



PRIVATE SCHOOL CHOICE PROGRAMS INFORMATIONAL BULLETIN

Bulletin 01-01

Revised January 2026

Application Process

This bulletin applies to the Private School Choice Programs which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). This bulletin provides information for Choice administrators and their designees on the student application process for parents and schools. The information in this bulletin is based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.

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Abbreviations/Definitions

Choice or PSCP = Private School Choice Programs
 DOR = Department of Revenue
 DPI = Department of Public Instruction
 MPCP = Milwaukee Parental Choice Program
 ITP = Notice of Intent to Participate
 OAS = Online Application System

Parent = Parent or Guardian
 RPCP = Racine Parental Choice Program
 RUSD = Racine Unified School District
 SNSP = Special Needs Scholarship Program
 WPCP = Wisconsin Parental Choice Program

Please contact the DPI with questions at privateschoolchoice@dpi.wi.gov or call 1-888-245-2732 ext. 3.

Wisconsin Department of Public Instruction
 Jill K. Underly, PhD, State Superintendent
 201 West Washington Avenue Madison, WI, 53703
 P.O. Box 7841, Madison, WI 53707-7841

Bureau of Education Options
 Private School Choice Programs
 888-245-2732, ext. 3
privateschoolchoice@dpi.wi.gov

<https://dpi.wi.gov/parental-education-options/choice-programs>

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Open Application Periods and School Verification of Applications:

Application Periods - Dates: Below is general information regarding open application period dates, which vary by school year.

- The February application period begins the 1st weekday in February and ends February 20th*
- The March through August application periods begin on the 1st and end on the 20th* of the month.
- The September application period begins September 1st and ends September 14th*. *NOTE: If the September application period ends on the Thursday before the 3rd Friday September count date (one day before the count date), the September application period would close at 4:00 pm on that Thursday. Otherwise, the September application period would close at 11:59 pm on the last day of the application period.*
- The October, November, and December-January application periods are ONLY FOR THE MPCP.
 - The MPCP October and November application periods begin on the 1st and end the 20th* of the month.
 - The MPCP December-January application period begins December 1st and ends January 7th*. *NOTE: If the December-January application period ends on the Wednesday or Thursday before the 2nd Friday January count date (one or two days before the count date), the January application period ends on the Tuesday before the 2nd Friday January count date.*

*Unless the end date falls on a weekend and then the end date is extended to the following Monday.

Below are the 2026-27 school year application period dates and times, the last day to verify applications in OAS for each application period, and the 3rd Friday in September and 2nd Friday in January count dates.

Application Period	Start 2026-27 School Year	End 2026-27 School Year	Last Day to Verify in OAS 2026-27 School Year	Count Dates 2026-27 School Year
Feb	Mon, Feb 2, 2026 8:00 AM	Fri, Feb 20, 2026 11:59 PM	Tue, Apr 21, 2026 11:59 PM	
Mar	Sun, Mar 1, 2026 12:00 AM	Fri, Mar 20, 2026 11:59 PM	Tue, May 19, 2026 11:59 PM	
Apr	Wed, Apr 1, 2026 12:00 AM	Mon, Apr 20, 2026 11:59 PM	Fri, Jun 19, 2026 11:59 PM	
May	Fri, May 1, 2026 12:00 AM	Wed, May 20, 2026 11:59 PM	Sun, Jul 19, 2026 11:59 PM	
Jun	Mon, Jun 1, 2026 12:00 AM	Mon, Jun 22, 2026 11:59 PM	Fri, Aug 21, 2026 11:59 PM	
Jul	Wed, Jul 1, 2026 12:00 AM	Mon, Jul 20, 2026 11:59 PM	Fri, Sep 18, 2026 11:59 PM	
Aug	Sat, Aug 1, 2026 12:00 AM	Thu, Aug 20, 2026 11:59 PM	Wed, Sep 30, 2026 11:59 PM	
Sep	Tue, Sep 1, 2026 12:00 AM	Mon, Sep 14, 2026 11:59 PM	Wed, Sep 30, 2026 11:59 PM	Fri, Sep 18, 2026
Oct* (only MPCP)	Thu, Oct 1, 2026 12:00 AM	Tue, Oct 20, 2026 11:59 PM	Sat, Dec 19, 2026 11:59 PM	
Nov* (only MPCP)	Sun, Nov 1, 2026 12:00 AM	Fri, Nov 20, 2026 11:59 PM	Tue, Jan 19, 2027 11:59 PM	
Dec-Jan* (only MPCP)	Tue, Dec 1, 2026 12:00 AM	Tue, Jan 5, 2027 11:59 PM	Fri, Jan 29, 2027 11:59 PM	Fri, Jan 8, 2027

Note: Schools must submit applications in OAS prior to completing count reports for an application to be counted and eligible for payment.

*Second semester participation only and only for the MPCP.

Application Periods – More Information and Reminders: Schools notify the DPI, on the school’s ITP due annually by January 10, which open application period(s) the school will participate in during the upcoming school year. **No amendments related to the open application periods are allowed after January 10.** Parents will be able to apply to schools during the open application period(s) the school identifies on the ITP.

Schools should consider the following when selecting the open application periods in which the school will participate: when parent tax information will be available, school breaks, holidays and staffing levels, size of school’s waiting list, summer and September application periods*, 2nd semester MPCP application periods**, [Timing of Choice Payments](#), and the school’s start date.

***If your school does NOT offer the August and/or September application period for the applicable Choice program:**

- **MPCP:**
 - Students that move to the city of Milwaukee during the summer will NOT be able to apply for the MPCP for your school for the 1st semester but would be able to apply for the MPCP for the 2nd semester for your school if your school offers the October, November, and/or December-January application period.
 - Students that reside in the city of Milwaukee that do not apply for the MPCP for your school during the school’s initial MPCP application period(s) will NOT be able to apply for the MPCP for your school for the 1st semester but would be able to apply for the 2nd semester for the MPCP for your school if your school offers the October, November, and/or December-January application period.
- **RPCP:**
 - Students that move to the RUSD during the summer will NOT be able to apply for the RPCP for your school for that school year.

- Students that reside in the RUSD that do not apply for the RPCP for your school during the school's initial RPCP application period(s) will NOT be able to apply for the RPCP for your school for that school year.
- **WPCP:**
 - Students that move to or within Wisconsin during the summer that reside outside the RUSD and outside the city of Milwaukee will NOT be able to apply for the WPCP for your school for that school year.
 - Students that reside in Wisconsin outside the RUSD and outside the city of Milwaukee that do not apply for the WPCP for your school during the school's initial WPCP application period(s) will NOT be able to apply for the WPCP for your school for that school year.

****If an MPCP school does NOT offer 2nd semester application periods (October, November and/or December-January):**

- New students that reside in the city of Milwaukee will NOT be able to apply for your school for the MPCP for 2nd semester.
- Continuing MPCP students that want to change schools during the school year will NOT be able to apply for your school for the MPCP for 2nd semester.
- Continuing RPCP and WPCP students from different schools that move to the city of Milwaukee will NOT be able to apply for your school for the MPCP for 2nd semester.
- Students (new and continuing) determined to be ineligible by the school's auditor in the September Enrollment Audit will NOT be able to apply for your school for the MPCP for 2nd semester.

REMINDERS: Schools may NOT add a Choice program (i.e., MPCP, RPCP, or WPCP) for the 2026-27 school year after the due date of the ITP, January 10, and schools may NOT change open application periods for a Choice program after January 10. Additionally, students must meet program residency requirements at the time of the application to apply for the Choice program. See the Student Eligibility and the Application Grade or Prior Year Requirement Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.

Application Periods - Timing for When Student Begins Attending the School:

- Schools may allow students applying after school starts to attend the school before the end of the application period in which the student applies; however, the school may NOT notify the family if the student is accepted as a Choice student until the application period ends.
- After the close of each application period in which the school participates, if the number of eligible Choice student applications for any grade level exceeds the number of Choice seats available at that grade level, the school will hold a random selection and determine which applications are accepted and the waiting list order. See the [Random Selection](#) section of this bulletin for additional information.
- Schools must follow the guidelines in the Student Tuition and Fees Bulletin, available on the [Choice Programs: DPI Bulletins](#) webpage, for Choice students once they have accepted the seat. The school may not charge the student any tuition once they have accepted the Choice seat regardless of when the student starts attending, unless the student is in grades 9 to 12 with a family income that exceeds 2.2 times the applicable poverty level.
- **Students who are offered and accept a Choice seat may start attending the school as indicated below:**
 - Students who are offered and accept a Choice seat prior to the start of school may start attending the school as a Choice student when the school resumes classes in the fall or in the summer if the school offers summer school.
 - Students who are offered and accept a Choice seat after the start of school and before the 3rd Friday in September may immediately start attending the school as a Choice student.
 - Students who are offered and accept a Choice seat after the 3rd Friday in September may immediately start attending the school as a Choice student OR the school may determine if the student begins attending before the end of the 1st semester. These students would be either (1) students on a school's waiting list where the school offered Choice seats because students withdrew from the school or (2) students that applied for the MPCP in the school's October, November, or December-January application period.
 - See the [Timing of Choice Payments](#) section of this bulletin for additional information about state aid payments for Choice students based on when the student is offered and accepts a seat.

Application Verification: A Choice school administrator/designee must complete the eligibility determination and verification for all applications in OAS. School administrators/designees are reminded that their signature in the application (i.e. completion of the verification in the App Summary screen in OAS) attests that he or she has closely reviewed the application along with the required supporting documentation and determined the student is or is not eligible for the Choice program. Prior to the end of the application period in which the parent applies, schools may work with a parent who submitted an incomplete application in order to assist the parent in submitting all the required information before the end of the application period.

Additional information on the application verification process is available in the Residency Documentation Bulletin, the Income Documentation Bulletin, and the Application Verification and Corrections FAQ document, available on the [Choice Programs: School Application Processing](#) webpage. Schools may use the "Student Application Checklist" available at the same link to ensure that each student file includes all required information.

Schools must complete the eligibility determination and verification for all applications in OAS prior to the next application period, prior to completing a random drawing, if required, within 60 days of the end of an application period during which an application is received by the school, or prior to the next count date, whichever occurs first. Schools may view the dates by which applications must be verified in OAS in the table on the previous page. Choice applications that are not verified in OAS within 60 days of the end of an application period or by the last weekday in January for the December-January application period will expire. These applications will have a status of “Expired after 60 Days” in OAS and will be ineligible for a voucher. Parents of these students may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

Schools may find applications that have not been verified in OAS as follows:

- Log into OAS. Schools participating in multiple Choice programs must log in with each of their applicable program user names and passwords.
- Click “App Summary” located on the left side menu bar.
- Filter the “Enroll Pd:” drop down located at the top of the screen by open application period month name.
- Check the “Not Yet Verified” filter box located at the top of the screen.
 - Applications that have not been verified by the school for the selected open application period will be displayed. The school must click the student name(s) and complete the verification process for these applications.
 - If the message “No records found” displays, the school has verified all applications for the open application period.

Reminder: Schools that select the option “Verification not complete. The parents/guardians have not yet provided all required residency and/or income documentation. The school must return at a later time to complete the verification. Application status will remain ‘Not Yet Verified.’ Schools must complete the verification by the date in the Application Process Bulletin or the application(s) will be ineligible.” in the Documentation Verification section of the OAS verification screen for application(s) **have not completed the verification of the application(s) and should return at a later time** to complete the eligibility determination and verification of the application(s) in OAS. These applications will continue to have a status of “Not Yet Verified” on the App summary screen in OAS until the school completes the verification of the applications.

DOR Income Determination Check: For applications where the parent elects to use the DOR Income Determination method and have the DOR determination completed by the school, **the school should complete the DOR check prior to the end of the application period.** If the DOR does not have records for the parent, the parent may switch to the DPI Income Determination method and re-submit the application in the Online Parent Application during the application period. *Schools may complete the DOR Income Determination after the end of the application period; however, if the DOR does not have records for the parent, the application must be determined ineligible.* For applications where the student is determined to be Ineligible per DOR where the parent indicates to the school that the DOR Income Determination is incorrect, the school should see the “Applications Determined Ineligible by DOR” section of the Income Documentation Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information on how to proceed. Students who are determined Ineligible per DOR may not switch to the DPI Income Determination Method.

Setting School Grades and Seats: On the school’s ITP due January 10, all Choice schools notify the DPI of all the grades the school will offer AND the grades the school will offer for each Choice program in which the school will participate (MPCP, RPCP and/or WPCP) for the upcoming school year. Additionally, on the school’s ITP, all Choice schools notify the DPI of the number of Choice seats available by grade level at the school for the MPCP, RPCP, and/or WPCP for the upcoming school year.

Reminders for Setting School Grades and Seats on the ITP:

- Schools should take into account any returning students when determining the grades and number of seats available entered on the ITP and must not exceed any capacity limit for the facility. If the school indicates fewer Choice seats available in a grade than the number of returning students, some returning students will not receive a seat and will be placed on a waiting list.
- The school must indicate on the ITP all grades the school will offer even if the school will not offer the grade(s) for the Choice program, unless the school contracts with a public school district to provide educational programming for all students in that grade (i.e., community based program).
- The school is not required to offer all the grades the school offers in the Choice program or offer the same grade(s) for the MPCP, RPCP or WPCP if the school participates in multiple programs. As a reminder:

- Students cannot apply for the Choice program to a school if the school does NOT offer their grade for their applicable Choice program.
- If continuing Choice students to your school move, resulting in them being eligible for a different Choice program than the students participated in the prior year, your school must offer their grade in their applicable program in order for the student to apply for the Choice program for your school.
- **For new and continuing schools with a surety bond**, the ITP will calculate the school's estimated annual Choice payments based on the number of Choice seats the school indicates are available on the ITP. Any changes made to the number of Choice seats available after January 10 (the due date of the ITP) will not impact the required amount of the surety bond due by May 1. If the school's actual 3rd Friday in September pupil count is higher than the number of seats available in the school's ITP, a revised surety bond may be required. See the "Surety Bond Changes" slides in Training 3-5: Surety Bond and New School Budget & Cash Flow Report, available on the [Choice Programs: On Demand Training](#) webpage, for additional information regarding a surety bond.

All Grades Offered by School - Grade Changes: Schools who wish to make changes to the grades offered by the school after January 10 (the due date of the ITP), must submit a [School Information Update Form](#) to the DPI. All grades offered by the school may or may not be the same as the grades offered for the MPCP, RPCP, and/or WPCP. If a school contracts with a public school district to provide educational programming for all students in a grade (i.e. K4 in a community based program), the school should not indicate that it offers that grade.

Choice Grade Changes: Grades offered for the MPCP, RPCP and/or WPCP may be changed prior to an open application period by submitting a [School Information Update Form](#) to the DPI. The form must be submitted to the DPI at least one business day prior to the start of the open application period. **Schools should NOT submit a School Information Update Form if only revising seat numbers for grades already offered for the MPCP, RPCP and/or WPCP.** As indicated in the [Choice Seat Changes](#) section of this bulletin, schools do NOT need to notify or provide the revised Choice seat numbers to the DPI, unless requested.

Choice Seat Changes: On the school's ITP that is due by January 10, all Choice schools notify the DPI of the number of Choice seats available by grade level at the school for the MPCP, RPCP, and/or WPCP for the upcoming school year. Prior to each open application period, the school must determine the number of seats still available for the MPCP, RPCP, and/or WPCP at each grade level.

- Schools may only revise (increase or decrease) the number of MPCP, RPCP, and/or WPCP seats available prior to an open application period.
- After the end of all application periods for your school and/or for all application periods for the program for the school year, schools may increase the number of MPCP, RPCP, and/or WPCP seats available.
- Schools may change the total number of MPCP, RPCP, and/or WPCP seats available for the school when revising the number of seats by grade.
- Schools with a waiting list **MUST** fill new the MPCP, RPCP, and/or WPCP seats based on the waiting list order determined via the school's random selection. Schools are not able to identify a specific student to fill a Choice seat. See the [Random Selection](#) section in this bulletin for additional information.
- Schools may not take a seat away from a student that previously accepted a seat if the number of seats for a grade are decreased.
- Schools must not exceed any capacity limit for the facility when revising the number of seats.

Schools should document any revisions made to the number of seats (using a process defined by the school); however, the school **does not need to notify or provide the revised** seat numbers to the DPI, unless requested.

Parent Application Requirements: All applicants, regardless of their Choice status in the prior school year, must apply for the program every year and must meet program residency requirements at the time of the application.

Parents must, within the open application period(s) for each program, do the following for ALL students (new and continuing):

1. Complete and submit Choice program applications electronically via the Online Parent Application at dpi.wi.gov/choice; and
2. Provide the school(s) to which they apply proof of student eligibility including residency documentation and income documentation (if applicable). This documentation must be received by the school prior to the close of the application period in which the application is submitted via the Online Parent Application.

Parents may provide the required application documents to the school electronically. A school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components and Wisconsin law permits copying of the document. The DPI's guidance is that a partial document is acceptable as long as the document includes all of the required components except for two application related documents. The first is that the school must obtain and retain the first two pages of the federal income tax return if it is required support for the application. The second is that, if a lease agreement is used for residency documentation, the DPI's guidance is that the lease agreement must be a complete, signed, and dated lease. The resources available on the [Choice Programs: School Application Processing](#) webpage include information on the required components for each required application document. Appendix C of the Residency Documentation Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, includes a summary of documents that may be obtained as part of an application that cannot be copied.

The Student Eligibility and the Application Grade or Prior Year Requirement Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, provides a general overview of the Choice program eligibility requirements and in depth information on the additional application grade or prior year requirement students are generally required to meet to be eligible for the RPCP or the WPCP. This additional requirement does not apply to the MPCP.

Schools may assist parents during the application process, but schools may not submit applications on behalf of parents in the Online Parent Application. Schools may answer questions and have computers available for parents to use.

Schools may check if their continuing students have applied for the Choice program for the school for the 2026-27 school year by comparing 2026-27 student applications to prior year student application information in OAS. Schools may view student information for both current and prior school years, including the 2025-26 school year, via the "Export to Excel" function in the [Online Application System](#). See [Appendix A \(2.g.\)](#) in this bulletin for additional information.

Information Schools Provide to Applicants:

Disclosure of Information: Schools must provide to each student or parent that applies to the Choice program at the school the information listed in the Disclosure of Information template, available on the [Choice Programs: School Submitted Reports and Forms](#) webpage. Schools must also provide the applicant with a copy of the certificate issued under section 501 (c) (3) of the Internal Revenue Code, if issued to the school. Schools may maintain a school policy to determine the reasonable period to provide this information to each student or parent that applies to attend the school. Schools may meet the requirement to provide this information a number of ways including: handing out a packet, posting on the school's website, mailing or emailing a copy to the parent, etc. If a school posts the information on its website, the school must communicate to each student or parent that applies that the information is posted on the website. Schools must provide the information to families that do not have access to a computer.

Upon receipt of a complete application with the required supporting documentation during the open application period, schools may notify applicants of the information below. The DPI recommends schools provide this information by sending a letter or email to each applicant or by prominently posting the information on the school's website, office or hallway bulletin board.

1. the number of seats available at the grade level of the applicant;
2. the dates of the open application period;

3. the date and location of a random drawing for acceptance if more applications are submitted than there are seats available;
4. that the applicant is not required to be present at the random drawing; and
5. that the applicant will be notified after the drawing (but no later than 60 days after the end of the application period during which an application is received), of their acceptance or non-acceptance into the Choice program at the school.

A student application is considered complete only if all of the following are received by the school during the open application period: a completed Choice program student application in the Online Parent Application; proof of income eligibility, if required, (based on the DOR income determination or submitted alternative income documentation as required by the DPI); proof of residency; and a completed "Annotation of Birth Certificate" form and/or immunization record for 4-year-old kindergarten, 5-year-old kindergarten and first grade students (if required by the school).

Governing Board Meeting Dates Notification: Schools must notify each student (Choice and non-Choice), or the parent of each minor student, applying to attend the private school or attending the private school of the two meetings for the 2026-27 school year at which members of the governing body of the private school will be present and at which students, and the parents of students, applying to attend or attending the private school may meet and communicate with the members of the governing body.

Schools may meet the notification requirement of the two meeting dates, time, and place in a number of ways including: handing out a printed document, posting on the school's website, mailing or emailing a copy to the parent, etc. If a school posts the information on its website, the school must communicate to each student or parent that applies or who attends the school that the information is posted on the website. Schools must provide the information to families that do not have access to a computer. As a reminder, **the notification must be made at least 30 days before each of the two scheduled meeting dates.**

If a new school is under a Combined School Agreement, the governing body of the private school that the school has the agreement with must be present at the two meetings since this is the school's governing body for purposes of the Choice program.

The school will notify the DPI on the September Count Report in OAS (that is due by the last week of September) the dates of the two meetings that will occur during the 2026-27 school year. See the "School Term, Meeting Dates, and Hours of Instruction" section of Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports, available on the [On Demand Training](#) webpage for additional information.

Schools that change meeting date(s) for a school year after the last weekday in the September (i.e., the due date of the September Count Report where the dates are entered in OAS) may email privateschoolchoice@dpi.wi.gov the updated date(s). Schools may see the two meeting dates they reported to the DPI on the "School Term" page of the September Count Report in OAS.

Choice Random Selection: The random draw determines which students will be offered a Choice seat and which will be placed on a waiting list. After the close of each application period in which the school participates for the MPCP, RPCP, and/or WPCP, if the number of eligible student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random selection and determine which applications are accepted and the waiting list order. The random drawing, if required, must be held prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first.

Schools may see the Random Selection Agreement and the Random Selection and Waiting List Guidance, Tips And Examples document, available on the [Choice Programs: School Application Processing](#) webpage, for information on conducting a random selection and placing students on a waiting list.

Schools should note that determining a student's eligibility for the Choice program and determining preference for enrollment in a random selection once they have been determined eligible **are two separate processes.**

Schools with a waiting list that have additional application periods must conduct a random drawing to determine the waiting list order for students that apply in these application periods (both new and continuing students) and place the students on the waiting list for the grade. If a school has students on a school's waiting list and would like to increase MPCP, RPCP, and/or WPCP seat(s) for grade(s) so that student(s) who are on a school's waiting list may receive a voucher at the school, see the [Choice Seat Changes](#) section of this bulletin for information.

Schools with a Choice Waiting List: Schools may see the Random Selection Agreement and the Random Selection and Waiting List Guidance, Tips And Examples document, available on the [Choice Programs: School Application Processing](#) webpage, for information on creating a Choice waiting list, if more MPCP, RPCP, or WPCP applications are received than MPCP, RPCP, or WPCP seats available at the school. Schools with students on a Choice waiting list may revise Choice seat numbers. See the [Choice Seat Changes](#) section of this bulletin for additional information.

Students on a Choice waiting list at a school may do the following AND remain on the waiting list for the school:

- Attend the school as a non-Choice student.
- Apply in a future application period for the Choice program for other school(s). Reminder: Parents may apply to the Choice program for one or more schools for their student(s) during the available school's application period(s).
- Attend another school (public school, including a charter school, private school that participates in the Choice program, private school that does not participate in the Choice program, and homeschool) as a Choice or non-choice student.

If the student were to remain on a school's Choice waiting list for the school year where the student did not participate in the Choice program for that same school year, the student when applying for the Choice program for the following school year would NOT be required to provide income documentation if applying for the same Choice program AND would meet the Prior Year Requirement of "On a waiting list for the MPCP, RPCP or WPCP in the prior year". Please see the Student Eligibility and the Application Grade or Prior Year Requirement Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for additional information on Choice program student eligibility requirements.

If a student on a school's Choice waiting list due to space limitations at the school wishes to transfer the application to a different school that has space available, the student's parent or guardian must complete and submit a Choice application to the second school during an application period the school offers. If the application period(s) have ended for the applicable program to which the student is applying, the student may not transfer the application for the current school year. Schools may see the [Student Applies to Multiple Choice Schools, Applies and Re-Submits Multiple Times in Same Application Period, or Applies in Multiple Application Periods](#) section in this bulletin for further information regarding students applying to multiple Choice schools and/or applying in multiple application periods.

School Notification of Acceptance or Non-Acceptance to Applicants: Schools must notify applicants of acceptance or non-acceptance.

A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5 and 1) or there is no space available at the school (i.e. there were more applications than seats available therefore the student would be placed on the waiting list). Generally, for the RPCP and WPCP, students must also be applying to certain grades or meet a prior year attendance requirement. Once a student has accepted the Choice voucher, the student is considered to be enrolled in the school and the school's policies apply. Once a Choice student is enrolled in a Choice school, the school may enforce its policies related to expulsion, if applicable. Please note, state law requires Choice schools to have written procedures in place regarding student suspensions and expulsions, including procedures for appealing a suspension or expulsion.

Schools must notify the parent of each applicant of their acceptance or non-acceptance via mail or email within **60 days** of the end of the application period during which an application is received. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and indicate the student is on the waiting list. If the school rejects a student application, the notice of non-acceptance must include the reason why the student was not accepted.

Applicants accepted into the Choice program shall have a reasonable period of time to confirm enrollment. The schools may maintain a school policy to determine the reasonable period to confirm enrollment and the method of confirmation (i.e. email, phone call, letter, signed school form, etc.). The school may include on the notice of acceptance or non-acceptance that the seat will be considered to be declined by the parent if the parent does not respond in the timeframe provided on the notice. The school may maintain a policy that applicants are responsible for having current contact information on file at the school for the school to notify the applicant of their status.

Schools may see the Random Selection Agreement, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.

School Submission of Applications in OAS: Applications must have a status of

“Submitted” in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade level for purposes of state aid payments to Choice schools. These membership reports include the Preliminary Enrollment Report (due by the last weekday in August), the 3rd Friday in September Count Report (due by the last weekday in September), and the 2nd Friday in January Count Report (due by the last weekday in January).

Schools may submit eligible applications in OAS only after the end of the application period. Only applications that have a status of “Verified” in OAS may be submitted. ***If a student is offered a seat, DPI’s guidance is the school submit* the application in OAS after the student has accepted the seat. Schools should not submit* applications for students on the school’s MPCP, RPCP, or WPCP waiting list.*** These applications should remain in “Verified” status in OAS until the student is offered and accepts a seat. See the NOTE below if the school submits* an application by mistake.

To submit applications in OAS, schools should click on “Submit Apps to DPI” on the left OAS menu bar. Please see the helpful tips below for the “Submit Apps to DPI” function in OAS:

- **Student has * under the “Multi App ** column:** Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as “The family is not eligible for the MPCP/RPCP/WPCP based on the information provided” on the verification screen).
- **Student name not listed:** Only applications that have been verified will be displayed under “Submit Apps to DPI”. The school should go to the “App Summary” screen and complete the application verification for the student.
- **Student has a “Too early to submit” message:** The school must wait until the end of the application period to submit the application.
- **Student has a “Verification Not Complete” message:** The school should check that the verification for all students (i.e. new and continuing students) on the family’s application has been completed.

****NOTE: The DPI does not un-submit applications in OAS. Once a school submits the application in OAS via the “Submit Apps to DPI” function, the student’s application will have a status of “Submitted”, the student will be on the school’s count reports, and the school would not count the student on the count reports if the student does not meet the count requirements. Schools may mark the student as being on the school’s waiting list on the count reports, if applicable, if the application has a status of “Submitted” or “Verified”. Schools should NOT request DPI un-submit an application/change the status of an application after the school submits the application in OAS via the “Submit Apps to DPI” function as the DPI does not make these changes.***

Timing of Choice Payments:

- Eligible student applications counted on the Preliminary Enrollment Report will generate a September payment. Students counted on the 3rd Friday in September Count Report will generate a November payment, and if counted on the 2nd Friday January Count Report, will generate a February and May payment.
- Eligible student applications accepted during the September application period will not generate a September payment. These applications will generate a double payment in November if the student is counted on the 3rd Friday in September Count Report. These students, if counted on the 2nd Friday January Count Report, will generate a February and May payment.
- Eligible student applications accepted prior to the 3rd Friday in September, where the timing of students on the school’s waiting list being offered and accepting seats results in the student not being counted on the Preliminary Enrollment Report, will not generate a September payment. These applications will generate a double payment in November if the student is counted on the 3rd Friday in September Count Report. These students, if counted on the 2nd Friday January Count Report, will generate a February and May payment.
- Eligible student applications, where students are on a school’s waiting list and are offered and accept a seat after the 3rd Friday in September and by the 2nd Friday in January, will generate a February and May payment, if the student is counted on the 2nd Friday January Count Report.
- **For MPCP schools only,** eligible student applications accepted during the October, November and December-January application periods will generate February and May payments, if the student is counted on the 2nd Friday January Count Report.
- See the information below about **payments for students that withdraw** from the school and/or the Choice program:
 - If students that are counted on the Preliminary Enrollment Report withdraw and are not counted on the 3rd Friday in September Count Report, the amount of the September payment for those students will be deducted from the school’s November payment.
 - If students that are counted on the 3rd Friday in September Count Report withdraw after the 3rd Friday in September, the school will receive a November payment for the students.

- If students that are counted on the 2nd Friday in January Count Report withdraw after the 2nd Friday in January, the school will receive a February and May payment for the students.
- See the [Choice Program Payments - Frequently Asked Questions](#) webpage and Training 9: Payments & Count Reports, available on the [Choice Programs: On Demand Training](#) webpage, for additional information.

Other Student Application Guidance

Student Withdrawals: Schools are NOT required to notify the DPI Choice program of students that withdraw from the school, the Choice program, or a waiting list for the Choice program. DPI's guidance is that the school obtain a withdrawal from the parents for these students and keep it in the student's file. The school may obtain an email or letter from a parent on the application in OAS that includes the student's name(s) and a statement that the parent is withdrawing the student(s) from the school, the Choice program, or a waiting list for the Choice program for the 20xx-yy school year (include school year) for your school (include school name). **The school does NOT need to provide this withdrawal notification to the DPI Choice program.**

Per the Random Selection Agreement, available on the [Choice Programs: School Application Processing](#) webpage, schools may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list (does not have to be filled from the same program that the student withdrew), filled with a non-choice student, or not filled. See the Random Selection agreement for additional information.

Schools should follow their school policies for determining when a student is no longer enrolled in the school. For example, schools may enforce their policies related to attendance and/or expulsion, if applicable. Please note, state law requires Choice schools to have written procedures in place regarding student suspensions and expulsions, including procedures for appealing a suspension or expulsion.

Student Applies to Multiple Choice Schools, Applies and Re-Submits Multiple Times in Same Application Period, or Applies in Multiple Application Periods: Each year, parents must apply for all students that would like to participate in the Choice program using the Online Parent Application on the <https://dpi.wi.gov/choice> webpage. Parents must also provide the school(s) to which they apply proof of student eligibility including residency documentation and income documentation (if applicable). This documentation must be received by the school prior to the close of the application period in which the application is submitted via the Online Parent Application. **The Online Parent Application sends a confirmation email** to the parents each time they submit/re-submit an application. The confirmation email contains the student(s) that the parents are applying for the Choice program, the school(s) to which the parents are applying for those student(s), and information about the supporting documentation parents must provide to the school(s) to complete the application process. **Parents must look at the most recent confirmation email for an application period to see the school(s) to which they applied for their student(s) for that application period.**

- **Parents may apply for one or more Choice schools for their students in the Online Parent Application.**
 - Parents may apply for one or more students and apply for one or more schools for each of their students during an application period.
 - Parents may apply for the same and/or different Choice school(s) for the following school year than the school the Choice student is attending during the current school year.
- **Parents may apply and then re-submit their application in the Online Parent Application multiple times during the same application period.**
 - Parents who apply during an application period may return to the Online Parent Application and re-submit the application during that same application period.
 - Parents generally re-submit an application in the Online Parent Application during the same application period to correct information on the application OR to add or remove students and/or schools to which they are applying for that application period.
 - The parent should sign in with the same email address and password, go through all pages of the application, make changes as needed, and re-submit the application by clicking the "Send Updates to DPI" button.
 - Schools may view the "Application Corrections" section of the Application Verification and Corrections FAQ document, available on the [Choice Programs: School Application Processing](#) webpage, for further information on how parents may correct their application during an application period.

- **Parents applying to the Choice program who re-submit their application during the same application period should NOT remove any students or schools from the application unless they do not want to apply for those students or schools for the Choice program for that application period.**
- When a parent removes a student and/or your school from the application in the Online Parent Application and re-submits the application during the same open application period, there will no longer be an application for that student on your school's Application Summary page in OAS for that application period.
- The Online Parent Application sends a confirmation email to the parents each time they submit or re-submit an application. **Schools may inform parents to look at the most recent confirmation email for an application period to see the school(s) to which they applied for their student(s) for that application period.**
- **Parents may apply in multiple application period(s) in the Online Parent Application for their students.**
 - Parents who applied during a previous application period for your school and/or other schools may return to the Online Parent Application and re-submit the application during a school's current application period.
 - Parents generally re-submit an application in the Online Parent Application in another application period to apply for different school(s), apply for different student(s), and/or to apply again to the same school when a parent did not provide supporting documentation to that school for a prior application period.
 - The parent should sign in with the same email address and password, go through all pages of the application, make changes as needed, and re-submit the application by clicking the "Send Updates to DPI" button.
 - The parent should only include the student(s) and school(s) they want to apply for the Choice program on the application for the current application period in the Online Parent Application. The parent should remove any students(s) and school(s) in the Online Parent Application to which they do not want to apply during the current application period.
 - The applications submitted by the parent in the Online Parent Application during any previous application period(s) will NOT be deleted from OAS when the parent applies again in the current application period. The student applications from the previous application period will remain on the school's App Summary page in OAS.
 - For directions and further information for parents applying in multiple application periods, schools may view and share with parents the FAQ "How do I complete the Online Parent Application if I'm applying in multiple application periods?" on the [Choice Programs: Frequently Asked Questions for Parents](#) webpage.
- **Schools should contact parents if they have questions regarding an application and/or a student applying to the school.**
 - Schools may inform parents to look at the most recent confirmation email for an application period to see the school(s) to which they applied for their student(s) for that application period. Due to school and student privacy, the DPI does NOT provide further information.
 - A resource schools may find helpful is the Application Verification and Corrections FAQ document, available on the [Choice Programs: School Application Processing](#) webpage. Please see below for related FAQs in the Application Verification and Corrections FAQ:
 - ✓ "Why does a student application not show up on the school's Application Summary list in OAS?"
 - ✓ "Why do student applications that were previously on the school's Application Summary list in OAS no longer show up?"
 - ✓ "Why are there multiple applications for the same student in OAS?"
 - ✓ "Can a parent delete/remove applications in the Online Parent Application so they no longer are on the school's Application Summary page in OAS?"
 - ✓ "What should schools do when they receive duplicate applications for a student from the SAME parent(s)?"
 - ✓ "What should schools do when they receive duplicate applications for a student from DIFFERENT parents?"
 - ✓ "Why do student applications that are verified by the school switch back to the "Not Yet Verified" status?"
- **Schools should contact the parents if a school has questions regarding where a student intends to attend or is attending school.** Due to school and student privacy, the DPI does NOT provide further information.

Student Applies to the SNSP and the Choice Program: For students that apply and have eligible applications for the SNSP and the Choice program that will participate in the SNSP, the schools may view the first question in the "FREQUENTLY ASKED QUESTIONS" section of the SNSP Initial Student Eligibility Bulletin, available on the [SNSP: Student Applications & Transfer Requests](#) webpage, for information on how to proceed. The school is NOT required to notify the DPI the student has withdrawn from the Choice program for those students where the parent determines the student will participate in the SNSP instead of the Choice program.

NOTE: In some cases, the parent may remove the student and/or school and re-submit the Choice Program Online Parent

Application if the student will participate in the SNSP and not the Choice program. See the FAQ “Can a parent delete/remove applications in the Online Parent Application so they no longer are on the school’s Application Summary page in OAS?” in the Application verification and Corrections FAQ, available on the [Choice Programs: School Application Processing](#) webpage, for information.

Student with Choice Voucher at a Different School Wishes to Participate in the Choice Program

at Your School: These students with a Choice voucher at a different school who wish to attend your school with a voucher may apply to the applicable Choice program (MPCP, RPCP or WPCP) for your school in the Online Parent Application if your school participates in the applicable program and has available application period(s) for that program.

Parents may apply to additional school(s) for their student(s) in the Online Parent Application during an application period the school offers. See the [Student Applies to Multiple Choice Schools](#) and the [Application Periods - Timing for When Student Begins Attending the School](#) sections of this bulletin for additional information.

Schools may share information with parents from the “Transferring, Student Records, and Changing Choice Schools” section of the [Choice Programs: Frequently Asked Questions for Parents](#) webpage. Please see the FAQ “May a student reapply for the Choice program if the student declined a Choice seat or withdrew from the Choice program? Can a student change Choice schools/transfer to a different Choice school as a Choice student?” on this webpage.

Schools may also see the information below regarding students applying and the timing who wish to participate in the Choice program at your school:

- **Before the end of the September application period:**
 - ***If your school has application period(s) for the student to apply,*** these students may apply for your school in the Online Parent Application.
 - ***If your school does NOT have any application period(s) for the student :***
 - ✓ ***RPCP and WPCP:*** The student will NOT be a RPCP or WPCP student at your school for that school year.
 - ✓ ***MPCP:*** The student will NOT be a MPCP student at your school for that school year unless your school offers 2nd semester application period(s) for the MPCP. For MPCP schools that offer the October, November and/or December-January application period, the student would not be a MPCP student at your school for the 1st semester but could apply for the MPCP for 2nd semester for your school. See the MPCP information below under “After the end of the September application period”.
- **After the end of the September application period:**
 - ***RPCP and WPCP:*** Students will NOT be able to apply for RPCP or WPCP schools for the Choice program for that same school year as the September application period is the last application period for the RPCP and WPCP for a school year. These students would NOT be a RPCP or WPCP student at your school for that school year.
 - ***MPCP:*** Students may apply for your school for the MPCP for 2nd semester if your school participates in the MPCP and offers the October, November and/or December-January application period.

REMINDERS:

- Schools may NOT add a Choice program (MPCP, RPCP, or WPCP) and schools may NOT change open application periods for a Choice program after the due date of the ITP, January 10. Please see the [Application Periods – Dates](#) and [Application Periods – More Information and Reminders](#) sections in this bulletin for additional information.
- These students could attend your school as a non-Choice student and apply for the Choice program in a future school year for your school if the student meets the eligibility requirements. Please see the FAQs “Can a Choice student enrolled in a different private school transfer and attend your school as a Choice student during the current school year? If the student transfers, will the student be eligible to apply for the Choice program for the following school year?” and “Can a student (Choice or non-Choice) enrolled in a different school or enrolled in a home-based education program (i.e., homeschooled) transfer and attend your school as a non-Choice student for part of the current school year and be eligible to apply for the Choice program the following school year?” in the “Student Eligibility and the Application Grade or Prior Year Requirement Bulletin”, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.

Student on a Choice Waiting List at a Different School Wishes to Participate in the Choice

program at Your School: Students that are on a Choice waiting list at a different school who wish to attend your school with a voucher may apply to the applicable Choice program (MPCP, RPCP or WPCP) for your school in the Online Parent Application if your school participates in the applicable program and has available application period(s) for that program.

Parents may apply to additional school(s) for their student(s) in the Online Parent Application during an application period the school offers. See the [Student Applies to Multiple Choice Schools](#) and the [Application Periods - Timing for When Student Begins Attending the School](#) sections of this bulletin and the [Students on a Choice waiting list at a school may do the following AND remain on the waiting list for the school](#) information in this bulletin for additional information.

Please also see “Before the end of the September application period” and “After the end of the September application period” information in the [Student with Choice Voucher at a Different School Wishes to Participate in Choice Program at Your School](#) section of this bulletin. The timing information for applying is the same for both students that have a voucher at another school that wish to apply for a voucher for your school AND students that are on a waiting list for another school that wish to apply for a voucher for your school.

Parent Declines or Did Not Contact School/Accept Choice Voucher for Student by School

Deadline and Later Wants to Accept Voucher: Parents who declined or did not contact the school/accept the Choice voucher for their students may reapply to the school for their students in the Online Parent Application during an application period the school offers. Schools may view and share information with parents from the Parent FAQ “May a student reapply for the Choice program if the student declined a Choice seat or withdrew from the Choice program? Can a student change Choice schools/transfer to a different Choice school as a Choice student?” available on the [Choice Programs: Frequently Asked Questions for Parents](#) webpage. Please also see the [Parents may apply in multiple application period\(s\) in the Online Parent Application for their students](#) information in this bulletin.

Appendix A: Guidance for Processing Applications

See the following information for DPI’s guidance for the steps (1) prior, (2) during and (3) after the open application period(s).

1. Prior to start of the open application period:

- a. Determine the number of Choice seats available in each grade.
- b. Provide application information to interested parents/guardians (dpi.wi.gov/choice).

2. During the open application period:

- a. OAS will show applications submitted electronically by parents applying to your school.
- b. For all applications, parents must submit residency documentation to the school prior to the end of the open application period during which the parent submitted the application.
- c. DPI’s guidance is that schools complete the income verification in the OAS prior to the end of the open application period. For new students who do not use the DOR Income Determination method, parents must submit income documentation to the school prior to the end of the open application period during which the parent submitted the application. For applications where the parent elects to use the DOR Income Determination method and have the DOR determination completed by the school, the school should complete the DOR check prior to the end of the application period. If the DOR does not have records for the parent, the parent may switch to the DPI Income Determination method and re-submit the application in the Online Parent Application during the application period. Schools may complete the DOR Income Determination after the end of the application period; however, if the DOR does not have records for the parent, the application must be determined ineligible. For applications where the student is determined to be Ineligible per DOR where the parent indicates to the school that the DOR Income Determination is incorrect, the school should see the Income Documentation Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information on how to proceed. Students who are determined Ineligible per DOR may not switch to the DPI Income Determination Method.

- d. Determine whether the students meet the program eligibility requirements. **A Choice school administrator/designee must complete the eligibility determination and verification for all applications in OAS.** Complete the application verification process via OAS and confirm the appropriate documentation has been received. Refer to the [Choice Programs: School Application Processing](#) webpage for information on what is needed to determine if the application is eligible and complete the verification.
- e. Provide the Disclosure of Information packet to each student or parent that applies to the Choice program at the school.
- f. Schools may provide to all applicants with a complete application with the required supporting documentation the following: the number of seats available at the grade level of the applicant; the dates of the open application period; the date and location of a random drawing for acceptance if more applications are submitted than there are seats available; that the applicant is not required to be present at the random drawing; and that the applicant will be notified after the drawing (but no later than 60 days after the end of the application period during which an application is received) of their acceptance or non-acceptance into the Choice program at the school.
- g. Schools may check if their continuing students have applied for the Choice program for the school for the 2026-27 school year by comparing 2026-27 student applications to prior year student application information in OAS. Schools may view student information for both current and prior school years, including the 2025-26 school year, via the "Export to Excel" function in the [Online Application System](#). For additional information, see the question "How can schools see in OAS if a student participated in the Choice program in the prior school year?" in the Student Eligibility and the Application Grade or Prior Year Requirement Bulletin, available on the [Choice Programs: School Application Processing](#) webpage.

3. After the open application period:

- a. Determine if more eligible applicants applied for a grade than seats available prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first. If so, conduct a random selection according to the random selection agreement and determine the waiting list order. Send notice of acceptance and non-acceptance to parents via letter or email within 60 days of the end of the application period during which an application is received. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and should indicate the student is on the waiting list. Schools should submit accepted applications in OAS after the end of the open application period. Schools should not submit applications of students on the waiting list.
- b. At least 30 days before each of the two scheduled governing board meeting dates, schools must notify each student (Choice and non-Choice), or the parent of each minor student, applying to attend the private school or attending the private school of the two meetings for the 2026-27 school year at which members of the governing body of the private school will be present and at which students, and the parents of students, applying to attend or attending the private school may meet and communicate with the members of the governing body. See the [Governing Board Meeting Dates Notification](#) part of the [Information Schools Provide to Applicants](#) section of this bulletin for additional information.