



**INSTRUCTIONS:** Completed form and email attachments to Department of Public Instruction at [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov) no later than:

1. **January 10, 2024**, if the school is an **established school** and will begin participating in the program in the 2024-25 school year.
2. **August 1, 2023**, if the school is a **new private school** (start-up) and will begin participating in the program in 2024-25 school year.

**I. GENERAL INFORMATION**

School Name		School Year	
Street Address	City	State	ZIP

**II. DISCLOSURE OF INFORMATION / SIGNATURES**

Private schools participating the Private School Choice Programs (PSCP) must submit the information required under Wis. Stats. §§118.60(6m) and (6p) or 119.23(6m) and (6p) related to the school's policies, procedures, and governing board to the department using this form. The school administrator is to sign the form indicating the information contained in and attached to this form is correct.

Name of Choice Administrator <i>Type or Print</i>	Phone Area/No.
Signature of Choice Administrator ➤	Date Signed <i>Mo./Day/Yr.</i>

**III. GOVERNING BOARD STATEMENTS / SIGNATURES**

**Choose one**

- The school's governing board members are listed below. *All current members of the school's governing board must sign below, verifying they are members of the board. (If you need more spaces for signatures use another Disclosure of Information Form and fill out section I, II, and III.)*
- The school is for profit and not governed by a board; therefore, no governing board signed statements are included.

**I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM** I will report any changes in my contact information to DPI, and if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program, for seven years from the date of the state superintendent's order barring or terminating the private school from the program.

School Governing Board Member Name	School Governing Board Member Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
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Governing Board Member Address Other Than School Address *Street, City, Zip*

School Governing Board Member Name	School Governing Board Member Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
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Governing Board Member Address Other Than School Address *Street, City, Zip*

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Governing Board Member Address Other Than School Address *Street, City, Zip*

**IV. POLICIES, PROCEDURES, AND INFORMATION REQUIRED**

Choice schools should review the information required under Wis. Stats. §§ 118.60(6m) & (6p) and 119.23 (6m) & (6p) related to the school's policies, procedures, academic standards and governing board. This information is called The Disclosure of Information and it must be provided to each Choice student or parent that applies to attend the school. Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school. Use the Disclosure of Information Template at <https://dpi.wi.gov/parental-education-options/choice-programs/school-reports> and the checklist below as a guide for submitting the required policies and information listed below to DPI and to parents.

1.  **School Information**
    - Name of school
    - School address
    - School phone number
    - Name of contact person(s) at the school
    - If the school is for profit and has shareholders, a list of shareholders. Or if the school is
  2.  **Statement of Organization Status**
    - Not-For-Profit (School is affiliated with a 501 (c) 3 tax exempted organization OR has been granted 501 (c) 3 tax exempt status by IRS. *Schools **must** provide a copy of its 501(c)3 determination letter issued by IRS.*)
    - Not-For-Profit (submitted application for recognition by the IRS of exempt status under section 501(c)(3) of the Code)
    - For Profit
  3.  **Application Appeal Process:** A copy of the appeals process used if the private school rejects the applicant.
  4.  **Criteria for Granting a High School Diploma:** A copy of the private school's policy specifying criteria for granting a high school diploma. The criteria must include:
    - The pupil's academic performance, and
    - The recommendations of teachers.
    - Civics test requirement
  5.  **Non-harassment Policy:** A copy of the non-harassment policy used by the private school, including:
    - The procedures for reporting harassment, and
    - The procedures for obtaining relief from harassment.
  6.  **Suspension and Expulsion Policy with Appeal Procedures:** A copy of the suspension and expulsion policies and procedures, including:
    - Procedures for appealing a suspension or expulsion, used by the private school.
  7.  **Transfer Policy:** A copy of the policy used by the private school for accepting or denying the transfer of credits or coursework earned by a pupil attending the private school for the satisfactory completion of coursework at another school. **This applies to all schools not just high schools.**
  8.  **Visitor Policy:** A copy of the policy governing visitors and visits to the school developed by the school.
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