

DATE: August 28, 2014

TO: Independent 2r Charter School Administrators

FROM: Jacqueline Jordee, School Management Services

RE: Payment of 2R Charter School Aids

Sec. 118.40 (2r) (e) 3m, Wis. Stats., provides how aid would be paid to the charter schools established under sec. 118.40(2r), Wis. Stats. Under this provision, 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 \$8,075 per pupil in 2014-15. Note this is an annual increase of \$150 per pupil compared to \$7,925 in 2013-14. All payments will be made by electronic fund transfer. 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 changes made to the 2r charter school pupil residency requirements in sec. 118.40(2r)(c)4., Wis. Stats., by 2013 Wisconsin Act 20, have made the collection of additional information by the DPI necessary. Pupil resident county and resident school district are required data items in order to determine student eligibility and allocate and disburse federal and state grant funds. Therefore pupil resident county and resident school district must be reported by the 2r charter schools through the 2r Charter Pupil count Report (MC-1567). The 2r charter pupil count form has been updated to an Excel worksheet. Schools must use this form. Detailed instructions for completing the form are included on the first tab of the form. The form completes many items automatically and reduces data entry. This should make the submittal and tabulation of the membership data more efficient.

The 2r Charter Pupil Count Report (MC-1567) and Instructions for the MC-1567 2r Charter Pupil Count Report can be found at http://sms.dpi.wi.gov/sms_2renroll

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

(1) September 1, 2014, 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 2014. The Preliminary Pupil Count Report must be submitted on or before September 8, 2014. In order for the September aid payment to be paid on time, we must receive this count in a timely manner. **Please e-mail the forms to jacqueline.jordee@dpi.wi.gov.**

Schools must use the 2r Pupil Count Report (MC-1567). The report contains the following items:

- (i) **A class list of the charter school pupils enrolled.** 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 for each program type automatically calculates in the 2r Pupil Count Report (MC-1567) and must be submitted to DPI as part of the report. This would include all pupils that have actually enrolled in school. The form will automatically calculate the number of charter school pupils based on the class list.

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 19, 2014

Third Friday in September (Pupil Count Day)

Complete the 2r Pupil Count Report (MC-1567) for the 3rd Friday in September count. This report includes a list of all charter pupils. Please indicate the pupil meets the residency requirements for the charter school program by listing the county and school district in which the pupil resides. Add new pupils that meet the 3rd Friday in September count requirements that were not included on the previous count report to the bottom of the report. Do not remove any pupils that did not meet the 3rd Friday in September count requirements. Leave the pupils on the listing with the correct information for the prior count date and leave the 3rd Friday in September count box blank. **The Third Friday report which includes the list of charter pupils is due to DPI on or before October 3, 2014.**

(3) September 22, 2014

The first payment will be made, not to exceed 25% of the 2014-15 anticipated total distribution, which is based on the September 2014 Preliminary Pupil count multiplied by \$8,075 per pupil.

(4) December 1, 2014

The second payment will be made, not to exceed 50% of the 2014-15 anticipated total distribution less the September payment. It is based on the September Third Friday Pupil Count Report and will be adjusted accordingly.

(5) January 9, 2015

Second Friday in January (Pupil Count Day)

Complete the 2r Pupil Count Report (MC-1567) for the 3rd Friday in January count. This report includes a list of all charter pupils. Please indicate the pupil meets the residency requirements for the charter school program by listing the county and school district in which the pupil resides. Add new pupils that meet the 2nd Friday in January count requirements that were not included on the previous count report to the bottom of the report. Do not remove any pupils that did not meet the 2nd Friday in January count requirements. Leave the pupils on the listing with the correct information for the prior count date(s) and leave the 2nd Friday in January count box blank. **The Second Friday Report which includes the list of charter pupils is due to DPI on or before January 23, 2015.**

(6) February 17, 2015

The third payment will be made, not to exceed 75% of the 2014-15 total distribution, less the September and December payments. The payment is based on the average of the September and January Pupil Count Reports.

(7) May 1, 2015

The **Membership audits of the September 2014 and January 2015 pupil counts** for schools receiving payments during the 2014-15 school year **are due May 1, 2015**. Each school must make arrangements with a certified public accounting firm to provide a membership audit of the 2014-15 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/files/sms/doc/cs_2r_membership_audit.doc

(8) June 1, 2015

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 2014 and January 2015 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 count reports please call Jacqueline Jordee at (608) 267-9134. If you have any questions on how to complete the Excel count report please contact Terry Casper at (608) 267-9105.