



Independent Charter Schools Calendar 2023-2024 School Year

Please be aware that these dates are subject to change.

Date(s)	Item	Contact Person	Contact Number	Contact Email
As Applicable	Update School Administrator Contact Information in Online School Directory Application	Customer Services Helpdesk	https://dpi.wi.gov/wisedata/help/request https://uaapps6.dpi.wi.gov/SchoolDirectory	
As Applicable	Update School Administrator Contact Information via the School Financial Services PI-1500 District Contacts Report	Report: https://sfs.dpi.wi.gov/SFS_PI-1500/ Report Instructions: https://dpi.wi.gov/sfs/reporting/pi-1500-report-process		
Monthly	Claims may be Submitted Monthly for Federal and State Grants in the WISEgrants portal.	Angeline Gaster	608-264-9541	Angeline.Gaster@dpi.wi.gov
June 30, 2023	Fiscal Year End for 2022-2023 Audit (any audit firm changes from the prior year should be reported to DPI)	Alexander Burke Roberson	608-266-0452	Submit to: charterschools@dpi.wi.gov Contact: Alexander.Roberson@dpi.wi.gov
June 30, 2023	All ESEA Title grant funds must be obligated on or before June 30, 2023	TI Consultant Directory		
July 2023	Schools may begin submitting 2023-24 WISEdata information via their SIS	Visit http://dpi.wi.gov/wisedata/help		
July 2023	Prepare fiscal year 2023 Education Stabilization Fund (ESF) grant data (e.g., ESSER, GEER) for required federal reporting. Use the reporting workbook(s) on the ESSER and GEER Reporting Page requirements page to collect data in preparation for spring 2024 reporting deadline.	ESSER Grants Support Staff: Erick Blasing, Kimberly Wild, Michael Dennison	essergrants@dpi.wi.gov ESSER Office Hours	
July 13, 2023	Pupil Transportation Report-PI 1547 Due	Kathleen Fry	608-224-5343	Kathleen.Fry@dpi.wi.gov
July 25-26, 2023	Wisconsin Resource Center for Charter Schools (WRCCS) Conference	Registration		
August 8, 2023	WISE Back to School Kick Off	https://dpi.wi.gov/wisedata/events/back-school-training-0		



Independent Charter Schools Calendar 2023-2024 School Year

August 31, 2023	2023-24 ESEA Consolidated Application Due	Title I and School Support Team	608-267-3721	https://dpi.wi.gov/user/651/contact TI Consultant Directory
Last business day of August	2022-23 ESEA Consolidated End-of-Year Report Due - <i>LEAs should record the required data in the EOY Report workbook available in WISEgrants. When the EOY report is available in WISEgrants, the data will need to be copied into the application.</i>	Brianna Pero	608-224-5384	brianna.pero@dpi.wi.gov Workbook Technical Assistance Document
September 1, 2023	September 1 Preliminary Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 1, 2023	Preliminary Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 15, 2023	Summer School Count Report Due - <i>Only for schools who offered Summer School in the Summer of 2023</i>	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 15, 2023	3rd Friday September Pupil Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 18, 2023	First State Charter Aid Payment made - Based on Preliminary Pupil Count	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
September 22, 2023	3rd Friday September Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page



Independent Charter Schools Calendar 2023-2024 School Year

September 30, 2023	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2023 (Title I) in WISEgrants	Ryan Egan	608-266-1723	Ryan.Egan@dpi.wi.gov
September 30, 2023	ESSA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2023 (Title IIA) in WISEgrants	Jacque Darrow	608-267-9134	Jacqueline.Darrow@dpi.wi.gov
September 30, 2023	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2023 (Title III and Title IVA) in WISEgrants	Aaron Ziemke	608-266-2205	Aaron.Ziemke@dpi.wi.gov
September 30, 2023	ESSER II funds must be obligated on or before September 30, 2023	essergrants@dpi.wi.gov ESSER Office Hours		
September 30, 2023	IDEA (special education) Entitlement Claims Due	Glenn Aumann	608-266-3489	Glenn.Aumann@dpi.wi.gov
October 1, 2023	ESSA School Level Actuals Report for 2023-24 Due	School Financial Services	608-267-9114	dpifin@dpi.wi.gov
September 1, 2023	Special Education Annual Report (Formerly PI 1505 -SE) Opens for 2022-23	Ricardo Cruz	608-266-8255	Ricardo.Cruz@dpi.wi.gov https://dpi.wi.gov/sfs/aid/special-ed/sped-sap/fiscal-reporting
October 17, 2023	Special Education Annual Report (Formerly PI 1505 -SE) for 2022-23 Due	Ricardo Cruz	608-266-8255	Ricardo.Cruz@dpi.wi.gov
November 16, 2023	WISEstaff Preliminary Reporting Deadline	WISEstaff application: Customer Services Helpdesk	https://dpi.wi.gov/wisedata/help/request https://dpi.wi.gov/support/contact-us	



Independent Charter Schools Calendar 2023-2024 School Year

December 1, 2023	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Opens	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
December 4, 2023	Second State Charter Aid Payment made - Based on 3 rd Friday September Pupil Count	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
December 4, 2023	Summer School Payment made to Schools who offered Summer School in the Summer of 2022	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
December 5, 2023	WISEdata Snapshot Snapshot Preparation Guidance	Customer Services Helpdesk	Visit http://dpi.wi.gov/wisedata/help/request	
December 15, 2023	Audited Financial Statements Fiscal Year 2022-23 Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
December 2023	ESSER II - Final date to file claims in WISEgrants	essergrants@dpi.wi.gov ESSER Office Hours		
January 12, 2024	2 nd Friday January Pupil Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
January 15 - June 15, 2024	Wisconsin Educator Effectiveness System - Equivalency Review (schools wanting to apply to use an alternative model of teacher and principal evaluation from the DPI model only) January 15 - Letter of Intent to Apply due March 15 - Equivalency Applications due April 15 - Initial Notice of Application Status given May 15 - Additional Evidence and Supporting Documentation due (if necessary) June 15 - Final Notice of Application Status given	Jacob Hollnagel	608-266-5195	Jacob.Hollnagel@dpi.wi.gov
January 19, 2024	2 nd Friday January Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
February 1, 2024	Independent Charter School authorizers must notify the Department of all new schools it intends to authorize in the next academic year	State Superintendent	dpistatesuperintendent@dpi.wi.gov and charterschools@dpi.wi.gov	



Independent Charter Schools Calendar 2023-2024 School Year

February 2, 2024	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Closes	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
February 12, 2024	Third State Charter Aid payment made – based on 3 rd Friday Sept. & 2 nd Friday Jan. Average.	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
February 26 – 27, 2024	Wisconsin Federal Funding Conference-Wisconsin Dells (Kalahari Convention Center)	https://www.wasbo.com/federal/funding		
March 2024	FY 2023 ESSER and GEER reporting opens in WISEgrants . See the ESSER and GEER reporting page for details .	ESSER Grants Support Staff: Erick Blasing, Kimberly Wild, Michael Dennison	essergrants@dpi.wi.gov ESSER Office Hours	
March 12- 22, 2024	Administration of the ACT with writing (Grade 11) March 12 , ACT with writing Grade 11 (Paper) March 12-15, 18-22 : ACT with writing Grade 11 for Students Testing with Accommodations (Paper) March 12-15, 18-22 : Online and Line Accommodation Administration	Nikki Braconier	608-266-1075	Nicole.Braconier@dpi.wi.gov https://dpi.wi.gov/assessment/act/calendar
March 18-April 26, 2024	Forward Exam—English Language Arts and Mathematics Grades 3-8, Science Grades 4 and 8 and Social Studies Grades 4, 8, and 10 Dynamic Learning Maps—English Language Arts and Mathematics Grades 3-11, Science Grades 4 and 8-11, and Social Studies Grades 4, 8, and 10	Alison O’Hara Mike Peacy	608-266-5182 608-267-1288	Alison.OHara@dpi.wi.gov Michael.Peacy@dpi.wi.gov
To Be Determined March 2024	WISEstaff Final Reporting Deadline	WISEstaff application: Customer Services Helpdesk	https://dpi.wi.gov/wisedata/help/request https://dpi.wi.gov/support/contact-us	



Independent Charter Schools Calendar 2023-2024 School Year

March 20 – April 28, 2023	PreACT Secure Grades 9-10	Nikki Braconier	608-266-1075	Nicole.Braconier@dpi.wi.gov https://dpi.wi.gov/assessment/PreACT
May 2024* Subject to cancellation	2023-24 WISEdash Spring Demographics Snapshot	Customer Service Helpdesk	https://dpi.wi.gov/wisedata/help/request	
May 1, 2024	Membership Audit Report Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
May 31, 2024	Summer School Survey Due	Alexander Burke Roberson	Summer School Information Page	
June 3, 2024	Fourth State Charter Aid payment made – based on Membership Audit findings	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
June 30, 2024	Fiscal Year End for 2023-24 Audit (any audit firm changes from the prior year should be reported to DPI)	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
June 30, 2024	ESSA LEA Plan must be approved no later than this date for new schools who opened in 2023-24 school year. ESSA LEA Plan must be approved to file final claims.	Title I and School Support Team	608-267-3721	https://dpi.wi.gov/user/651/contact ESSA LEA Plan Webpage
July 1, 2024	Kindergarten Programs and School Year Calendar Due (provide information via the online School Directory application)	Customer Services Helpdesk	dpistats@dpi.wi.gov https://dpi.wi.gov/wisedata/help/request	
July 1, 2024	Must sign grant assurances in WISEgrants on or before July 1, 2024	Technical assistance Video		

**Some dates are subject to change. Parental Education Options staff will do our best to update this calendar and when we do, we will notify ICS schools and authorizers of such updates. However, you should always feel free to contact the designated party above directly if you are unsure of a date or have reason to suspect a date might have changed.*

**This calendar is non-comprehensive. Some important dates and deadlines may be communicated only via email. Emails will be sent to the address on file in the School Directory.*