



**Wisconsin Department of Public Instruction**

# Private School Choice Program: Continuing Eligibility Report

# Continuing Eligibility Report

- In order to continue participating in the program in the following year, a school must provide evidence that it has met one of the following:
  - 70% of Choice pupils advance one grade
  - School's average attendance for Choice pupils is 90%
  - 80% of Choice pupils demonstrate significant academic progress
  - 70% of the Choice families meet parental involvement criteria established by the school

# Continuing Eligibility Report

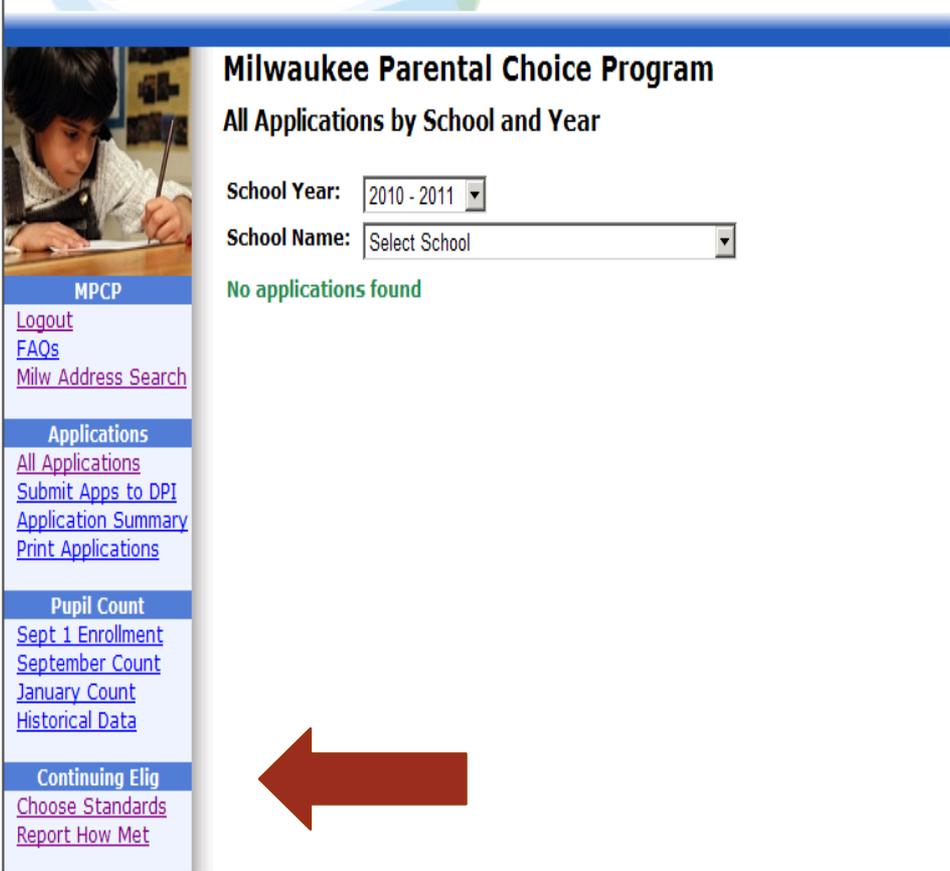
- A school must report to DPI by October 15, the standard and criteria the school will use for the current school year.
- By June 30 of that year, the school must submit documentation verifying the school has met one of the standards.
- Reports are submitted electronically.
- Continued participation in the program will be terminated if the selected standard is not met.

# Before you begin

- Know which standard you will choose.
- Have your objectives, standards, test information ready to copy into the on-line system if you are choosing a standard other than attendance.
- Remember to save data you must click “Next.”
- Only the Choice administrator can submit the report. The Choice administrator must have completed the OAS training and have his or her own password.
- A designee with an on-line application system password can work on this report, but cannot submit the report.

# Starting the Report

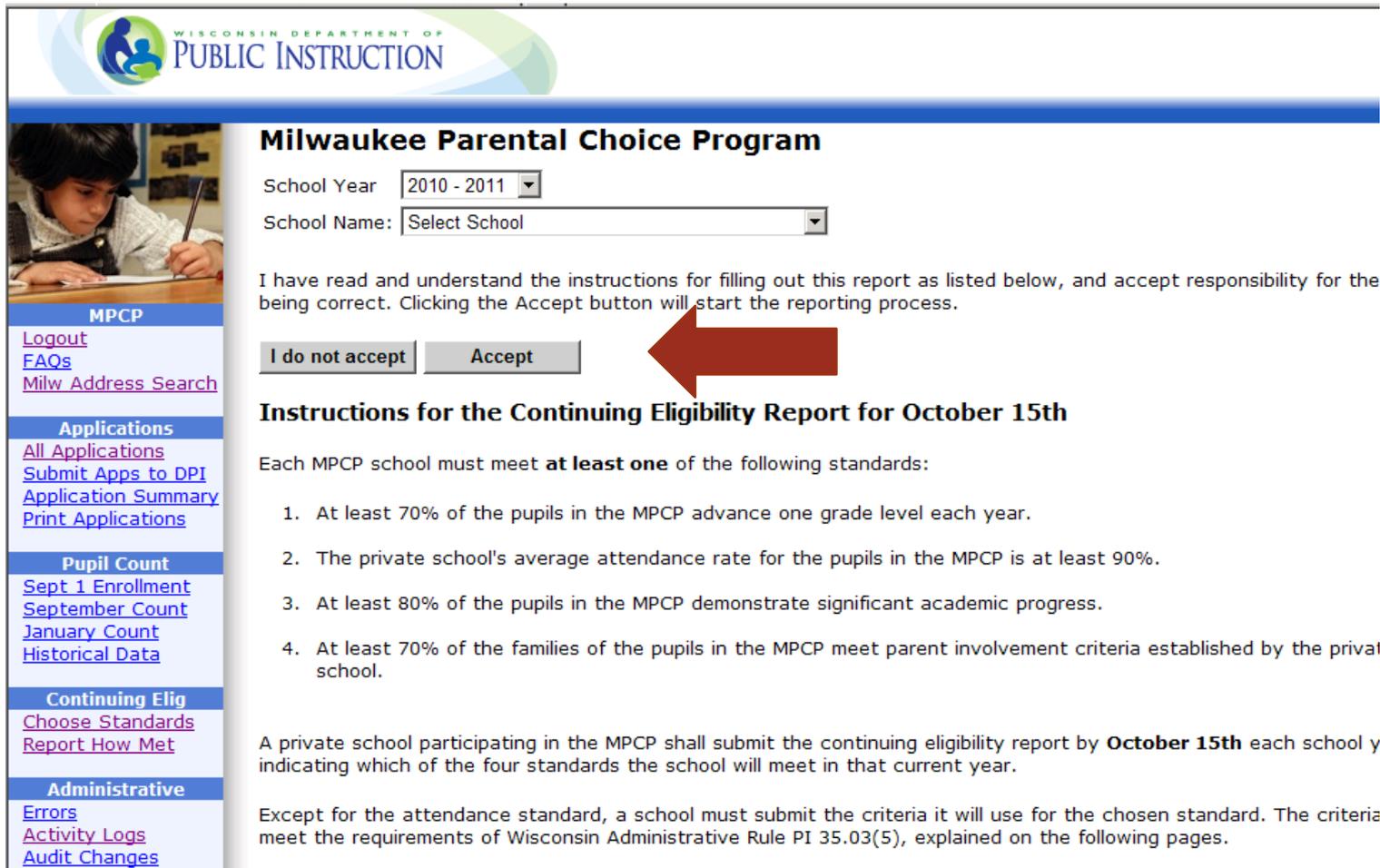
- Log in
- On navigation bar find “Continuing Elig” section
- The section includes a link to the “Choose Standards” report due on October 15 and the “Report How Met” report due on June 30 continuing eligibility reports.
- Click “Choose Standards” to start the October 15 report.



The screenshot displays the Milwaukee Parental Choice Program website. The main heading is "Milwaukee Parental Choice Program" with the sub-heading "All Applications by School and Year". There are two dropdown menus: "School Year" set to "2010 - 2011" and "School Name" set to "Select School". Below these is a green message: "No applications found". On the left is a navigation menu with sections: "MPCP" (Logout, FAQs, Milw Address Search), "Applications" (All Applications, Submit Apps to DPI, Application Summary, Print Applications), "Pupil Count" (Sept 1 Enrollment, September Count, January Count, Historical Data), and "Continuing Elig" (Choose Standards, Report How Met). A large red arrow points from the "Choose Standards" link in the navigation menu towards the main content area.

# Instructions

Read through instructions and click “accept.”



**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

## Milwaukee Parental Choice Program

School Year:

School Name:

I have read and understand the instructions for filling out this report as listed below, and accept responsibility for the being correct. Clicking the Accept button will start the reporting process.

### Instructions for the Continuing Eligibility Report for October 15th

Each MPCP school must meet **at least one** of the following standards:

1. At least 70% of the pupils in the MPCP advance one grade level each year.
2. The private school's average attendance rate for the pupils in the MPCP is at least 90%.
3. At least 80% of the pupils in the MPCP demonstrate significant academic progress.
4. At least 70% of the families of the pupils in the MPCP meet parent involvement criteria established by the private school.

A private school participating in the MPCP shall submit the continuing eligibility report by **October 15th** each school year indicating which of the four standards the school will meet in that current year.

Except for the attendance standard, a school must submit the criteria it will use for the chosen standard. The criteria meet the requirements of Wisconsin Administrative Rule PI 35.03(5), explained on the following pages.

**MPCP**  
[Logout](#)  
[FAQs](#)  
[Milw Address Search](#)

**Applications**  
[All Applications](#)  
[Submit Apps to DPI](#)  
[Application Summary](#)  
[Print Applications](#)

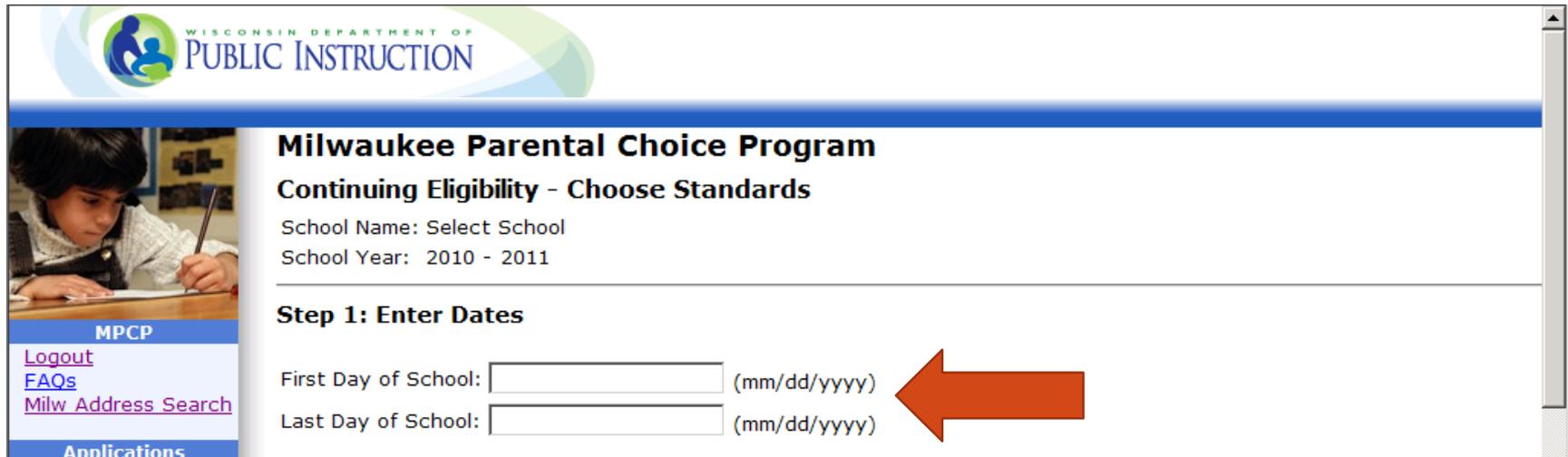
**Pupil Count**  
[Sept 1 Enrollment](#)  
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[Historical Data](#)

**Continuing Elig**  
[Choose Standards](#)  
[Report How Met](#)

**Administrative**  
[Errors](#)  
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# Step 1: Enter School Term Dates

- **Follow Date Format (mm/dd/yyyy)**
- **Double-check the dates entered. Dates must match dates submitted on Hours of Instruction Report**
- **Error messages will appear if dates are invalid.**



The screenshot shows the Milwaukee Parental Choice Program (MPCP) web application interface. At the top left is the Wisconsin Department of Public Instruction logo. Below it is a navigation menu with links for [Logout](#), [FAQs](#), [Milw Address Search](#), and [Applications](#). The main content area is titled "Milwaukee Parental Choice Program" and "Continuing Eligibility - Choose Standards". It includes fields for "School Name: Select School" and "School Year: 2010 - 2011". Below this, the section "Step 1: Enter Dates" contains two input fields: "First Day of School:  (mm/dd/yyyy)" and "Last Day of School:  (mm/dd/yyyy)". A large red arrow points to the "First Day of School" input field.

**Milwaukee Parental Choice Program**  
**Continuing Eligibility - Choose Standards**  
School Name: Select School  
School Year: 2010 - 2011

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**Step 1: Enter Dates**

First Day of School:  (mm/dd/yyyy) ←

Last Day of School:  (mm/dd/yyyy)

# Step 2: Enter Meeting Dates

- **Schools must schedule two meetings at which members of the governing body of the school will be present and parents can attend and meet and communicate with the board members.**
  - **Schools must enter the dates of the meeting in this OAS report, and**
  - **Give written notice to parents at least 30 days prior to the meetings dates of the meeting date, time and place.**

## Step 2: Enter Meeting Dates

MPCP and PPSCP schools are required to annually schedule two meetings at which members of the governing body of the school will be present and at which all pupils and the parents or guardians of all pupils applying to attend the school or attending the school may meet and communicate with board members. The school must, within 30 days after the start of the school term, notify DPI in writing of the scheduled meeting dates and, at least 30 days before the scheduled meeting date, notify in writing all pupils or the parent or guardian of each minor pupil applying to attend the school or attending the school of the meeting date, time and place.

Please list your school's two meeting dates for the current school year:

1st Meeting:  (mm/dd/yyyy)

2nd Meeting:  (mm/dd/yyyy)



## Step 2: Choose Standard(s)

Each Choice school must meet **at least one** of the following standards:

- 1) At least **70%** of the pupils in the choice program **advance one grade level** each year.
- 2) The private school's average **attendance rate** for the pupils in the choice program is at least **90%**.
- 3) At least **80%** of the pupils in the choice program demonstrate **significant academic progress**.
- 4) At least **70%** of the **families** of the pupils in the choice program meet **parent involvement** criteria established by the private school.

# 1. 70% of Choice Students Advance One Grade Grades 9 through 12

- **Schools with grades 9-12 must check the box in front of 1., if choosing this standard.**



- 1. **Grade Advancement:** At least **70 percent** of the pupils in the program advance one grade. (Wisconsin Admin. Code PI 35.03(5)(b) 1.a. and b.)

*Grades 9 through 12:* "advance one grade level" means a successful completion of at least **4 credits** or the equivalent as approved by the state superintendent during each school year.

- **A student in grades 9-12 must successfully complete at least 4 credits or the equivalent as approved by DPI, to meet the advance criteria.**

# 1. 70% of Choice Students Advance One Grade Grades K through 8

**Schools with grades K-8 must check the box  
in front of either a or b.**

*Kindergarten through 8th grade:* each participating private school shall ensure that each pupil in the program who is advanced one grade level has met one of the following two criteria:



a. **Achieve Instructional Objectives:** Achievement of **70 percent** of the instructional objectives specific to each grade level in reading, mathematics and language arts which are introduced during each semester of the current school year. Under this standard, a private school shall do all of the following:

- establish written objectives and performance standards for reading, mathematics and language arts for each grade in which pupils are enrolled in the private school choice program,
- document written criteria and methodology for evaluating pupil performance for each objective,
- document each pupil's performance using the evaluation method specified in a written record, and
- maintain these records for three years.



b. **Achieve Grade Increases:** Achievement of at least **.08 grade equivalent increase** for each month between the spring or fall and spring administration of the *standardized achievement test*. Under this standard, the school must:

- report the tests to be administered,
- report the dates on which they will be administered, and
- maintain each student's answer sheets and score information for three years.

*Grade equivalent* means the scaled score determined by a test publisher which corresponds to a pupil's raw score on a standardized achievement test.

*Standardized achievement test* means a published, nationally normed test which provides a valid and reliable measure of a pupil's present achievement level in comparison with age or grade level cohorts.

# 1a. 70% of Choice Students Advance One Grade Grades K through 8

## If you select 1a – Achieve Instructional Objectives

- Type or copy and paste your school’s instructional objectives and performance standards for each grade in reading, math and language arts in the box.
- Click “Next” to save text.

You have chosen the following standard for pupils in the MPCP program in grades K-8:

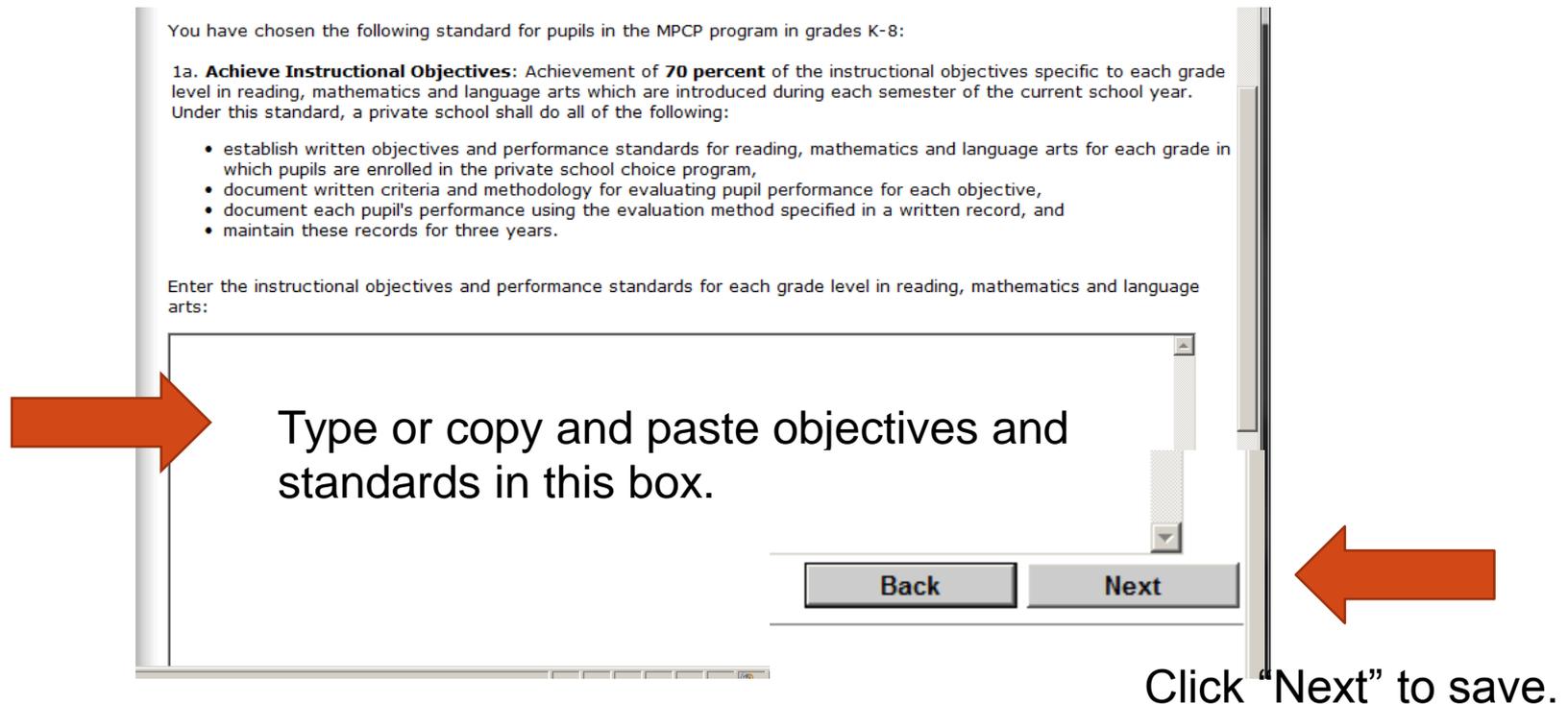
**1a. Achieve Instructional Objectives:** Achievement of **70 percent** of the instructional objectives specific to each grade level in reading, mathematics and language arts which are introduced during each semester of the current school year. Under this standard, a private school shall do all of the following:

- establish written objectives and performance standards for reading, mathematics and language arts for each grade in which pupils are enrolled in the private school choice program,
- document written criteria and methodology for evaluating pupil performance for each objective,
- document each pupil's performance using the evaluation method specified in a written record, and
- maintain these records for three years.

Enter the instructional objectives and performance standards for each grade level in reading, mathematics and language arts:

Type or copy and paste objectives and standards in this box.

Back Next



Click “Next” to save.

# 1b. 70% of Choice Students Advance One Grade Grades K through 8

## If you select 1b – Achieve Grade Increases on Standardize Tests

- Type the name of a minimum of two nationally normed standardized tests.
- Type dates of tests: Must be either in the spring of the prior year and fall of the current year or the fall and spring of the current year.
- Click “Next” to save data.

You have chosen the following standard for pupils in the MPCP program in grades K-8:

**1b. Achieve Grade Increases:** Achievement of at least **.08 grade equivalent increase** for each month between the spring or fall and spring administration of the *standardized achievement test*. Under this standard, the school must:

- report the tests to be administered,
- report the dates on which they will be administered, and
- maintain each student's answer sheets and score information for three years.

*Grade equivalent* means the scaled score determined by a test publisher which corresponds to a pupil's raw score on a standardized achievement test.

*Standardized achievement test* means a published, nationally normed test which provides a valid and reliable measure of a pupil's present achievement level in comparison with age or grade level cohorts.

List below the names of the tests to be administered and the dates of administration. A minimum of 2 tests is required.

	Test Name	Test Administration Date
1.		
2.		
3.		
4.		
5.		

Back Next



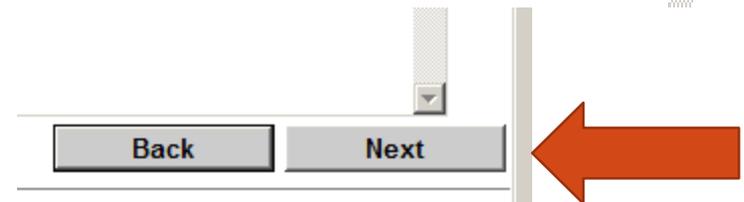
Click “Next” to save.

## 2. 90% Choice Attendance Rate

- Click 2, if your school is choosing to meet the 90% attendance rate for Choice pupils.
- Click “Next “to save.



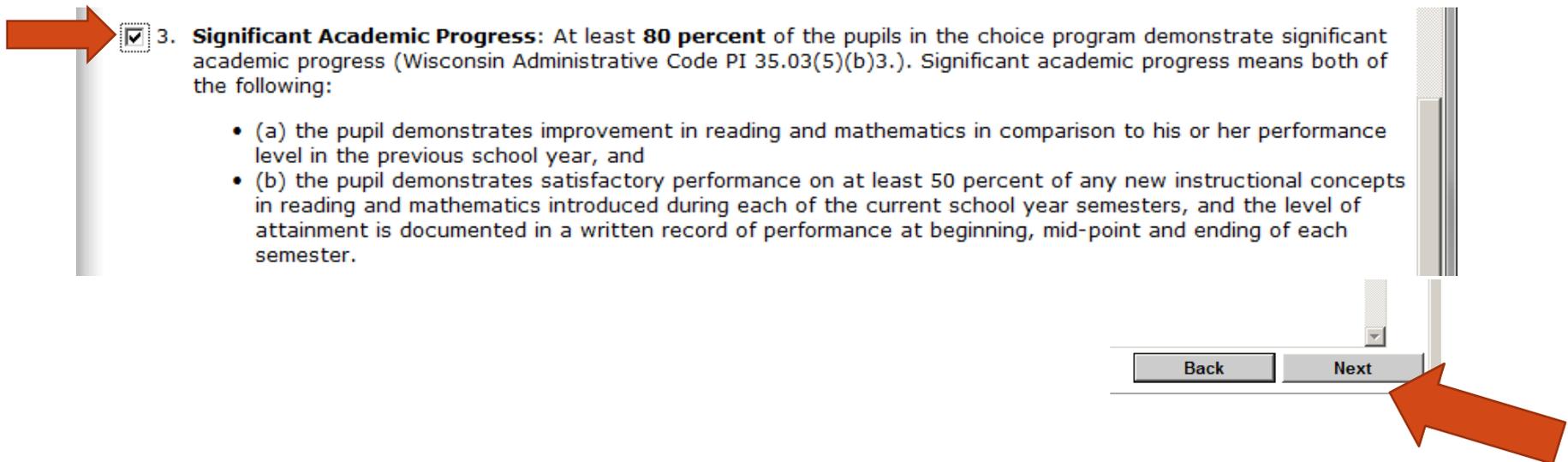
2. **Average Attendance Rate:** The school's average attendance rate for pupils in the choice program is at least **90 percent** (Wisconsin Administrative Code PI 35.03(5)(b)2.). Pupil attendance rate means the rate obtained by dividing the aggregate number of full-time equivalent days of actual pupils' attendance by the aggregate number of full-time equivalent days on which school was held. Schools choosing the attendance rate standard shall report the required attendance information by individual MPCP pupil.



Click “Next” to save.

# 3. Significant Academic Progress

- Click 3, if your school is choosing 80% of Choice pupils demonstrate significant progress.
- Click “Next” to save.



3. **Significant Academic Progress:** At least **80 percent** of the pupils in the choice program demonstrate significant academic progress (Wisconsin Administrative Code PI 35.03(5)(b)3.). Significant academic progress means both of the following:

- (a) the pupil demonstrates improvement in reading and mathematics in comparison to his or her performance level in the previous school year, and
- (b) the pupil demonstrates satisfactory performance on at least 50 percent of any new instructional concepts in reading and mathematics introduced during each of the current school year semesters, and the level of attainment is documented in a written record of performance at beginning, mid-point and ending of each semester.

Back Next

Click “Next” to save.

# 3. Significant Academic Progress

- Type or copy and paste your school's instructional concepts in reading and math.
- Click "Next" to save text.

You have chosen the following standard:

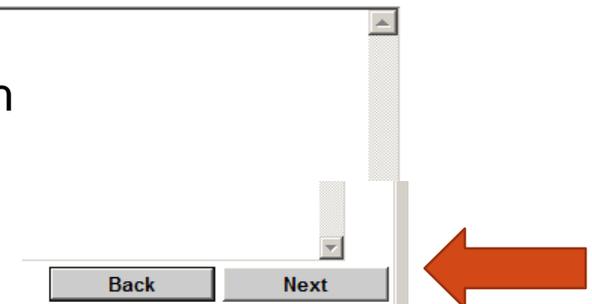
3. **Significant Academic Progress:** At least **80 percent** of the pupils in the choice program demonstrate significant academic progress (Wisconsin Administrative Code PI 35.03(5)(b)3.). Significant academic progress means both of the following:

- (a) the pupil demonstrates improvement in reading and mathematics in comparison to his or her performance level in the previous school year, and
- (b) the pupil demonstrates satisfactory performance on at least 50 percent of any new instructional concepts in reading and mathematics introduced during each of the current school year semesters, and the level of attainment is documented in a written record of performance at beginning, mid-point and ending of each semester.

Enter the instructional concepts in reading and mathematics:



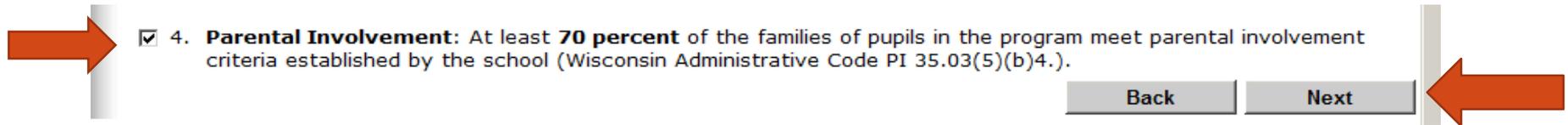
Type or copy and paste reading and math instructional concepts in this box.



Click "Next" to save.

# 4. Parental Involvement

- Click 4, if your school is choosing 70% of the Choice families meet the school's parental involvement criteria.
- Click "Next" to save.



Click "Next" to save.

# 4. Parental Involvement

- Type or copy and paste your school's parental involvement criteria.
- Click "Next" to save text.

You have chosen the following standard:

**4. Parental Involvement:** At least **70 percent** of the families of pupils in the program meet parental involvement criteria established by the school (Wisconsin Administrative Code PI 35.03(5)(b)4.).

Enter the parental involvement criteria:

Type or copy and paste your school's parental involvement criteria in this box.



Click "Next" to save.

# Submitting the Report

Options:

Back: Go to a previous screen and make changes if needed.

Will Submit Later: Save report but do not submit. Allows for future editing.

Submit: Submit the report to DPI. Once the report is submitted it is locked and cannot be edited by the school.

**The Choice administrator must submit the report by October 15. Designees cannot submit this report.**



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## Milwaukee Parental Choice Program

### Continuing Eligibility - Review and Submit

School Name: Select School

School Year: 2010 - 2011

Please review the following data. If all is correct, please click on the Submit button at the bottom of the page.

First Day of School: 09/01/2010

Last Day of School: 05/30/2011

You have chosen the following standards for pupils in the MPCP program:

- Standard 2: Average Attendance Rate



Back

Will Submit Later

Submit

# June 30 Report



## Milwaukee Parental Choice Program

School Year:

School Name:

I have read and understand the instructions for filling out this report as listed below, and accept responsibility for the data being correct. Clicking the Accept button will start the reporting process.

Please note that only the Choice Administrator will be able to submit the final report which is due by **June 30, 2011**.

### Instructions for the Continuing Eligibility Report for June 30

Earlier in the school year, the Choice Administrator indicated the following standard would be met in order to continue to participate in 2011-2012:

- The private school's average attendance rate for the pupils in the MPCP is at least 90%.

By June 30, the school must submit evidence to the department that the standard chosen has been met for that school year. The evidence must include a listing of each pupil that received an MPCP payment during the school year and an indication of whether the student met the school's criteria.

If the State Superintendent determines that a private school has not met the standard it chose above for the school year, the private school may not participate in the MPCP in the following school year.



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[Historical Data](#)

**Continuing Elig**  
[Choose Standards](#)  
[Report How Met](#)

# June 30 Report



## Milwaukee Parental Choice Program

School Year:

School Name:

I have read and understand the instructions for filling out this report as listed below, and accept responsibility for the data being correct. Clicking the Accept button will start the reporting process.

Please note that only the Choice Administrator will be able to submit the final report which is due by **June 30, 2011**.

←

### Instructions for the Continuing Eligibility Report for June 30

Earlier in the school year, the Choice Administrator indicated the following standard would be met in order to continue to participate in 2011-2012:

- The private school's average attendance rate for the pupils in the MPCP is at least 90%.

By June 30, the school must submit evidence to the department that the standard chosen has been met for that school year. The evidence must include a listing of each pupil that received an MPCP payment during the school year and an indication of whether the student met the school's criteria.

If the State Superintendent determines that a private school has not met the standard it chose above for the school year, the private school may not participate in the MPCP in the following school year.



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**Continuing Elig**

[Choose Standards](#)  
[Report How Met](#)

# Standard 1

## 70% of Choice Students Advance One Grade

You have chosen the following standard:

1. At least 70 percent of the pupils in the program advance one grade.

More Specifically:

*Kindergarten through 8th grade:* each participating private school shall ensure that each pupil in the program who is advanced one grade level has met the following criteria:

**1a. Achieve Instructional Objectives:** Achievement of **70 percent** of the instructional objectives specific to each grade level in reading, mathematics and language arts which are introduced during each semester of the current school year. Under this standard, a private school shall do all of the following:

- establish written objectives and performance standards for reading, mathematics and language arts for each grade in which pupils are enrolled in the private school choice program,
- document written criteria and methodology for evaluating pupil performance for each objective,
- document each pupil's performance using the evaluation method specified in a written record, and
- maintain these records for three years.

81 students retrieved

Grade	Student	Date of Birth	Advanced Grade
K4	Students listed here		<input checked="" type="radio"/> Yes <input type="radio"/> No
K4			<input checked="" type="radio"/> Yes <input type="radio"/> No
K4		DOB	<input checked="" type="radio"/> Yes <input type="radio"/> No
K4			<input checked="" type="radio"/> Yes <input type="radio"/> No
K4			<input checked="" type="radio"/> Yes <input type="radio"/> No
K4			<input checked="" type="radio"/> Yes <input type="radio"/> No

# Standard 2

## 90% Choice Attendance Rate

You have chosen the following standard:

**2. Average Attendance Rate:** The school's average attendance rate for pupils in the choice program is at least **90 percent** (Wisconsin Administrative Code PI 35.03(5)(b)2.). Pupil attendance rate means the rate obtained by dividing the aggregate number of full-time equivalent days of actual pupils' attendance by the aggregate number of full-time equivalent days on which school was held. Schools choosing the attendance rate standard shall report the required attendance information by individual MPCP pupil.

Based on on your previously reported school year from 08/30/2010 to 06/10/2011, we have calculated that there were **205** weekdays possible (M-F).

Partial days are allowed up to one decimal (e.g. 111.2 days or 111.3 days is allowable, but not 111.25 days)

707 students retrieved

[1](#) [2](#) [3](#) [4](#) [5](#)

Grade	Student	Date of Birth	Sept Count	Jan Count	Days Enrolled	Days Attended
K4			Y	Y	180.0	174.5
K4	<b>Students listed here</b>	<b>DOB</b>	Y	Y	180.0	177.0
K4			Y	Y	180.0	178.0
K4			Y	Y	180.0	171.5



# Standard 4

## Parental Involvement

### Milwaukee Parental Choice Program

#### Standard 4 - Parental Involvement Rate of 70% or More

School Name:

School Year: 2010 - 2011

You have chosen the following standard:

**4. Parental Involvement:** At least **70 percent** of the families of pupils in the program meet parental involvement criteria established by the school (Wisconsin Administrative Code PI 35.03(5)(b)4.).

Instructions:

1. First, combine students into family units. To identify students as a family unit:
  - Check the box in the Combine column for students that are in the same family unit,
  - Then click one of the "Combine" buttons
  - The students will be redisplayed as a family unit at the bottom of the page.
  - You may click on the column headings to sort the data to assist in identifying family units.
2. Keep in mind that some family units may only have one child. Be sure to click combine for that one student and the student will be identified as its own family unit.
3. To add a child to an existing family unit, click the child's Combine box AND the family unit's Combine box, then click any Combine button.
4. If you make a mistake, click the **red X button** next to a student's name, and that student will be removed from the family unit.
5. Repeat this process until all students have been moved into the Family Unit section at the bottom of the page.
6. Then select either Yes or No for each family unit as to whether or not they met your parental involvement criteria, and click the Next button when complete. You will not be able to continue until all students have been identified in a family unit (i.e. the top section must say "All students have been assigned to a family unit")

# Standard 4

## Parental Involvement

### Unassigned to a Family Unit

All students have been assigned to a family unit

### Family Units

807 students in 523 families retrieved

Combine	Family ID	Met Criteria	Parent	Address	Student	Grade	Date of Birth
<input type="checkbox"/>	591	<input checked="" type="radio"/> Yes <input type="radio"/> No	Parent name and address		Student names	08 10	DOB <input type="button" value="X"/>
<input checked="" type="checkbox"/>	592	<input checked="" type="radio"/> Yes <input type="radio"/> No	Parent name and address		Student name	12	DOB <input type="button" value="X"/>
<input type="checkbox"/>	593	<input checked="" type="radio"/> Yes <input type="radio"/> No	Parent name and address		Student names	02 05	DOB <input type="button" value="X"/>

# Standard 4

## Parental Involvement

### **Milwaukee Parental Choice Program**

#### **Continuing Eligibility, June 30th - Review and Submit**

School Name:

School Year: 2010 - 2011

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You have chosen the following standards for pupils in the MPCP program:

- Standard 4: Parental Involvement at Least 70%
- 

The results of the data you have entered are:

- Met the 70% minimum for parental involvement - actual rate was **78%** (or 407 / 523)

Back

Done

# DPI Contact Information

Email: [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov)

Toll Free: 1(888) 245-2732 ext. 3

[dpi.wi.gov/sms/choice-programs](http://dpi.wi.gov/sms/choice-programs)