be found in the Transfer Request Information Bulletin and further information on required residency documentation can be found in the Residency Documentation Bulletin. Both bulletins are located on the SNSP webpage at <http://dpi.wi.gov/sms/special-needs-scholarship/bulletins>.