



INSTRUCTIONS: Schools may choose to pay the auditor fee online at <https://appengine.egov.com/apps/wi/dpi/schoolchoice> or submit this form with a cashier's check.

If the school pays the fee using a cashier's check, send this signed **form** and **cashier's check** to the Wisconsin Department of Public Instruction (DPI) at the address specified below under Section II. For the school to be eligible to participate in the PSCP, the completed signed form and the cashier's check must be **received** by DPI no later than the deadline specified in Section II.

If you are paying the auditor fee within two weeks of the deadline, DPI recommends paying the fee [online](#).

Type or Print Legibly

I. SCHOOL INFORMATION		
School Name		City
First and Last Name of Contact Person	Job Title of Contact Person	Telephone Area/No.
II. REQUIREMENTS		

A school may pay the auditor fee online at <https://appengine.egov.com/apps/wi/dpi/schoolchoice> OR use this form to pay the auditor fee with a cashier's check. If a school chooses to pay the auditor fee with a cashier's check, the school must make the cashier's check payable to the Department of Public Instruction. **The cashier's check must be for \$275. Other forms of payment such as a personal check or a business check are not accepted.** *This fee is nonrefundable, regardless of whether the school participates in the PSCP in the 2024-25 school year.*

If a school is new to the PSCP, the deadline for the auditor fee varies based on whether the private school is considered a "new private school" or an "existing private school" per Wis. Stats. §§ 118.60 and 119.23. See the bottom of the School Registration webpage, available at <https://dpi.wi.gov/parental-education-options/choice-programs/school-registration>, to determine if a school is a new private school.

Private schools that intend to participate in the PSCP must pay the DPI a nonrefundable auditor fee of \$275. This fee must be received by the DPI no later than the deadline specified below.

- 1) Continuing PSCP Schools and Existing Private Schools New to the PSCP: Under Wis. Stats. §§ 119.23(2)(a)3 and 118.60(2)(a)3, a school intending to participate in the PSCP during the **2024-25 school year** must pay a nonrefundable fee to the Wisconsin Department of Public Instruction **no later than January 10, 2024.**

OR

- 2) New Private Schools: Under Wis. Stats. §§ 119.23(2)(ag) and 118.60(2)(ag), new private schools must pay a nonrefundable fee to the Wisconsin Department of Public Instruction **no later than August 1, 2023.**

Late payments are not accepted.

The DPI recommended that schools pay the fee online at <https://appengine.egov.com/apps/wi/dpi/schoolchoice>.

If a school chooses to pay the auditor fee with a cashier's check, mail the **cashier's check** and **this form** to:

Wisconsin Department of Public Instruction
Business Office
PO Box 7841
Madison, WI 53707-7841