



DATE: August 6, 2024

TO: Independent Charter School Administrators  
FROM: Alexander Burke Roberson, Parental Education Options Team

RE: **Payment of 2024-25 Independent Charter School Aids**

Wisconsin statute s. 118.40 (2r or 2x) specifies the manner in which state aid will be paid to independent charter schools. Independent charter schools receive four state charter schools aid payments in increments of 25% each. The total amount of aid paid to each independent charter school (ICS) is determined by multiplying the eligible full time equivalent (FTE) membership of the school by the per pupil state aid amount. **The 2024-25 per pupil state aid amount for independent charter schools is \$11,729 per FTE.**

To be eligible for state charter school aid payments, the Independent Charter Pupil Count Report (form MC-1567) must be completed and submitted to the department for each of the three count dates listed below. The electronic Independent Charter Pupil Count Report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-membership>. The Independent Charter Pupil Count Report must be completed and submitted according to the instructions on the form, or the reports may not be accepted by the department.

Independent charter schools that provided eligible summer school instruction will receive a separate summer school payment in December. By statute, schools that provided eligible summer school instruction must complete the electronic summer school report (ICS-109) by September 15, 2024. Because September 15 falls on a Sunday in 2024, the report will be accepted through 4:30pm on the following business day. This report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-membership>.

To ensure your school's aid is appropriately calculated and paid according to the scheduled pay dates, the department must receive the completed Independent Charter Pupil Count Report on or before the due dates listed and highlighted below. Reports must be submitted by 4:30pm on the dates listed below. **Late or incomplete submission of an Independent Charter Pupil Count Report may result in a delay in the state charter school aid payments.** All payments will be made via electronic funds transfer.

**(1) Enrollment on September 3, 2024**

*Preliminary September Pupil Count Day*

Although actual membership data and annual payment distribution is determined based upon the third Friday in September and the second Friday in January pupil counts, the Preliminary September Count report is used to determine the September payment. The Independent Charter Pupil Count Report for the Preliminary September Pupil Count **must be completed and submitted to the department by 4:30pm on September 3, 2024.**

**(2) September 16, 2024**

**Summer school report is due by 4:30pm** for schools that provided eligible summer school instruction during the summer of 2024. The electronic summer school report will be available on the department's website at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-membership>.

**(3) September 20, 2024**

*3<sup>rd</sup> Friday in September Pupil Count Day*

Please refer to the *Instructions for the 2024-25 MC-1567 Independent Charter Pupil Count Report* for

instructions on how to determine attendance for purposes of the 3<sup>rd</sup> Friday in September Count Report. The Independent Charter Pupil Count Report for the 3<sup>rd</sup> Friday in September count date **must be completed and submitted to the department on or before 4:30pm on September 27, 2024.**

**(4) By the end of September**

The first state aid payment will be made, not to exceed 25% of the 2024-25 anticipated annual distribution. As of this payment, the 2024-25 anticipated annual distribution is based only on the Preliminary September Pupil Count multiplied by the per pupil aid amount.

**(5) By the end of December**

The second state aid payment will be made, not to exceed 50% of the 2024-25 annual distribution, less the amount paid in September which was based on the Preliminary September Pupil Count. As of this payment, the 2024-25 annual distribution is based on the 3<sup>rd</sup> Friday in September Pupil Count Report.

Schools that provided eligible summer school instruction and submitted the summer school report by September 16 will receive a separate summer school payment on this date.

**(6) January 10, 2025**

*2<sup>nd</sup> Friday in January Pupil Count Day*

Please refer to the *Instructions for the 2024-25 MC-1567 Independent Charter Pupil Count Report* for instructions on how to determine attendance for purposes of the 2<sup>nd</sup> Friday in January Count Report. The Independent Charter Pupil Count Report for the 2<sup>nd</sup> Friday in January count date **must be completed and submitted to the department on or before 4:30pm on January 17, 2025.**

**(7) By the end of February**

The third state aid payment will be made, not to exceed 75% of the 2024-25 annual distribution, less the amounts paid in September and December. As of this payment, the 2024-25 annual distribution is based on the average FTE membership of the 3<sup>rd</sup> Friday in September and the 2<sup>nd</sup> Friday in January Pupil Count Reports.

**(8) May 1, 2025**

**The membership audits of the 3<sup>rd</sup> Friday in September 2024 and the 2<sup>nd</sup> Friday in January 2025 pupil counts for schools receiving payments during the 2024-25 school year are due by 4:30pm on May 1, 2025.** Each school must engage a certified public accounting firm to provide a membership audit of the 2024-25 pupil counts. **The final aid payment may be withheld if the audit is not submitted in a timely manner.**

For questions regarding the audit, schools may direct auditors to the Independent Charter School Membership Audit Program posted at <https://dpi.wi.gov/parental-education-options/charter-schools/current/ICS-audit-info>

**(9) By the end of June**

The fourth state aid payment will be made, which will be 100% of the 2024-25 annual distribution, less the amounts paid in September, December and February. As of this payment, the 2024-25 annual distribution is based on the average FTE membership of the 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Reports. This payment will also be adjusted for findings included in the membership audits.

If you have any questions regarding the submission of count reports, please contact Alexander B. Roberson at [Alexander.Roberson@dpi.wi.gov](mailto:Alexander.Roberson@dpi.wi.gov) or [608-266-0452](tel:608-266-0452).