



Instructions for the 2024-2025 MC-1567 Independent Charter Pupil Count Report

These instructions have been created to assist independent charter schools in accurately completing the MC-1567 Independent Charter Pupil Count Report. For further assistance with completing any of the pupil count reports, contact Alexander B. Roberson at Alexander.Roberson@dpi.wi.gov or 608-266-0452.

I. General Count Instructions for Conducting the Pupil Count

The independent charter school must identify all pupils who are present on the count date. If any pupils are absent on the count date but considered enrolled on the count date, they can still be counted if they have been present for instruction at least one day during the school year prior to the count date, at least one day during the school year after the count date, and did not enroll in another public school (including another charter school), a private school, or a home-based education program during the time of absence. For a student to be counted under this scenario, the pupil must have returned and attended the school prior to the report submission to be included in the MC-1567 Independent Charter Pupil Count Report. If the student returns after the initial submission of the pupil count report, the pupil should be added, and the count adjusted through the membership audit.

II. Guidelines for Counting Students by Category

To be counted as an eligible pupil and included on the "Pupil Listing" tab of the MC-1567 Independent Charter Pupil Count Report, each pupil must meet all of the eligibility requirements, including age and attendance requirements.

Age:

To be counted, a pupil must meet the age requirements for the following grade levels:

- 4-year-old kindergarten - No child may be admitted to a 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year that he or she proposes to enter school.
 - 5-year-old kindergarten - No child may be admitted to a 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
 - 1st grade - No child may be admitted to the 1st grade unless he or she is 6 years old, on or before September 1 in the year he or she proposes to enter school.
- OR
- Meets the requirements of an early enrollment provision and policy that complies with sec. 120.12(25), Wis. Stat., is approved by the Charter Authorizer, and is included in the independent charter contract.

Attendance:

To be counted, a pupil must meet the attendance requirements that correspond with the respective count date:

- Preliminary September Pupil Count Day – Enrollment on **September 3**
- 3rd Friday in September Pupil Count Day (**September 20, 2024**) - In attendance for instruction on September 20, 2024, or in attendance for instruction at least one day before and one day after the 3rd Friday in September during the school year and did not enroll in another public

school (including another charter school), a private school, or a home-based education program during the time of absence.

- 2nd Friday in January Pupil Count Day (**January 10, 2025**) - In attendance for instruction on January 10, 2025, or in attendance for instruction at least one day before and one day after the 2nd Friday in January during the school year and did not enroll in another public school (including another charter school), a private school, or a home-based education program during the time of absence.

Reported Grade Levels and Required Hours of Instruction:

Pre-School – Special Education:

This is typically a 3 or 4 year old Special Education program. Count the number of special education pupils. If your school does not offer a 4-year-old kindergarten program, then 4-year-old special education pupils must be counted here. A 3-year-old pupil in special education should only be counted if the independent charter school is the Local Education Agency responsible for providing Free Appropriate Public Education to the pupil and is ultimately incurring the costs for providing the special education services to the pupil.

4-Year-Old Kindergarten (437 hours):

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school.

A 4-Year-Old Kindergarten program shall have at least 437 hours of direct pupil instruction. The school may substitute 87.5 hours of the scheduled 437 hours for outreach activities.

4-Year-Old Kindergarten (524.5 hours - 437 Hours plus at least 87.5 Hours of Outreach):

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school.

This 4-Year-Old Kindergarten program shall have at least 437 hours of direct pupil instruction, plus at least 87.5 hours of outreach activities for a minimum total of 524.5 hours, exclusive of Title I time. The school shall **NOT** substitute instructional time for outreach activities. For additional information on K4 outreach, visit the following link: <https://dpi.wi.gov/early-childhood/kind/4k/outreach-definition>.

5-Year-Old Kindergarten ½ Day

A program that meets each week for the entire school year and constitutes at least one-half of the instructional time of the first graders of the school. A program of this type usually meets for half a day every day but other configurations may be utilized.

5-Year-Old Kindergarten 3 Full Days (per week):

A program that meets at least 3 full days each week, but less than 4 full days, for the entire school year.

5-Year-Old Kindergarten 4 Full Days (per week):

A program that meets at least 4 full days each week, but less than 5 full days, for the entire school year.

5-Year-Old Kindergarten 5 Full days (per week) (1,050 hours):

A program that meets at least 5 full days each week, for the entire school year.

Grades 1 – 12 (1,050 hours for grades 1-6; 1,137 hours for grades 7-12):

A program that meets at least 5 full days each week, for the entire school year.

III. Reporting Pupil School District of Residence

When completing the "Pupil Listing" tab of the MC-1567 Independent Charter Pupil Count Report, the school district of residence must be selected for each pupil listed.

Please take great care to correctly identify the correct pupil school district of residence on the MC-1567. Identifying the incorrect pupil school district of residence may result in a delay in submitting the required membership audit.

If you are unable to determine the pupil's resident school district, you may use one of the options below:

City of Milwaukee: If a student lives in Milwaukee, schools may use the following school district verification methods in addition to the general options available for all school districts:

- Map It: <https://itmdapps.milwaukee.gov/MyMHome/>
Addresses that are included in Map It are in the City of Milwaukee.
- The Milwaukee Election Commission: (Note: You may need to copy and paste this link into your browser.) If the address is in the City of Milwaukee, a voting location and office holder report will be displayed.
<https://itmdapps.milwaukee.gov/electedreps/pollingElectedReps/checkAddress.jsp>

County of Milwaukee: If a student lives in Milwaukee County, but not within the city limits, you may use the following Milwaukee County Web Portal found below to verify the student's resident district. Users will need to enter the residence address and click on the "Property" tab to identify the zoned school district.

<https://portal-milwaukee-co-wi.app.landnav.com/LandNavWebPortal>

Count of Dane: If a student lives in Dane County, you may use the following Dane County Web Portal, found below to verify the student's resident district. Users will need to enter the residence address in the search bar and scroll down on the Parcel Summary report to "District Information" to identify the zoned school district. <https://accessdane.danecounty.gov/>

City of Kenosha: If a student lives within the Kenosha Unified School District #1 (KUSD), schools may use the KUSD Boundary Interactive Map below. Addresses that are displayed with a pinpoint on the map are within the district. The message "That location is outside the district boundaries." is displayed for addresses outside the district. Additionally, schools may use the general options available for all school districts. <http://www.kusd.edu/schools/school-boundaries>.

District Verification Options for All Districts: Schools may use any of the methods below to determine the school district in which an address is located.

- Copy of property tax bill. Please note that certain individuals (such as those who rent) may not have a copy of a property tax bill.
- My Vote Wisconsin can be used for addresses where the school district is shown for school board elections. <https://myvote.wi.gov/> Click Search by Address. Enter address and click search. Scroll down to the "What's on My Ballot?" section to see if there is a school board

- election with the school district name.
- County Clerk or County Assessor websites:
 - <http://www.wisconsincountyclerks.org/county-clerk-profiles>. Click on the county of the student's residence on the map.
 - <https://doa.wi.gov/Pages/LocalGovtsGrants/Parcel-Initiative.aspx> Click on the county of the student's residence under the Real Property Lister Link column.
- City Clerk or City Assessor web sites: Search to see if there is an online site for the city that contains property tax bills with the school district identified.
- Statewide Parcel Map: <https://doa.wi.gov/Pages/LocalGovtsGrants/Parcel-Initiative.aspx> See Appendix A for detailed instructions.
- Public School District Online Interactive Boundary Map Websites: If a public school district has an online interactive map website that displays the parent's address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by schools to verify the resident school district.

IV. Electronic Submission of the Form

On or before each report due date, the school must upload the completed Excel file via a secure file sharing platform called Kiteworks. Utilizing this platform will help protect confidential student information contained on the count report.

Kiteworks Designee:

To submit the count report, each school will need one (1) Kiteworks Designee who will receive secured access to the school's Kiteworks folder and be granted uploader privileges that will allow the user to upload and submit the count report. The Kiteworks Designee will be responsible for uploading each Pupil Count Report by the deadline. All ICS school leaders have previously designated their staff member who shall receive Kiteworks uploader access. If the school wishes to assign a *different* school employee as their Kiteworks Designee, the school leader may contact Alexander B. Roberson at Alexander.Roberson@dpi.wi.gov or 608-266-0452. A school may only have one (1) Kiteworks Designee at one time. Submitting a request for a new designee will revoke the previous designee's access.

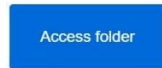
Registering as the Kiteworks Designee:

If you are a new Kiteworks Designee who has not previously submitted Pupil Count Reports through Kiteworks, you will receive an email notification that you have been given secure access to a folder. This email will come from sft@dpi.wi.gov. Click on the "Access folder" box in the email.

Helpful Hint: If you do not receive this email, try checking your spam/junk folders. You could also add the sft@dpi.wi.gov email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address sent are not routed to the school's spam, junk, or promotions email folders.



Roberson, Alexander B. DPI gave you secure access to the "1. Preliminary Membership Count Report" folder



Secured by kiteworks

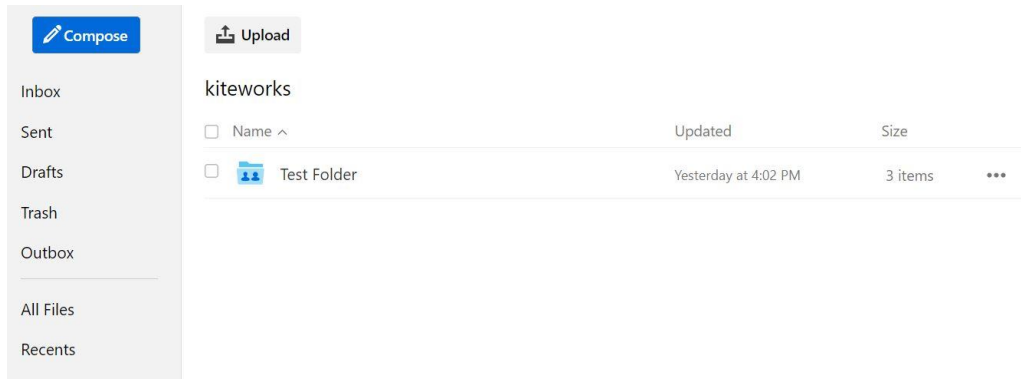
Once clicking "Access folder" you will be prompted to sign in. Instead, as a new user, you will click "New user? Create account" under the light blue "Next" box. You will then enter your email, create a password, and click "Create Account."

The image shows two side-by-side screenshots of the Kiteworks user interface. The left screenshot is the sign-in page, featuring a 'Sign in' heading, a 'Username or email' input field, a light blue 'Next' button, and a link that says 'New user? Create account' which is highlighted with a red rectangular box. Below this is the text 'Secured by Accellion'. The right screenshot is the 'Create account' page, with the heading 'Create account' and a link 'Already a kiteworks user? Sign in'. It contains three input fields: 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field are three radio button options: '1 number', '1 uppercase character', and '8 characters minimum'. At the bottom of this page is a blue 'Create account' button.

You will receive an email with a subject of "Activate your Kiteworks account" asking that you activate your account. Please note this email is sent immediately, so if you have not received it within 5 minutes of creating your account check your spam and junk folders for the email. Click on the button to activate your account once you receive this email.

Uploading Via Kiteworks:

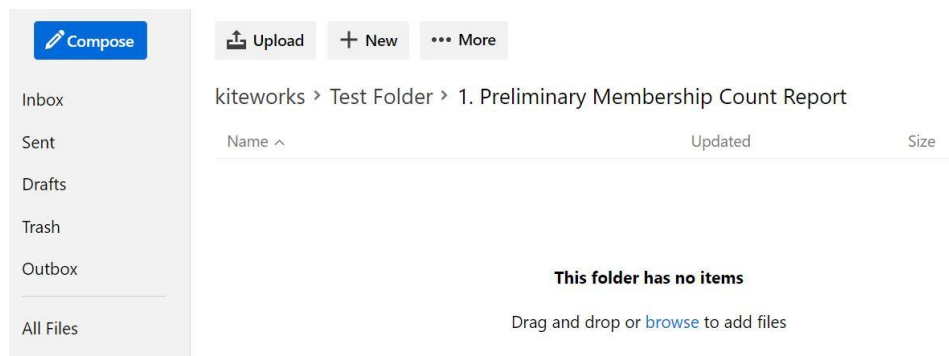
Log in to Kiteworks at <https://sft.dpi.wi.gov>. When you're in Kiteworks, click on All Files in the left-hand tool bar. You will see each folder for which you have permissions to upload. You should see a folder with the name of your school. Below, you'll see a screen capture of what that landing page will look like. Instead of Test Folder, you will see your school's name. Click there.



Once you have accessed your school's folder, you will see three subfolders. Each subfolder corresponds to a due date for the pupil count report. If your school offered summer school, you will see four subfolders. To access the folder, you will click on the subfolder that corresponds to the pupil count report you are submitting.



Once inside the appropriate folder, you will click Upload and select the file you wish to submit to the Department of Public Instruction. **Please make sure you or your school leader has provided an electronic signature on the excel before submitting your pupil count report.** Once you have successfully submitted a report, you should receive a confirmation email and your report will appear in the folder.



Appendix A: Statewide Parcel Map Directions

1. Go to: [Statewide Parcel Map](#). Before completing verifications, read the Search Tips, including the information on using the wildcard search options of % and _ under the General Search Tips.
2. Click “Search By Address” and enter the address in the search field. Then, click Apply.

Search by Address | Search by Owner Name

Search by Address [X]

Parcel Address contains

[Input Field]

- ▶ LEAVE OUT the city/town/village name, state and zipcode. (e.g., "111 MAIN STREET")
- ▶ Street types are fully spelled out
 - RD = ROAD

[Apply] [Reset]

3. If the address is found, a parcel id will show. Click the carrot next to the parcel ID ▶ Parcel ID: .
4. Confirm the address in the box matches the student’s address. If so, expand the box using the black corner icon in the bottom right corner so that the address, school district name, and school district number are showing. Then, print the webpage using the webpage browser print function. If the school district number only is identified, cross reference the school district name on the [Public School District Directory](#) and write the school district name on the printout. If neither the school district name nor number are displayed, the school must use an alternative school district verification option in Step 1.

Search by Address [X]

← Results [Trash] [Print]

Features displayed: 1 - 1 / 1

▼ Parcel ID: 123456

Parcel ID	123456
Tax Parcel ID	
Parcel Date	10/30/1997
Tax Roll Year	2022
Primary Owner Name	NOT AVAILABLE
Secondary Owner Name	NOT AVAILABLE
Full Mailing Address	123 MAIN ST, SUN PRAIRIE WI 53590
Full Physical Address	123 MAIN ST
Place Name	CITY OF SUN PRAIRIE
School District	SUN PRAIRIE AREA SCHOOL DISTRICT
School District Number	5656

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