

# Important Dates for the Private School Choice Programs

The requirements identified are based on Wis. Stat. 118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.

*Information provided is subject to statutory and administrative rule changes.*

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This document covers the important dates, with some brief descriptions of requirements, for private schools that participate in the Private School Choice Programs (PSCP or Choice), which are the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). These dates may be in addition to other deadlines required for private schools that are not covered in this document. This document does not include the additional dates applicable to private schools that intend to be first-time participants in the Choice program in the 2024-25 school year and are considered “new private schools.” Information on how to determine if your school is a “new private school” is available on the [School Registration Information](#) webpage.

To be eligible to receive state aid payments on behalf of students participating in the Choice programs, schools must meet all statutory program requirements. It is the responsibility of the school to meet all required deadlines, including timely submission of required program reports and audits, and administration of required assessments.

## AVAILABLE RESOURCES

Additional information is available on the [Private School Choice Programs](#) webpage and the following webpages:

- To learn more about program requirements, review the [On Demand Training](#), [Parent FAQ](#), and [Program Bulletins](#) webpages.
- For information about how to process student applications, complete the application eligibility determination, and other program procedures for application changes, see the [School Application Processing](#) webpage.
- For information about payments, see the [Choice Program Payments - Frequently Asked Questions](#) webpage.
- For information on required assessments, see the [Assessment](#) webpage.
- For information on WISEdata requirements, see the [WISEdata webpage](#), including trainings and videos for [WISEdata](#) and [WISEid](#). If you need additional help, please see the [Help for WISEdata, WISEid, WISEstaff webpage](#) or submit a [WISE Help Ticket](#).
- For information on how to prepare for deadlines and snapshot collections for WISEdata, see the [WISEdata Annual Tasks Checklist](#).
- For general information about private schools, please see the [Private School – Information](#) webpage.

## QUESTIONS

Many questions are answered in the available resources summarized in the prior section. Many of the requirements below also include information about applicable resources. If your question is not answered in the available resources above, questions can be sent to the following:

- **General Choice Program Questions:** Contact the Department of Public Instruction (DPI) at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov).
- **Questions on the Enrollment Audits, Financial Audits, Fiscal & Internal Control Practices requirements, budgets, or surety bonds** should be directed to [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@dpi.wi.gov).
- **WISE or Student Information System (SIS) Questions:** Submit a Help Ticket at <https://dpi.wi.gov/wise/secure-home-info/wiseshome-wisesecondary-help-ticket>.

## JULY 2023

### July 1

- The 2023-24 school year begins.
- Schools new to the PSCP in the 2023-24 school year and continuing schools that have a new Choice Administrator must set-up their Choice Administrator as the District Security Administrator (DSA), allowing them to manage access to the DPI secure reporting applications through the WISEsecure tool. See the [WISEhome and WISEsecure Information](#) webpage for additional information related to setting up the school's DSA.

### July 21

Deadline for schools to complete verification of 2023-24 school year MPCP and RPCP student applications from the **May** open application period via the Online Application System (OAS). See all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage and the Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage.

## July 30

All schools may begin sending [WISEid](#) request files generated from their [Student Information System \(SIS\)](#) to report new students and reporting student data through the [WISEdata Ed-Fi API](#) at any time. Schools will see their data in the [WISEdata Portal](#) as of this date.

## July 31

Deadline for schools to request that the DPI make grade changes to the 2023-24 school year MPCP and RPCP applications in OAS. After July 31, schools can change the grade through the enrollment/count reports. Any changes not made in the enrollment/count reports must be reflected in the Enrollment Audits (see Application Verification and Corrections FAQ on the [School Application Processing](#) webpage).

## AUGUST 2023

### By the First Day of School

- Schools new to the PSCP in the 2023-24 school year must have a [DPI WISEdata certified SIS](#) operational and reporting data to WISEdata.
- The Choice administrator must use the [WISEsecure](#) tool to remove access for staff no longer at the school or add new staff that will support WISE student reporting using. The Choice administrator should not grant access to school staff using [WAMS IDs](#) that are connected to generic or shared email accounts when given access to WISE reporting applications.
- Through early January 2024, notify the DPI of WPCP student withdrawals for the 2023-24 school year. WPCP schools must notify the DPI immediately when a WPCP student that applied for the 2023-24 school year withdraws from the school or decides to no longer participate in the WPCP, so that the DPI can determine if a student from the waiting list may receive a voucher.
- The private school should ensure that its data in the [School Directory application](#) is accurate. The [School Directory application](#) allows private schools to update their school and contact information. If PSCP schools make any updates using the School Directory application that impact the PSCP, they must also update their information with the Choice program using the School Information Update form see [School Submitted Reports and Forms](#) webpage (see Training 3-4: School Update Forms on the [On Demand Training](#) webpage).
- Before individuals begin working at the school complete background checks for employees one of two ways:
  - Non-DPI issued license option: Complete a separate criminal background check prior to employing any individual who meets the specified criteria and every five (5) years thereafter.
  - DPI issued license option: Complete the background check annually by confirming the individual has a current DPI issued license.

If a school new to the PSCP has not previously completed background checks on existing employees, the school must complete a background check on each employee before he or she works at the school for the first school year the school participates in the program.

See the Criminal Background Checks Bulletin on the [Program Bulletins](#) webpage and Training 6-12: Criminal Background Checks on the [On Demand Training](#) webpage for additional information.

- Schools must ensure all administrators, teachers, and teacher aides have appropriate credentials (see Staff Credentials Bulletin on the [Program Bulletins](#) webpage and Training 6-9: Employee Education Requirements) on the [On Demand Training](#) webpage.
- If a continuing school added a new location for students, the school must submit a School Information Update form (see [School Submitted Reports and Forms](#) webpage) to DPI indicating the address of the new location if the location was not added on the school's Notice of Intent to Participate for that school year (see Training 1-1: General School Requirements and Training 3-4: School Update Forms on the [On Demand Training](#) webpage).

**All continuing** MPCP schools that add a new location or a **continuing** WPCP or RPCP school that adds a location in the Racine Unified School District, must provide **one of** the following to the DPI **prior** to students being in a location (see Training 1-1: General School Requirements on the [On Demand Training](#) webpage):

- A certificate of occupancy from the municipality in which the private school is located;
- A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
- If the municipality and regional unit do not issue certificates of occupancy, submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.

**A temporary certificate of occupancy will not meet this requirement.**

**August 1 (See next section for additional items due by the first weekday in August, which is also August 1 for August 2023)**

- Schools new to the PSCP in the 2023-24 school year must submit a copy of the school's [academic standards](#) (not curriculum) (see Training 1-2: General Pupil Specific Requirements, Records, Tuition and Fees, Academic Standards, Grade Promotions on the [On Demand Training](#) webpage).
- Deadline for schools new to the PSCP in the 2023-24 school year, *that did not offer summer school instruction* in the summer of 2023, to complete the following:
  - File a notice from the preaccreditation organization indicating the school is preaccredited or, if the organization is already full accredited, a notice from the accrediting organization indicating the school is fully accredited (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage). **DPI emails the notice that must be completed directly to the accrediting organizations for completion.**
  - Email **one** of the following to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) for all locations if the school is participating in the MPCP and for any locations located in the Racine Unified School district for WPCP and RPCP schools (see Training 1-1: General School Requirements on the [On Demand Training](#) webpage):
    - A certificate of occupancy from the municipality in which the private school is located; or

- A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
  - If the municipality and regional unit do not issue certificates of occupancy, submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.
- Deadline for fully accredited schools to file a notice from the accrediting organization demonstrating the school is fully accredited for all grades offered for the current school year. This includes any additional grade(s) the school began offering or new locations in the 2023-24 school year. DPI emails the notice that must be completed directly to the accrediting organizations for completion (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage).
  - Deadline to submit the Governing Board Information Update form to DPI with any changes to the school's governing body members or member contact information. This form requires the signatures and the mailing addresses for each new governing body member (see [School Submitted Reports and Forms](#) webpage).
  - Schools new to the PSCP in the 2023-24 school year participate in a [WISEdata training session](#) on Tuesday, August 1, from 9:00 am - 12:00 pm.

**By the First Weekday in August (August 1 - see above section for additional items due by August 1, which is also the first weekday in August for August 2023)**

- Recommendation for schools that participated in the PSCP in the 2022-23 school year to wrap up 2022-23 school year's WISEdata and transition to 2023-24 school year WISEdata.
- **Schools new to the PSCP** in the 2023-24 school year must submit the Private School Report Card Form found on the [School Submitted Reports and Forms](#) webpage.
- **Continuing schools** making a change to their opt in/out All Student Report Card preference must submit to the DPI a new Private School – All Students Report Card Form found on the [School Submitted Reports and Forms](#) webpage. Continuing schools should only submit a new Private School – All Students Report Card form if the school wants to change its selection.
- **Schools new to the PSCP** must email a copy of the school's certificate of insurance or other evidence of having obtained the required insurance and a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) (see Insurance and Fidelity Bond Bulletin on the [Program Bulletins](#) webpage and Training 6-7: Liability Insurance & Fidelity Bond on the [On Demand Training](#) webpage).
- **Continuing schools** must keep the required insurance coverage and a fidelity bond in place as long as the school is participating in the Choice programs (see Insurance and Fidelity Bond Bulletin on the [Program Bulletins](#) webpage and Training 6-7: Liability Insurance & Fidelity Bond on the [On Demand Training](#) webpage). Continuing schools do not need to send the DPI documentation that this requirement has been met unless specifically requested by the DPI.

## First Weekday in August (August 1) to Third Friday in August (August 18)

Between these dates and no later than the third Friday in August, WPCP schools must notify the DPI of a parent/guardian request to transfer a WPCP student to a different WPCP school *due to a change in the student's residence*. Change of residences must occur between the day after the end of the WPCP application period (April 21) and the third Friday in August (August 18) (see Residency Documentation Bulletin and Application Verification and Corrections FAQ on the [School Application Processing](#) webpage).

## August 15

Schools new to the PSCP in the 2023-24 school year submit the Auditor Authorization form (see the [Auditor Information](#) webpage). This form identifies the external audit firm that will perform the required Financial Audit, Fiscal and Internal Control Practices Report, and Enrollment Audits (see Training 3-3: Auditor Authorization Form on the [On Demand Training](#) webpage).

## By the Third Friday in August (August 18)

- WPCP schools should email [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) if they become aware of a WPCP student that has moved to the city of Milwaukee or the Racine Unified School District by the third Friday in August (August 18). DPI may transfer an accepted application from the WPCP to the RPCP or MPCP at the same school if the student moves to Racine or Milwaukee and the school participates in the applicable program. If the school determines after the third Friday in August that a WPCP student moved as of the third Friday in September to the city of Milwaukee or the Racine Unified School District, the school should report the address change in the September Count Report via OAS (see Residency Documentation Bulletin on the [School Application Processing](#) webpage).

Deadline for WPCP schools to notify the DPI of a parent/guardian request to transfer a WPCP student to a different WPCP school *due to a change in the student's residence*. The change of residence must have occurred between the *day after the end of the WPCP application period* (April 21) and *the third Friday in August* (August 18) (see Residency Documentation Bulletin and Application Verification and Corrections FAQ on the [School Application Processing](#) webpage).

## August 19

- Deadline for schools to complete verification of 2023-24 school year MPCP and RPCP student applications from the **June** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).

## Last Weekday in August (August 31)

- Deadline to *submit*, in OAS, *all accepted* MPCP and RPCP applications (February – August Applications). Eligible applications submitted after the last weekday in August for students enrolled on the third Friday of September will not generate a state aid payment until November (see Application Process Bulletin on the [School Application Processing](#) webpage, Training 8-4: Application Verification & Submission Process on the [On Demand Training](#) webpage, and the [Choice Program Payments - Frequently Asked Questions](#) webpage).
- Deadline to submit, in OAS, the Preliminary Enrollment Report to generate a September state aid payment (See Training 9-2: Preliminary Enrollment Report on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).

## **SEPTEMBER 2023**

### **First Day of School**

[See “By the First Day of School” in August section.](#)

### **September 15**

Deadline for schools that offered summer school in the summer of 2023 to submit the Summer School Count Report in OAS to receive state funding for summer school (see Summer School Bulletin and Summer School Count Report Instructions, located on the [Program Bulletins](#) webpage).

### **Third Friday in September (September 15)**

- All schools participating in the Choice Program take the third Friday in September count of Choice students enrolled in their school. Schools must also determine who remains on the MPCP and RPCP waiting list as of the third Friday in September.

Schools use this information to complete the third Friday September Count Report in OAS. The report includes the following:

- The first and last dates of the school’s current school term.
- Hours of instruction for the current school term.
- The dates of the two required governing board meetings. At least 30 days before the scheduled meeting date, schools must notify, in writing, each student or the parent or guardian of a minor student applying to attend or attending the school of the meeting date, time and place.
- For WPCP schools, the report requires verification of the address for incoming Choice students. The school must determine whether every incoming Choice student participating in the WPCP moved as of the third Friday in September. If the student has moved, schools must collect residency documentation from the parent/guardian with the new address on it by the last weekday in September. The new residency documentation must be dated between the third Friday in August (August 18) and the last weekday in September (September 29) (see the Residency Documentation Bulletin on the [School Application Processing](#) webpage).

In preparation for completing and submitting the report, DPI recommends schools review the following on the [On Demand Training](#) webpage: (1) Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports, (2) Training 9-1: Payment Process, Pupil Count Report & Audit Overview, (3) Training 3-1: Reporting Hours of Instruction, and also review the [Choice Program Payments - Frequently Asked Questions](#) webpage.

- [WISEdata](#) requires schools to verify that all Choice students are properly flagged in the school’s SIS for the third Friday of September Count Date. For a student to be included in the third Friday of September Count in the SIS, the student must:
  - be enrolled in the school by the count date, and

- be assigned to a valid grade for his or her school, and
- have been marked as Present or Absent for Receiving Services.

WISEdata logic will also review inclusion based on parentally placed private (PPP) calculations, whether the school provides the primary educational services, and whether the student's enrollment is active.

If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

## September 18

Deadline for schools to complete verification of 2023-24 school year MPCP and RPCP student applications from the **July** open application period via OAS (see Application Process Bulletin on the [School Application Processing](#) webpage and Training 8-4: Application Verification & Submission Process on the [On Demand Training](#) webpage).

## By the Last Weekday in September (September 29)

- Deadline for schools to complete *verification* of 2023-24 school year MPCP and RPCP student applications from the **August** and **September** open application periods via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and Training 8-4: Student Applications & Eligibility on the [On Demand Training](#) webpage).
- Deadline for schools to *submit* in OAS any accepted MPCP or RPCP applications not submitted by the last weekday in August (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage).
- Deadline for schools to request via email that the DPI make non-grade changes to MPCP and RPCP applications in OAS for the February to September applications. Any changes after the last weekday in September must be included in the school's Enrollment Audits (see Application Verification and Corrections FAQ on the [School Application Processing](#) webpage).
- Deadline for schools to submit in OAS the Third Friday September Count Report. In preparation for completing and submitting the report, DPI recommends schools review the following on the [On Demand Training](#) webpage: (1) Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports, (2) Training 9-1: Payment Process, Pupil Count Report & Audit Overview, (3) Training 3-1: Reporting Hours of Instruction, and also review the [Choice Program Payments - Frequently Asked Questions](#) webpage.

## By the End of September

The DPI remits, by direct deposit, the September state aid payments to eligible schools based on each school's eligible applications and corresponding class list submitted to the DPI in the Preliminary Enrollment Report (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) web page and the [Choice Program Payments - Frequently Asked Questions](#) webpage).



## **OCTOBER 2023**

### **October 1**

Deadline for a private school first participating in the PSCP in the 2023-24 school year to develop the [Indoor Environmental Quality Model Management Plan](#). (Please note, the school must implement the plan by the beginning of the second year of participation in the Choice program). This plan does not need to be submitted to the DPI, and the law does not require use of any particular template or format for an IEQ Management Plan. Schools may use the DPI template as a model (available by clicking the plan link above), develop their own plan, adapt existing plans, procedure handbooks, or policy documents to demonstrate compliance with the planning and implementation requirements.

### **October 15**

- Continuing schools must submit to the DPI their financial audit for the 2022-23 school year. Additionally, continuing schools, except for those who were first time participants in the PSCP in the 2022-23 school year, must submit the financial audit management letter if the auditor issued one (see Financial Requirements Bulletins on the [Program Bulletins](#) webpage and all units of Training 5: Financial Audit on the [On Demand Training](#) webpage).
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report (school-wide enrollment as of the third Friday in September). Information on completing this report is available on the [Submit PI-1207 Data Online](#) webpage. The report stays open until December 15 for corrections identified through the September Enrollment Audits.

## **NOVEMBER 2023**

### **November 1**

Schools must revise their annual budget prepared by June 30, *if* the actual third Friday Choice or all student enrollment varies by 20% or 20 students, whichever is less. *If the school is required to update the budget*, the budget must reflect the revenues resulting from the school's actual third Friday in September enrollment, along with related required budget changes. These schools must retain the revised budget and cash flow report on file at the school for auditor review as part of the Fiscal & Internal Control Practices Report (see Training 6-3: School Budget on the [On Demand Training](#) webpage).

### **November – After report card publication by the DPI**

- Choice schools that have a school website are required to post the school's most recent report card to the school's website home page within 30 days after the DPI publishes the report cards. Choice schools must prominently link, from the school's home page, the school's most recent report card.
- Annually (*may occur in a different month*), Choice schools must provide to the parent or guardian of each student enrolled in or attending the school a copy of:
  - The school's accountability report (complete [report card](#), detailed version); and simultaneously,
  - A list of the educational options available to children who reside in the pupil's resident school district, which must include public schools, private schools participating in a

parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options and options for pupils enrolled in a home-based private educational program. See DPI's [notification requirement webpage](#) for additional information.

## By the End of November

- The DPI remits, by direct deposit, the November state aid payments to eligible schools based on each school's third Friday in September Count Report and Summer School Count Report (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).
- The DPI provides the 2024-25 school registration materials to schools. Information on the school registration materials will be available on the [School Registration webpage](#) (see Training 2-1: School Registration Process Overview on the [On Demand Training](#) webpage).

## **DECEMBER 2023**

### December 5

The following [WISEdata Snapshots](#) are taken (see all units of Training 4: Student Information System & Assessments on the [On Demand Training](#) webpage):

- 2022-23 Year End Attendance & Completion
- 2023-24 Third Friday of September Enrollment

If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

### December 15

- Deadline for schools to submit to the DPI the September 2023 Enrollment Audit (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).
- Deadline for schools to submit to the DPI the 2023-24 Fiscal and Internal Control Practices Report (see all units of Training 6: Fiscal & Internal Control Practices Report on the [On Demand Training](#) webpage).
- Deadline for schools to correct 2023-24 school year applications received prior to the third Friday in September, as permitted by Wisconsin Administrative Codes PI 35 and 48. Schools should work with their auditors to make corrections as part of the September 2023 Enrollment Audit. (See the materials in the "Explanation of Application Requirements and Process" column on the [School Application Processing](#) webpage.)

### December 19

Deadline for schools to complete verification of 2023-24 school year MPCP student applications from the **October** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).

## December 31

- Deadline for schools new to the PSCP in the 2023-24 school year, that submitted a pre-accreditation notice, to submit a notice from an accrediting entity that the school has an *approved application for accreditation* (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage).
- Deadline for schools that first participated in the PSCP in the 2020-21 school year to achieve full accreditation, for all grades offered (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage).
- Fully accredited schools expanding the grades offered to a different grade in the 2023-24 school year (i.e., a K-8<sup>th</sup> grade school adding a high school grade or vice versa) must have a notice from their accrediting institution stating the school has an accepted application for accreditation for the new grades. Schools will have three years for the expanded grade(s) to be fully accredited (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage).

## JANUARY 2024

### January 8

- Deadline to notify the DPI of WPCP student withdrawals for the 2023-24 school year. WPCP schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so that the DPI can determine if a student from the waiting list may receive a voucher.

After January 8, 2024, schools are no longer required to provide WPCP withdrawal information to the DPI for the 2023-24 school year (see Application Process Bulletin on the [School Application Processing](#) webpage and Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage).

### January 10

- Deadline for private schools to register to be eligible to participate in the PSCP in the 2024-25 school year. For additional information about the registration process, see the School Registration Checklist and School Registration Information available on the [School Registration](#) webpage (Information is available by the end of November) and review Training 2-1: School Registration Process Overview and Training 2-2: Intent to Participate on the [On Demand Training](#) webpage.
  - Pay Auditor Fee online or submit Auditor Fee form with Cashier's Check.
  - Submit the Notice of School's Intent to Participate form (ITP) in OAS (If the private school is interested in offering a summer school program to Choice students in the summer of 2024, the school will indicate this in the ITP – see Summer School Bulletin [on the Program Bulletins page](#)).
  - Submit [Random selection agreement](#) (MPCP and RPCP schools only, agree to state voluntary random selection agreement when completing ITP in OAS or submit own plan to the DPI and have plan approved by the State Superintendent by January 10).
- New School to PCSP in the 2024-25 school year must submit the Disclosure of Information form on the [School Submitted Reports and Forms](#) webpage and its policies and procedures requested

on the form, including all signatures and mailing addresses of governing board members (see Training 3-2: Disclosure of Information Requirements on the [On Demand Training](#) webpage).

- Optional - Private schools new to either the WPCP or the RPCP in the 2024-25 school year may enter into an agreement to be subject to the same governing board as a private school currently participating in the WPCP or the RPCP. With this agreement, prior year attendance requirements would not be required for students applying to the new school in the first two years the school participates in the WPCP or RPCP. Schools that use this option must submit the agreement to the DPI by this date (see Combined Private Schools and Prior Year Attendance Bulletin on the [Program Bulletins](#) webpage).

### Second Friday in January (January 12)

All schools participating in the Choice Program take the Second Friday in January count of Choice students enrolled in their school. Schools must also determine who remains on the MPCP and RPCP waiting list as of the Second Friday in January. Schools use this information to complete the Second Friday in January Count Report in OAS (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview and Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).

### January 19

- Choice administrators of schools first participating in the Choice program in the 2024-25 school year are required to: (1) read the Choice Program Requirements Training and complete the Choice Programs Requirements Online Quiz, and (2) read the OAS Access Trainings and complete the OAS Access Quiz. Both are available on the [Choice Administrator Trainings and Access to OAS webpage](#).
- Deadline for schools to complete verification of 2023-24 school year MPCP student applications from the **November** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).

### Last Weekday in January (January 31)

- Deadline for schools to complete verification of 2023-24 school year MPCP student applications from the **December** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).
- Deadline for schools to request that the DPI make non-grade changes to the MPCP applications received between October and January in OAS (see Application Verification and Corrections FAQ on the [School Application Processing](#) webpage).
- Deadline for schools to submit in OAS any accepted MPCP or RPCP 2023-24 applications not previously submitted (see Application Process Bulletin on the [Program Bulletins](#) webpage and Training 8-4: Application Verification & Submission Process on the [On Demand Training](#) webpage).
- Deadline for schools to submit in OAS the completed second Friday in January Count Report. (See Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports and Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and

the [Choice Program Payments - Frequently Asked Questions](#) webpage.)

## **FEBRUARY 2024**

### **First Weekday in February (February 1)**

Open application period for the 2024–25 school year begins for the MPCP, RPCP, and WPCP. In preparation, please review all units of the Training 8: Student Applications & Eligibility, Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage, and the resources in the Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage.

### **By the End of February**

The DPI remits, by direct deposit, the February state aid payments to eligible schools based on each school's Second Friday in January Count Report (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).

## **MARCH 2024**

### **March 12 to April 19**

Choice schools administer the [ACT with writing](#) for grade 11:

- Paper and pencil format: March 12, March 26, and April 9.
- Online format: March 12 - April 19.

### **March 18 to April 26**

- [FORWARD Exam Window](#): Choice schools are required to administer the following standardized tests:
  - Wisconsin Forward Exam for English Language Arts and Mathematics for grades 3-8.
  - Wisconsin Forward Exam for Science for grades 4 and 8.
  - Wisconsin Forward Exam for Social Studies for grades 4, 8, and 10.
- [PreACT Secure](#): Choice schools are required to administer the PreACT Secure for grades 9 and 10.

## **APRIL 2024**

### **Third Thursday in April (April 18)**

- End of the WPCP open application period for the 2024-25 school year, which began on the first weekday in February (see Application Process Bulletin on the [School Application Processing](#) webpage and Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage).

- Schools with 2024-25 WPCP applications that have been determined ineligible through the application verification process should notify the parent of each WPCP applicant, via mail or email, that the application is ineligible and will not be included in the random drawing. Schools should send these notifications after the last day of the WPCP open application period (April 18, 2024) but no later than the first weekday in June (June 3, 2024). If the school denies a student's application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS. (See Application Process Bulletin on the [School Application Processing](#) webpage and Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage.)

#### April 19

- Last day of [ACT with Writing](#) online Window (began on March 12).

#### April 20

Deadline for schools to complete verification of 2024-25 school year MPCP and RPCP student applications from the **February** open application period via OAS (see Application Process Bulletin on the [School Application Processing](#) webpage and Training 8-4: Application Verification & Submission Process on the [On Demand Training](#) webpage).

#### April 26

Last day of test window for the [Forward Exam](#) and the [PreACT Secure](#) (began on March 18).

#### By End of April or at Least One Month Prior to the Scheduled Last Day of School

If a school would like to end the 2023-24 school year earlier than the last day reported in the September Count Report in OAS, the school must complete the School Information Update form on the [School Submitted Reports and Forms](#) webpage notifying DPI of the request. The school must then **receive prior approval** from the DPI to end the last day of school earlier than what was reported on the September Count Report. Prior approval is not required if the school ends the school year on a later date than the last day identified in the September Count Report or if the school changes instructional hours on previously scheduled school days. However, schools should ensure that they still meet the hours of instruction requirements after any schedule changes are incorporated.

At any time during the school year, schools may make revisions or changes to their hours of instructions and schedule that do not impact their ability to meet program requirements and/or does not change the last day of school. These types of changes do not need to be reported to the DPI. DPI recommends that a school revising its schedule use the DPI Hours of Instruction Report Excel calculator found on the [School Submitted Reports And Forms](#) webpage to ensure that the school continues to meet the Hours of Instructions requirements with the revisions.

#### MAY 2024

#### May (Specific Date TBD)

- [WISEdata Spring Demographics Snapshot](#): All schools must complete 2023-24 Assessment Demographic student data reporting in WISEdata. All demographics will be captured in the snapshot: Race/Ethnicity, Gender, Grade Level, Disability Status, EL Status, Choice Participant Status and the two data elements for Economically Disadvantaged Status-- Economically Disadvantaged Status and Food Services Eligibility (see [Snapshot Preparation Guidance page](#)).

- Log in to the [WISEdata portal](#) via WISEhome to view [Validation messages](#) (check these regularly).

**May 1 (See next section for additional items due by the first weekday in May, which is also May 1 for May 2024)**

- Deadline for schools first participating in the PSCP in the 2024-25 school year to:
  - Participate in the DPI [Fiscal Management Training](#), and
  - Submit one of the following to the DPI:
    - The [2024-25 Budget and Cash Flow Report](#) and all required attachments; or
    - A surety bond equal to 25% of the schools expected 2024-25 PSCP payments.

See the Budget and Cash Flow on the [School Submitted Reports and Forms](#) webpage and Training 3-5: Surety Bond and New School Budget & Cash Flow Report on the [On Demand Training](#) webpage).

- Deadline for continuing schools that selected the surety bond option in a previous school year to provide a surety bond equal to 25% of the schools expected 2024-25 PSCP payments, unless the school has been notified by the DPI that it is no longer required to provide the surety bond (see Training 3-5: Surety Bond and New School Budget & Cash Flow Report on the [On Demand Training](#) webpage). The required surety bond form will be emailed to Choice Administrators with a current bond requirement by mid-March 2024.
- Deadline for schools new to the PSCP in the 2024-25 school year that are **offering summer school** in the summer of 2024 to submit all the following to the DPI:
  - A notice from the preaccreditation organization indicating the school is preaccredited or, if the organization is already fully accredited, a notice from the accrediting organization indicating the school is fully accredited (see Accreditation Bulletin on the [Program Bulletins](#) webpage and Training 1-1: General School Requirements on the [On Demand Training](#) webpage),
  - **One** of the following for all locations if the school is participating in the MPCP and for any locations located in the Racine Unified School District for schools participating in the WPCP and RPCP (see Training 1-1: General School Requirements on the [On Demand Training](#) webpage):
    - A certificate of occupancy from the municipality in which the private school is located;
    - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
    - If the municipality and regional unit do not issue certificates of occupancy, submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.

**First Weekday in May (May 1 - see above section for additional items due by May 1, which is also the first weekday in May for May 2024)**

- Deadline for schools participating in the RPCP and WPCP to submit the January 2024 Enrollment Audit to the DPI. If a school participating in RPCP or WPCP also participates in the MPCP, the enrollment audit must include the MPCP students. For these schools, this is the last day to correct MPCP applications received during an open application period after the third Friday in September as permitted by Wisconsin Administrative Code PI 35 (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).
- Deadline for schools to send an email to the DPI requesting changes to the 2024-25 school year WPCP applications in OAS. If the school identifies changes are required to the resident school district or grade after this date, schools must notify the DPI as soon as possible. After this date, schools can change grades through the enrollment/count reports and make other changes to WPCP applications through the Enrollment Audits (see Application Process Bulletin , and Application Verification and Corrections FAQ, both on the [School Application Processing](#) webpage).
- Deadline for schools to complete verification of all WPCP student applications for the 2024-25 school year via OAS (see Application Process Bulletin on the [School Application Processing](#) webpage, and Training 8-4: Application Verification & Submission Process on the [On Demand Training](#) webpage).
- Deadline for schools to complete the Final WPCP Seats Report in OAS. Schools must complete the verification of all WPCP applications prior to submitting this report (see Application Process Bulletin on the [School Application Processing](#) webpage and Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage).
- Deadline for private schools first participating in the PSCP in the 2024-25 school year to submit to the DPI the Hours of Instruction report for the 2024-25 school year on the [School Submitted Reports and Forms](#) webpage (see Training 3-1: Reporting Hours of Instruction on the [On Demand Training](#) webpage).
- Deadline for schools offering summer school in the summer of 2024 to submit the list of academic summer school classes and laboratory periods in the Summer School Course List Report in OAS (see Summer School Bulletin on the [Program Bulletins](#) webpage).
- Deadline for schools new to the PSCP in the 2024-25 school year that are offering summer school in the summer of 2024 to submit a copy of the school's certificate of insurance or other evidence of having obtained the required insurance and a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees (See Insurance and Fidelity Bond on the [Program Bulletins](#) webpage and Training 6-7: Liability Insurance & Fidelity Bond on the [On Demand Training](#) webpage).

**May 19**

Deadline for schools to complete verification of 2024-25 school year MPCP and RPCP student applications from the **March** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).



## By the End of May

The DPI remits, by direct deposit, the May state aid payments to eligible schools based on each school's Second Friday in January Count Report (see Training 9-1: Payment Process, Pupil Count Report & Audit Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).

## By Last Day of School

- WISEdata: Schools that participated in the PSCP in the 2023-24 school year must complete a Data Quality Review of the 2023-24 Attendance Data for WISEdata purposes.
- Close out the school year in your SIS by exiting students with the [last day of student enrollment](#) and [Exit Type](#), and [Credential Type](#) for high school graduates.

If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

## JUNE 2024

### First Weekday in June (June 3)

- Private Schools that will first participate in the PSCP in the 2024-25 school year may begin to establish their Choice Administrators as District Security Administrators. This allows them to manage access to the DPI secure reporting applications through the Application Security management tool (see [WISEdata training videos guides](#)). The Choice administrator should not grant access to school staff using [WAMS IDs](#) that are connected to generic or shared email accounts when given access to WISE reporting applications.
- Schools with 2024-25 WPCP applications that have been determined ineligible through the application verification process should notify the parent of each WPCP applicant, via mail or email, that the application is ineligible and will not be included in the random drawing. Schools should send these notifications after the last day of the WPCP open application period (April 18, 2024) but no later than the first weekday in June (June 3, 2024). If the school denies a student's application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS. (See Application Process Bulletin on the [School Application Processing](#) webpage and Training 10-1: Wisconsin Parental Choice Program (WPCP) Application Process on the [On Demand Training](#) webpage.)

### June 21

Deadline for schools to complete verification of 2024-25 school year MPCP and RPCP student applications from the **April** open application period via OAS (see Explanation of Application Requirements and Process section of the [School Application Processing](#) webpage and all units of Training 8: Student Applications & Eligibility on the [On Demand Training](#) webpage).

### Last Weekday in June (June 28)

Deadline for schools that **only** participate in the MPCP to submit to the DPI their January 2024 Enrollment Audit. For these schools, this is the last day to correct MPCP applications received during an open application period after the third Friday in September as permitted by Wisconsin Administrative Code PI 35 (see Training 9-1: Payment Process, Pupil Count Report & Audit

Overview on the [On Demand Training](#) webpage and the [Choice Program Payments - Frequently Asked Questions](#) webpage).

## June 30

- Schools must prepare their annual budget for the 2024-25 school year by June 30. The budget does not have to be submitted to the DPI. This requirement does not apply to schools new to the PSCP in the 2024-25 school year that provided a budget to the DPI by May 1, 2024. Schools may choose to use the DPI Budget and Cash Flow Report on the [School Submitted Reports and Forms](#) webpage or use their own budget if it includes certain components (see Training 6-3: School Budgets on the [On Demand Training](#) webpage). The budget will be reviewed by the school's external auditor as part of the Fiscal & Internal Controls Practices Report.
- This date also marks the end of the 2023-24 fiscal year for purposes of the 2023-24 financial audit that is due to the DPI by October 15, 2024 (see Financial Requirements Bulletins on the [Program Bulletins](#) webpage and all units of Training 5: Financial Audit on the [On Demand Training](#) webpage).
- The 2023-24 school year ends.