



Independent Charter Schools Calendar 2024-2025 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/cst/school-directory/updates/user-guides 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.	Submit a Help Ticket Technical Assistance		
June 28, 2024	Pupil Transportation Report-PI 1547 Due	Ben Kopitzke	608-267-9279	ben.kopitzke@dpi.wi.gov
June 30, 2024	Fiscal Audit Firm Contact Information reported (Any audit firm changes from the prior year should be reported to DPI)	Alexander Burke Roberson	608-266-0452	Submit via Google Forms here Contact: Alexander.Roberson@dpi.wi.gov
June 30, 2024	All ESEA Title and IDEA grant funds must be obligated on or before June 30, 2024	Title I Consultant Directory Title II - Abdallah Bendada Title III - Amy Maciolek Title IV - Amy Bires or Emily Holder IDEA - Will Cannon		
July 23, 2024	Schools may begin submitting 2024-25 WISEdata information via their SIS	Visit https://dpi.wi.gov/wisedata/schools		
July 2024	Prepare fiscal year 2024 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 2025 reporting deadline.	ESSER Grants Support Staff	essergrants@dpi.wi.gov	



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July 1, 2024	ICS Special Education Annual Reporting (Formerly PI 1505 -SE) Opens for 2023-24. ICS will report expense using the Alternative Reporting Mechanism (ARM)	Rick Cruz	608-266-8255	Ricardo.Cruz@dpi.wi.gov Special Education Fiscal Reporting School Finance Bulletin Subscribe
July 19, 2024	<i>LEA 101: Establishing and Maintaining an ICS as an LEA in Wisconsin training</i>	Alexander Burke Roberson	608-266-0452	Held virtually Contact: Alexander.Roberson@dpi.wi.gov
July 23-24, 2024	Wisconsin Resource Center for Charter Schools (WRCCS) Conference	Registration: https://2024wrccsconference.sched.com/		
Virtual - August 21, 2024 In-Person - TBD	WISE Back to School Kick Off	https://dpi.wi.gov/wisedata/events/month		
August 31, 2024	2024-25 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	2023-24 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 3, 2024	September Preliminary Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 3, 2024	Preliminary Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 16, 2024	Summer School Count Report Due - <i>Only for schools who offered Summer School in the Summer of 2024</i>	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 20, 2024	3rd Friday September Pupil Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 27, 2024	3rd Friday September Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov



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Late September	First State Charter Aid Payment made – Based on Preliminary Pupil Count	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
September 30, 2024	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2024 (Title I) in WISEgrants	Ryan Egan	608-266-1723	Ryan.Egan@dpi.wi.gov
September 30, 20224	ESSA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2024 (Title IIA) in WISEgrants	Jacque Darrow	608-267-9134	Jacqueline.Darrow@dpi.wi.gov
September 30, 2024	ESEA Consolidated Applications - Final Date to File Claims for Reimbursement of Expenditures through June 30, 2024 (Title III and Title IVA) in WISEgrants	Aaron Ziemke	608-266-2205	Aaron.Ziemke@dpi.wi.gov
September 30, 2024	IDEA (special education) Entitlement Claims Due	Glenn Aumann	608-266-3489	Glenn.Aumann@dpi.wi.gov
September 30, 2024	All Stimulus Funds (ESSER III, EBIS, ARP-HCY, etc.) funds must be obligated on or before September 30, 2024	essergrants@dpi.wi.gov		
Fall 2024	Annual Educator Effectiveness Grant Application	leadgrants@dpi.wi.gov	Educator Effectiveness Funding and Grants Wisconsin Department of Public Instruction	
October 1, 2024	ESSA School Level Actuals Report for 2024-25 Due	School Financial Services	608-267-9114	dpifn@dpi.wi.gov
October 24, 2024	ICS Special Education Annual Report (Formerly PI 1505 –SE) for 2023-24 Due, all validations have been cleared.	Rick Cruz	608-266-8255	Ricardo.Cruz@dpi.wi.gov School Finance Bulletin Subscribe
November 12, 2024	WISEstaff Preliminary Reporting Deadline	WISEstaff application: Customer Services Helpdesk	https://dpi.wi.gov/wise/wisestaff/data-collection https://dpi.wi.gov/support/contact-us	



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December 2, 2024	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Opens	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
December 6, 2024	All ESSER Stimulus Funds (ESSER III, EBIS, OST, EBAS, Summer School,, etc.) final claims (PI-1086 Program Fiscal Reports) due to DPI via WISEgrants	Aaron Ziemke ESSER Grants Support Staff	608-266-2205	Aaron.Ziemke@dpi.wi.gov essergrants@dpi.wi.gov
December 10, 2024	WISEdata Student Snapshot	Customer Services Helpdesk	Snapshot Preparation Guidance	
December 15, 2024	Audited Financial Statements Fiscal Year 2023-24 Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
December 2024	Second State Charter Aid Payment made – Based on 3 rd Friday September Pupil Count Summer School Payment made to Schools who offered Summer School in the Summer of 2024	Alexander Burke Roberson Alexander Burke Roberson	608-266-0452 608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page Alexander.Roberson@dpi.wi.gov Membership Page
January 10, 2025	2 nd Friday January Pupil Count Date	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
January 15 – June 15, 2025	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 Equivalent Models for Educator Effectiveness Wisconsin Department of Public Instruction
January 17, 2025	2 nd Friday January Pupil Count Report (MC-1567) Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page



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January 31, 2025	ACCESS for ELLs and Alternate ACCESS for ELLs Test Window Closes	Jesse Roberts	608-267-5153	Jesse.Roberts@dpi.wi.gov
February 1, 2025	Independent Charter School <i>authorizers</i> must notify the Department of all new schools it intends to authorize in the 2025-26 academic year	State Superintendent	dpistatesuperintendent@dpi.wi.gov <i>and</i> charterschools@dpi.wi.gov Jesse.Roberts@dpi.wi.gov	
February 24-25, 2025	Wisconsin Federal Funding Conference-Wisconsin Dells (Kalahari Convention Center)	https://www.wasbo.com/federal/funding		
February 2025	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 2025	FY 2024 ESSER and GEER reporting opens in WISEgrants . See the ESSER and GEER reporting page for details .	ESSER Grants Support Staff	essergrants@dpi.wi.gov	
March 11- 21, 2025	Administration of the ACT with writing (Grade 11) *Test Window 1: March 11 , ACT with writing Grade 11 (Paper) March 11-14, 17-21 : ACT with writing Grade 11 for Students Testing with Accommodations (Paper) March 11-14, 17-21 :: Online and Line Accommodation Administration *Additional testing windows can be found on the DPI ACT calendar webpage.	Nikki Braconier	608-266-1075	Nicole.Braconier@dpi.wi.gov https://dpi.wi.gov/assessment/act/calendar
March 17-April 25, 2025	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



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	PreACT Secure Grades 9-10	Nikki Braconier	608-266-1075	Nicole.Braconier@dpi.wi.gov https://dpi.wi.gov/assessment/PreACT
March 18, 2025	WISEstaff Final Reporting Deadline	WISEstaff application: Customer Services Helpdesk	https://dpi.wi.gov/wisedata/help/request Contact Us Wisconsin Department of Public Instruction	
May 2025	WISEdata Spring Demographics Snapshot	Customer Service Helpdesk	Snapshot Preparation Guidance	
Early May 2025 (Specific date to be determined)	Annual Educator Effectiveness Evaluation Survey	Jacob Hollnagel	608-266-5195	Jacob.Hollnagel@dpi.wi.gov Educator Effectiveness Funding and Grants Wisconsin Department of Public Instruction
May 1, 2025	Membership Audit Report Due	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov Membership Page
May 24, 2025	Summer School Survey Due	Alexander Burke Roberson	Summer School Information Page	
June 30, 2025	Pupil Transportation Report-PI 1547 Due	Ben Kopitzke	608-267-9279	ben.kopitzke@dpi.wi.gov
June 30, 2025	Fiscal Audit Firm Contact Information reported (Any audit firm changes from the prior year should be reported to DPI)	Alexander Burke Roberson	608-266-0452	Submit via Google Forms here Contact: Alexander.Roberson@dpi.wi.gov
June 30, 2025	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
June 2025	Fourth State Charter Aid payment made - based on Membership Audit findings	Alexander Burke Roberson	608-266-0452	Alexander.Roberson@dpi.wi.gov
July 1, 2025	Kindergarten Programs and School Year Calendar Due (provide information via the online School Directory application)	Customer Services Helpdesk	https://dpi.wi.gov/cst/school-directory/updates/user-guides	
July 1, 2025	Must sign grant assurances in WISEgrants on or before July 1, 2025	Technical assistance Video		



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**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.*