

This bulletin provides a general overview of the Private School Choice Programs 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 Racine Parental Choice Program or the Wisconsin Parental Choice Program. This additional requirement does not apply to the Milwaukee Parental Choice Program. 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 which includes MPCP, RPCP and WPCP
 Count Dates = 3rd Friday in September and 2nd Friday in January
 DPI = Department of Public Instruction
 K4 = Four-year old Kindergarten
 K5 = Five-year old Kindergarten

MPCP = Milwaukee Parental Choice Program
 OAS = Online Application System
 Parent = Parent or Guardian
 Prior Year = Prior School Year
 RPCP = Racine Parental Choice Program
 SNSP = Special Needs Scholarship Program
 WPCP = Wisconsin Parental Choice Program

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

Choice Program Student Eligibility

Each year, **all students** that would like to participate in the Choice program must apply using the Online Parent Application, available on the dpi.wi.gov/choice webpage. **All students includes** both new students and students that participated in the Choice program in the prior year. **Students must meet program residency requirements at the time of the application** to apply for the Choice program.

Student eligibility, established by state law, varies for each program. For the MPCP, RPCP, and WPCP, student eligibility is based on a combination of student residency, income, and age. Generally*, for the RPCP and WPCP, students must also be applying to certain grades or have met a prior year requirement.

- Students must meet all Choice program eligibility requirements before they can be accepted or included in a school's random selection, if applicable.
- A Choice application may only be denied if the student does not meet these eligibility requirements 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). 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. See the "School Notification of Acceptance or Non-Acceptance to Applicants" section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.
- Other resources schools may find helpful are the Overview of Private School Choice Programs in Wisconsin Handout and the Application Guidelines for Parents Handout, available on the dpi.wi.gov/choice webpage, and the Residency Documentation Bulletin and Income Documentation Bulletin, available on the [Choice Programs: School Application Processing](#) webpage.

Residency: All students must provide documentation showing that they meet the residency requirement specific to the program each year. This documentation must be provided to the school during the same application period in which students apply.

Income: Continuing students applying to any Choice program AND students on a Choice waiting list after the 2nd Friday in January in the prior year applying to the same Choice program are NOT required to provide income documentation.

- The student's first name, last name, and date of birth entered in the Online Parent Application is compared to prior school year OAS data to determine if the student must provide income documentation.
- Continuing students are students who participated in any Choice program in the prior school year and students applying to the MPCP between October and January if the student was a MPCP student on the 3rd Friday in September in the same school year. Participated in the Choice program in the prior school year means the student was counted as a Choice student by private school(s) participating in the Choice program on at least one of the two prior year count dates, the 3rd Friday in September or the 2nd Friday in January and was not subsequently determined ineligible.

New students and students who were on a Choice waiting list in the prior year applying to a different Choice program must provide income documentation. This documentation must be provided to the school during the same application period in which students apply.

Age: Students ages 4 through 20 on or before September 1 are eligible to apply for the Choice program. A student who is age 21 or older at the time of application or as of September 1, whichever is later, is not eligible. Additionally, a student must be at least the following age on or before September 1: 4 years old for K4, 5 years old for K5, and 6 years old for grade 1. Please note there are no exceptions to the age eligibility requirement.

Application Grade or Prior Year Requirement (RPCP and WPCP Only)*: Students applying to the RPCP and WPCP **must** meet one or more requirements, specified under Wis. Stat. § 118.60 (2) (a) 2. See the following page for an overview and then the next two pages for additional information about this requirement.

**Students are not required to meet this requirement if they are applying to (1) the MPCP OR (2) the RPCP or WPCP to a school under a Combined Private School Agreement. 2017 Act 59 specifies if a private school that does not currently participate in the RPCP or the WPCP enters into an agreement to be subject to the same governing body as a private school currently participating in the RPCP or WPCP, the prior year attendance requirements would not apply to the new school in the first school year in which the schools are governed by the same governing body under a governing body agreement and the following school year. See the Combined Private School and Prior Year Attendance Bulletin, available on the [Choice Programs: DPI Bulletins](#) webpage, for further information.*

Application Grade or Prior Year Requirement (RPCP and WPCP Only):

Each year, students applying to the RPCP and WPCP must meet **at least one of the three requirements listed below**, specified under [Wis. Stat. § 118.60 \(2\) \(a\) 2.](#) to be eligible to apply. If students applying to the RPCP or WPCP do not meet at least one of the three requirements, the students are not eligible for the Choice program. All students must also meet the [Residency](#), [Income](#) (if applicable), and [Age](#) requirements to be eligible for the Choice program.

Students applying to grades K4, K5, 1 or 9 meet the first requirement. Students applying to grades 2 to 8 or 10 to 12 must meet at least one of the second requirements (2a-2e) and/or the third requirement to be eligible for the Choice program.

Click the links below (or go the following two pages) to see additional information on each of the three requirements.

- (1) [Applying to grades K4, K5, 1 or 9](#), OR
- (2) Meet at least one of the following requirements (a-e) for the prior year, OR
 - a. [enrolled in a public school in Wisconsin](#);
 - b. [attended school in another state](#);
 - c. [not enrolled in school](#) (includes students that were homeschooled for the entire prior year);
 - d. [participated in the MPCP, RPCP, or WPCP](#);
 - e. [was on a MPCP, RPCP or WPCP waiting list](#).
- (3) [Applying to the WPCP and was on any prior year WPCP waiting list in 2015-16 or later due to a school district enrollment cap](#).

See the sample screen from the Online Parent Application showing how students applying to grades K5 to 12 indicate where they attended school in the prior year. Students applying to grade K4 do not provide this information.

The information entered by the parent in the Online Parent Application is used to determine which of the application grade or prior year requirements the student meets. For (2d), (2e) and (3), the student's first name, last name, and date of birth entered in the Online Parent Application is compared to prior school year OAS data to determine if the student meets the requirement(s).

Private School Choice Programs Application

[✓ Login/Register](#)
[✓ Status](#)
[✓ Location](#)
[✓ Schools](#)
[✓ Parents](#)
[→ Students](#)
[■ Income](#)
[■ Submit](#)

Prior Year Attendance of Josh Smith

Where did the student attend school in the *prior* school year?

Public school in a Wisconsin school district:
 District Name:
 School Name:

Home-based education (i.e. homeschooled) during the entire school year

Private school in Wisconsin:

School in another state

Not enrolled in school during the entire school year

Schools are not required to determine which of the requirements the student meets. However, if a school receives an application for a student where the school is aware the student would not meet the application grade and/or prior year requirement, the school should contact the parent to determine if the application should be found ineligible. For additional information, see [FAQ number three](#).

Schools may view the prior year attendance option the parent selected for a student in the Online Parent Application in the Export to Excel function in OAS. For additional information, see [FAQ number twenty three](#).

(1) Applying to kindergarten, first or ninth grade

A student meets the application grade requirement if the student is applying to grades K4, K5, 1 or 9.

Students applying to grades K4, K5 or 1 must meet the [age](#) requirements to be eligible for the program.

(2a) Enrolled in a public school in Wisconsin in the prior year

Enrolled in a public school in Wisconsin means counted by public school district(s) for state aid purposes on at least one of two prior year count dates, the 3rd Friday in September or the 2nd Friday in January. Students meet this requirement if they were counted at a public school, including a charter school, on at least one of the count dates. These students may have also attended [other school\(s\)**](#) in the prior year and indicate in the application they were enrolled in a public school in Wisconsin in the prior year as long as they meet the above requirement.

Students who attended Wisconsin public school(s) in the prior year that were not counted on either of the two prior year count dates by a public school do not meet this requirement.

(2b) Attended school in another state in the prior year

Students meet this requirement if they attended school in another state, attended school in another country, or attended a tribal school at any time during the prior year. These students may have also attended [other school\(s\)**](#) in the prior year and indicate in the application they attended school in another state in the prior year as long as they meet the above requirement.

Students are not required to attend the school on one of the two prior year count dates to meet this requirement.

(2c) Not enrolled in school in the prior year

Not enrolled in school means a student did not attend school for the entire prior year. This includes students that were homeschooled for the **entire** prior year.

Students who attended any school at any time during the prior year **do not meet** this requirement.

(2d) Participated in the MPCP, RPCP or WPCP in the prior year

Participated in the MPCP, RPCP or WPCP in the prior year means the student was counted as a Choice student by private school(s) participating in the Choice program on at least one of the two prior year count dates, the 3rd Friday in September or the 2nd Friday in January and was not subsequently determined ineligible. The Online Parent Application determines if a student meets this requirement based on the student's name and date of birth entered in the application. Students that meet this requirement may have also attended [other school\(s\)**](#) in the prior year.

Students who attended a private school that participated in the Choice program in the prior year that are not counted on either of the two prior year count dates by the Choice school do not meet this requirement.

****Other School Examples:** 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.

(2e) On a waiting list for the MPCP, RPCP or WPCP in the prior year

Students that applied and were determined eligible to participate in any Choice program, but remained on the waiting list during the prior year due to limited space available at the school or public school district enrollment caps, meet this requirement. The Online Parent Application determines if a student meets this requirement based on the student's name and date of birth entered in the application. Students on a prior year Choice program waiting list may have attended any [other school\(s\)**](#) in the prior year and meet this requirement.

Schools that participate in the MPCP and RPCP identify students on the school's waiting list on the September and January Count Reports. The DPI maintains the waiting list for the WPCP. Students must be on the Choice program waiting list after the 2nd Friday in January count date to meet this requirement.

If a student was on a Choice program waiting list and offered a voucher seat in the prior year, the student would not meet this requirement.

(3) Applying to the WPCP and on any prior year WPCP waiting list in 2015-16 or later due to a school district enrollment cap

Students that applied to the WPCP and were determined eligible to participate, but due to the public school district enrollment caps remained on the waiting list in the 2015-16 school year or later, meet this requirement. The school district enrollment caps were first effective during the 2015-16 school year. The Online Parent Application determines if a student meets this requirement based on the student's name and date of birth entered in the application. Students on the school district cap list may have attended any [other school\(s\)**](#) in the prior year and meet this requirement.

The DPI maintains this waiting list for the WPCP. Students must be on the waiting list due to the public school district enrollment caps after the 2nd Friday in January count date to meet this requirement.

****Other School Examples:** 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.

Frequently Asked Questions (FAQ)

This FAQ provides answers to commonly asked questions regarding student eligibility for the Choice programs.

Reminder: Students are NOT required to meet the Application Grade or Prior Year Requirement if they are (1) applying to the MPCP OR (2) applying to the RPCP or WPCP to a school under a [Combined Private School Agreement](#).

1. For what reasons can a school deny an application for the Choice program?

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. See the "School Notification of Acceptance or Non-Acceptance to Applicants" section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.

2. How should a school proceed if a student is showing as a new student instead of a continuing student in OAS?

The Online Parent Application determines if a student is a new or continuing student based on the student's name and date of birth entered by the parent in the application. Schools should see the question "Why does the student show as a new student on the Online Parent Application or OAS and the student is a continuing student or was on the waiting list in the previous school year?" in the Application Verification and Corrections FAQ, available on the [Choice Programs: School Application Processing](#) webpage, for information on how to proceed.

3. How should a school proceed if the parent entered incorrect prior year school information in order for the student(s) to be able to apply for the RPCP or WPCP?

For directions on how to see in OAS the prior year school information the parent entered in the Online Parent Application, see [FAQ number twenty three](#). The parent must submit the application in the Online Parent Application for the school to see the application information in OAS.

REMINDER: Schools are NOT required to determine which of the application grades or prior year requirements the student meets and/or review the prior year school information reported by the parent.

If a school receives an application for a student for the RPCP or WPCP where the school is aware the parent reported incorrect prior year school information in the Online Parent Application, the school should contact the parent to confirm the information reported by the parent is incorrect and see below for next steps. This information is not applicable for MPCP applications.

- If the student is eligible for the RPCP or WPCP regardless of the incorrect prior year school information reported by parent:
 - **Application period has not ended:** The school should inform the parent to return to the Online Parent Application during the open application period, update the prior year school information (on the Student screen, click Edit to the left of the student name and update the information), go through all screens of the application, and re-submit the application by clicking the "Send Updates to DPI" button. The parent will receive another confirmation email after the application is re-submitted.

- **Application period ended:** The information reported by the parent is not updated. The school should proceed with the verification of the application in OAS.
- If the student is NOT eligible for the RPCP or WPCP (i.e., student does NOT meet the application grade or prior year requirement):
 - **Parent entered incorrect prior year school information for all student(s) on the family's application and the student(s) do NOT meet the application grade or prior year requirement:** The DPI recommends the school obtain an email or letter from a parent on the application that includes the student's name(s) and a statement that the parent misreported the prior year school information and is withdrawing the application(s) for the Choice program for the student(s) for the 20xx-xx school year (include school year) for your school (include school name). The school should complete the verification of the application(s) in OAS as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" for the new student application for the family. The school does not need to provide the withdrawal to the DPI.
 - **Parent entered incorrect prior year school information for some student(s) and the student(s) do NOT meet the application grade or prior year requirement AND the parent applied correctly for other student(s) on the family's application:**
 - The parent should return to the Online Parent Application during the open application period, remove the student(s) that are not eligible in the Student section, go through all screens of the application, and re-submit the application by clicking the "Send Updates to DPI" button. The parent will receive another confirmation email after the application is re-submitted.
 - If the parent does not remove the student(s) who are not eligible and re-submit the application during the open application period, the DPI recommends the school obtain an email or letter from a parent on the application that includes the student's name(s) and a statement that the parent misreported the prior year school information and is withdrawing the application(s) for the Choice program for the student(s) for the 20xx-xx school year (include school year) for your school (include school name). Next, the school should send an email to privateschoolchoice@dpi.wi.gov with the following: student application number(s), student name(s), and a request that the DPI mark the student(s) ineligible for the Choice program for that school year with the reason. The school does not need to provide the withdrawal to the DPI.

Note: The Online Parent Application determines if a student was counted as a Choice student on the 3rd Friday in September or the 2nd Friday in January, on a prior year waiting list, or the WPCP waiting list in 2015-16 or later due to a school district enrollment cap based on the student's name and date of birth entered in the application. The student's name and date of birth is compared to prior school year OAS data to determine if the student meets the requirement(s).

4. Can a student participating in the Choice program in the current school year apply for multiple and/or different school(s) for the following school year?

Yes. Parents may apply to the Choice program for one or more schools for their student(s) during the available open application period(s) for the following school year. 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.

See the answer in [FAQ number six](#) for additional information. Note: Even though the question for [FAQ number six](#) addresses a different scenario, the same answer applies for this question.

Another resource WPCP schools may find helpful is the "WPCP Random Selection - Student Applies to Multiple WPCP Schools" and "WPCP Voucher Transfer Option 1 - School Preference Change" section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage. As noted in this bulletin, students chosen in the WPCP random selection who do not accept the seat at the school that is offered are not automatically offered a seat at a different school and do not remain on the WPCP waiting list. Parents who wish to make a school preference change/voucher transfer request should accept the voucher offered at the school the student was originally selected in the WPCP random selection to ensure the student's participation in the Choice program and then make the school preference change/voucher transfer request. Please see the bulletin for additional information.

Please also see the "Random Selection" section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information on the random selection process if more MPCP, RPCP, or WPCP applications are received than MPCP, RPCP or WPCP seats available at the school OR if there are more WPCP applications received than allowed per the school district pupil membership limit.

5. Can a student that moves after applying for the Choice program participate in the Choice program for that same school year?

Student moves after applying for the Choice program and wishes to transfer to a different Choice school and participate in the Choice program for that same school year: The answer from [FAQ number thirteen](#) applies for these students. Note: Even though the question for [FAQ number thirteen](#) addresses a different scenario, the same answer applies for this question.

Student moves after applying for the Choice program and wishes to stay at the same Choice school and participate in the Choice program for that same school year:

- For MPCP and RPCP students who move after the end of the application period in which they apply, these students may attend the school as MPCP or RPCP students for the entire school year for which they applied, and the address change does not need to be reported to the DPI. See the “Does the address need to be updated in OAS if a student moves after the end of the open application period in which they apply for the Choice program?” question in the Application Verification and Corrections FAQ, available on the [Choice Programs: School Application Processing](#) webpage, for additional information.
- For WPCP students, see the “WPCP Random Selection – Student Moves” section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information on the process, requirements and timing for WPCP students that move after the WPCP application period. Please also see below for additional information.
 - If a WPCP student (offered and accepted voucher) moves after the end of the WPCP open application period, where the student resides at a new address in Wisconsin but outside the City of Milwaukee and the Racine Unified School District as of the 3rd Friday in September, the student is not affected by the school district pupil membership limit, regardless if the student moves to another school district. The student may attend the school as a WPCP student for the entire year.
 - If an incoming WPCP pupil student (offered and accepted voucher) moves after the end of the WPCP open application where the student resides at a new address in the city of Milwaukee or in the Racine Unified School District as of the 3rd Friday in September and the school does not participate in the applicable program (i.e., MPCP or RPCP), the student will not be a Choice student for that same school year at that school. The student may apply to a different school during a remaining MPCP/RPCP open application period to participate in the Choice program for that same school year.
 - If the WPCP student moves after the 3rd Friday in September, the student may attend the school as a WPCP student for the entire school year for which they applied, and the address change does not need to be reported to the DPI.
 - Reminder: If the WPCP open application period has not ended, the school should inform the parent to return to the Online Parent Application during the open application period, update the address and school district information as needed, go through all screens of the application, and re-submit the application by clicking the “Send Updates to DPI” button. The parent will receive another confirmation email after the application is re-submitted.

6. Is a student participating in the Choice program in the current school year guaranteed a Choice seat in the following school year? What if this student moved and resides at a different Wisconsin address/school district when applying for the following school year?

Note: Other question(s) in this FAQ will reference the information below as the response to those questions since this information addresses different scenarios.

All students, regardless of their Choice status in the prior school year, must apply for the program every year using the Online Parent Application, available on the dpi.wi.gov/choice webpage, and must meet program residency requirements at the time of the application.

The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See the bullets for information regarding the [Income](#) requirement and the [Application Grade or Prior Year Requirement](#) for these students.

- **Income:** Students participating in the Choice program in the current school year are not required to provide income documentation when applying for the Choice program for the following school year, **regardless if the**

student moves and resides at a different Wisconsin address/school district for the following school year than the student address/school district in OAS for the current school year, OR if the student is applying for the same or different Choice program for the following school year, OR if the student is applying for the same and/or different school(s) for the following school year.

- **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - These students meet the [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#) part of the Application Grade or Prior Year Requirement when applying for the RPCP or WPCP program for the following school year, *regardless if the student moves and resides at a different Wisconsin address/school district for the following school year than the student address/school district in OAS for the current school year, OR if the student is applying for the same or different Choice program for the following school year, OR if the student is applying for the same and/or different school(s) for the following school year.*
 - If the student is applying to grades K4, K5, 1 or 9, the student also meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.

Reminder: Participating in the Choice program in the current school year means the student is counted as a Choice student by private school(s) participating in the Choice program on at least one of the two count dates in the current school year, the 3rd Friday in September or the 2nd Friday in January and is not subsequently determined ineligible.

For students applying to a different Choice program for the following school year than the student participated in during the current school year (i.e., student moved): If the school the student attends during the current school year does not participate in the applicable Choice program (MPCP, RPCP, or WPCP) for that student’s new address for the following school year, the student will not be able to apply for the Choice program for that school for the following school year. The student may apply to different school(s) that participate in the applicable Choice program for the following school year.

For students participating in the MPCP, RPCP or WPCP in the current school year applying to the MPCP or RPCP for the following school year: Students with eligible applications would be offered a MPCP or RPCP seat at the school for the following school year unless the school did not have space in the applicable grade. If schools indicate fewer seats available in a grade than the number of returning students for a program, that will result in some returning students not receiving a seat and being placed on the school’s MPCP or RPCP waiting list.

For students participating in the MPCP, RPCP or WPCP in the current school year applying to the WPCP for the following school year: There are three possible reasons why a student with an eligible application would not receive a WPCP seat at the school for the following school year:

1. The student lives in a public school district where the district cap limit was reached, and the student is on the WPCP waiting list (*see below for exception**); or
2. The school did not have space in the grade for the WPCP, and the student is on the WPCP waiting list; or
3. The student applied to more than one school and received a seat at a different school.

*Exception: Students participating in the WPCP in the current school year are not affected by the school district pupil membership limit when applying for the WPCP for the following school year, *regardless if the student moves and resides at a different address/school district for the following school year than the student address/school district in OAS for the current school year.*

See the “WPCP Random Selection – Overview” section of the available on the [Choice Programs: School Application Processing](#) webpage, for additional information.

Schools may see the “MPCP and RPCP - Seat Changes” and the “WPCP - Seat Changes (Including How to Increase Seats After the First Weekday in May)” section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information regarding setting and revising the number of Choice seats. Schools should take into account any returning students when determining the number of seats and must not exceed any capacity limit for the facility. If the school indicates fewer spaces available in a grade than the number of returning students for the MPCP, RPCP or WPCP, some returning students will not receive a seat and will be placed on a waiting list. Please also see the “Random Selection” section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for information on the random selection process if more MPCP, RPCP, or WPCP applications are received than seats available for the applicable program at the school OR if there are more WPCP applications received than allowed per the school district pupil membership limit.

7. If a non-Choice student has sibling(s) participating in the Choice program in the current school year, does that non-Choice student have to provide income documentation when applying for the Choice program for the following school year?

The non-Choice student would be required to provide income documentation when applying for the following school year, unless the student was on a Choice program waiting list after the 2nd Friday in January of the current school year and applying for the same program for the following school year. The siblings that are participating in the Choice program in the current school year are not required to provide income documentation when applying for the Choice program for the following school year.

See [FAQ number twenty two](#) for directions on how schools can see in OAS if a student is required to provide income documentation.

8. Are students in Foster or Kinship Care required to meet Choice program eligibility requirements to apply for the Choice program?

Yes. All students, including students participating in Foster or Kinship care, must meet the Choice program eligibility requirements to apply for the Choice program each year. Students in Foster or Kinship care are not automatically in the Choice program because they are in Foster or Kinship care.

All students, including students participating in Foster or Kinship care, may apply for the Choice program during the open application period(s)* and must provide the required supporting documentation to the school during the same application period in which students apply. All students, including students participating in Foster or Kinship care, must meet the [Residency](#) and [Age](#) requirements each year. See below for information regarding the [Income](#) requirement and the [Application Grade or Prior Year Requirement](#).

- **Income:**
 - For new students applying to the Choice program that are in Foster or Kinship care, documentation supporting the student's participation in Foster or Kinship care is required. Income documentation is NOT required.
 - For continuing students applying to any Choice program or students on a prior year waiting list applying for the same Choice program, documentation showing the student's participation in Foster or Kinship care is NOT required, and income documentation is also NOT required. Continuing students are students who participated in any Choice program in the prior school year and students applying to the MPCP between October and January if the student was a MPCP student on the 3rd Friday in September in the same school year.
- **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - See the "Application Grade or Prior Year Requirement (RPCP or WPCP only):" sections in [FAQ number twelve](#). Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer regarding the Application Grade or Prior Year Requirement applies for this question.

Please also see the "Who may complete an application for a student in Foster or Kinship care?" question in the "Application Verification and Corrections FAQ", available on the [Choice Programs: School Application Processing](#) webpage, for additional information on who may apply for these students and the information on the Application Verification screen in OAS.

**Students placed in Foster or Kinship care after all open application period(s) end for the current school year may attend the school as a non-Choice student for the current school year and apply for the Choice program in a future school year if the students meet the requirements. See [FAQ number eighteen](#) for additional information. Note: Even though the question for [FAQ number eighteen](#) addresses a different scenario, the same answer applies for this question except that new students in Foster or Kinship care provide documentation supporting participation in Foster or Kinship care instead of income documentation.*

9. What do students applying for grade K5 for the Choice program enter for the school the student attended in the prior year if the student attended a childcare center/day care center/head start program for grade K4 that is not an option in the drop down OR if the student attended a public school community based K4 program at a private school?

If the K4 program at the childcare center/day care center/head start program is offered through a public school district, the student is considered to be enrolled in a public school in the prior school year and the parent should select the public school district and the applicable elementary school the student would attend as the prior year school in the “Public School in a Wisconsin school district:” drop downs.

If the K4 program at the childcare center/day care center/head start program is NOT offered through the public school district or a Wisconsin private school, the parent should select “Not enrolled in school during the entire school year” as the prior year option.

If a student attends a K4 program at a private school that is offered by a public school district (i.e., a community based K4 program), the student is considered to be enrolled in a public school in the prior school year and the parent should select the public school district and the applicable elementary school the student would attend as the prior year school in the “Public School in a Wisconsin school district:” drop downs.

Private School Choice Programs Application

✓ Login/Register ✓ Status ✓ Location ✓ Schools ✓ Parents → Students ■ Income ■ Submit

Prior Year Attendance of Josh Smith

Where did the student attend school in the *prior* school year?

Public school in a Wisconsin school district:
District Name:
School Name:

Home-based education (i.e. homeschooled) during the entire school year

Private school in Wisconsin:

School in another state

Not enrolled in school during the entire school year

Students who attend a K4 program offered by the private school (not a community based K4 program) should select that school in the “Private school in Wisconsin:” drop down as the school the student attended in the prior school year.

Please see the picture from the Online Parent Application for a sample of the screen where this information is entered in the application.

10. If a Choice student is found to be ineligible for the Choice program for the current school year, can the student apply for the following school year?

A student may apply for the Choice program for the following school year if the student meets the eligibility requirements. The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See below for information regarding the [Income](#) requirement and the [Application Grade or Prior Year Requirement](#).

If the student was determined to be ineligible in both semesters for the prior school year, the student would be considered a new student when applying for the Choice program for the following school year and must provide income documentation showing the family income does not exceed the income limits. The student must also meet the [Application Grade or Prior Year Requirement](#) to be eligible to apply to the RPCP or WPCP for the following school year. If the student does not meet the eligibility requirements, the student would not be eligible to apply for the Choice program for the following school year. See the answer in [FAQ number twelve](#) for additional information. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

If the student was determined to be ineligible for one but not both semesters, the student would be considered a continuing student when applying for the Choice program for the following school year and would not be required to provide income documentation. The student would meet the [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#) part of the Application Grade or Prior Year Requirement if applying to the RPCP or WPCP.

11. Can a student that is on a MPCP, RPCP, or WPCP waiting list attend the school as a non-Choice student in the current school year and be eligible to apply for the Choice program for the following school year?

Attend your school as a non-Choice student in the current school year? Students on a waiting list for the MPCP, RPCP or WPCP for the current school year may attend the school as a non-Choice student in the current school year (i.e., for part of or all of the current school year).

WPCP Reminder: The WPCP random selection may be repeated several times and the DPI will fill available seats from the WPCP waiting list up to the 2nd Friday in January for the current school year. If additional WPCP seats become available due to students that decline the WPCP voucher (*response on Intent to Attend in OAS is “No, Will Not Attend” or “No Answer”*) or later withdraw from a school, the DPI will fill the available seats from the WPCP waiting list following the process in the [WPCP Random Selection – Overview](#) section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage. See the “WPCP Random Selection – DPI Notifies Parents of Students on WPCP Waiting List” section of the Application Process Bulletin for additional information about students on the WPCP waiting list.

Eligible to apply for the following school year? The answer from [FAQ number twelve](#) applies for these students. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

12. If a student (Choice or non-Choice) attends and then withdraws from your school in the current school year, will the student be eligible to apply for the Choice program for the following school year?

Note: Other questions in this FAQ will reference the information below as the response to those questions since this information addresses several scenarios.

A student may apply for the Choice program for the following school year if the student meets the eligibility requirements. The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See the bullets below for information regarding the [Income](#) requirement and the [Application Grade or Prior Year Requirement](#) for students counted as Choice students, students on a Choice waiting list applying for the same Choice program, and all other students.

- i. **Student counted as a Choice student** on the 3rd Friday in September or the 2nd Friday in January for the current school year and was not subsequently determined ineligible:
 - o **Income:** Student is not required to provide income documentation when applying for the Choice program for the following school year.
 - o **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - A student counted as a Choice student in the current school year meets the [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#) requirement when applying for the RPCP or WPCP for the following school year.
 - If the student is applying to grades K4, K5, 1 or 9, the student also meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.
- ii. **Student is on a Choice waiting list** for the current school year and is applying for the same Choice program for the following school year:
 - o **Income:** Student is not required to provide income documentation when applying for the Choice program for the following school year.
 - o **Application Grade or Prior Year Requirement (RPCP or WPCP only):**

- A student on a Choice waiting list for the current school year after the 2nd Friday in January meets the [\(2e\) On a waiting list for the MPCP, RPCP or WPCP in the prior year](#) requirement when applying for the RPCP or WPCP for the following school year.
 - If the student is applying to grades K4, K5, 1 or 9, the student also meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.
- iii. **All other students** (i.e., students not counted as Choice students for the current school year AND students on a Choice waiting list for current school year applying for a different Choice program for following school year)
- **Income:** Student must provide income documentation showing the family income does not exceed the income limits when applying for the Choice program for the following school year.
 - **Application Grade or Prior Year Requirement (RPCP and WPCP Only):**
 - If the student is applying to grades K4, K5, 1 or 9, the student meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.
 - If the student is applying to grades 2-8 or 10-12, the student must meet at least one of the Application Grade or Prior Year Requirements below to be eligible to apply for the RPCP or WPCP for the following school year. **If the student does not meet at least one of these requirements, the student would not be eligible to apply for the RPCP or WPCP for the following school year.**
 - [\(2a\) enrolled in a public school in Wisconsin in the prior year;](#)
 - [\(2b\) attended school in another state in the prior year;](#)
 - [\(2e\) was on a MPCP, RPCP or WPCP waiting list in the prior year;](#)
 - [\(3\) Applying to the WPCP and was on any prior year WPCP waiting list in 2015-16 or later due to a school district enrollment cap.](#)
 - Reminder: Students who attend a school (public or private) during the current school year do NOT meet the [\(2c\) Not enrolled in school in the prior year](#) requirement. Parents of these students should NOT select either of the following options in the Online Parent Application when applying for the Choice program for the following school year for the student: “Home-based education (i.e., homeschooled) during the entire school year” or “Not enrolled in school during the entire school year”.
 - Reminder: Students that are not counted as Choice students in the prior year do NOT meet the [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#) requirement.

Note: The Online Parent Application determines if a student was counted as a Choice student on the 3rd Friday in September or the 2nd Friday in January, on a prior year waiting list, or the WPCP waiting list in 2015-16 or later due to a school district enrollment cap based on the student's name and date of birth entered in the application. The student's name and date of birth is compared to prior school year OAS data to determine if the student meets the requirement(s).

13. 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?

Note: Other question(s) in this FAQ will reference the information below as the response to those question(s).

Transfer and attend your school as a Choice student during the current school year*? Generally a student may transfer from the Choice program at one school to another as a Choice student only during a school's open application periods and only if the second school has a Choice seat available (*see WPCP Exceptions below*). The student's parent or guardian must complete and submit a Choice application with proof of residency to the second school during an open 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 voucher for the current school year (*see WPCP Exceptions below*). See the “Transferring, Student Records, and Changing Choice Schools” section of the [Frequently Asked Questions for Parents](#) webpage for additional information.

Note: These students may transfer to another school (public or private) as non-Choice students at any time during the current school year and apply for the Choice program in a future school year if the students meet the eligibility requirements. These students may also continue to attend the private school at which they received the voucher for the current school year and apply for a different Choice school for the following school year.

***WPCP Exceptions:** See the “WPCP Random Selection – Parent Wishes to Transfer WPCP Voucher to a different WPCP School” section of the Application Process Bulletin, available on the [Choice Programs: School Application Processing](#) webpage, for the two options where a student selected in the WPCP random selection may request to transfer a voucher to a different WPCP school and the process, requirements and timing for the two options. Reminder: If the WPCP open application period has not ended, parents may update the school(s) and school preference(s) and re-submit the application in the Online Parent Application during the WPCP open application period.

Eligible to apply for the following school year? The answer from [FAQ number twelve](#) applies for these students. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

14. 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?

Attend your school as a non-Choice student for part of the current school year? Students, Choice or non-Choice (includes homeschooled students), may attend your school as non-Choice students for part of the current school year.

Eligible to apply for the following school year? The answer from [FAQ number twelve](#) applies for these students. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

Reminder: Students that are homeschooled or not enrolled in school for part of the current school year that also attend a public or private school in the current school year do not meet the [\(2c\) Not enrolled in school in the prior year](#) requirement. These parents should not select either of the following options in the Online Parent Application when applying for the Choice program for the following school year for the student: “Home-based education (i.e., homeschooled) during the entire school year” or “Not enrolled in school during the entire school year”. These students must meet another Application Grade or Prior Year Requirement to apply for the RPCP or WPCP for the following school year. See the answer in [FAQ number twelve](#) for additional information.

15. Can a student who is homeschooled or not enrolled in school for the entire current school year apply for the Choice program for the following school year?

The student may apply for the Choice program for the following school year if the student meets the eligibility requirements. The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See the bullets below for information regarding the [Income](#) and the [Application Grade or Prior Year Requirement](#).

- **Income:** The student would be considered a new student and must provide income documentation showing the family income does not exceed the income limits when applying for the Choice program for the following school year, **unless** the student was on a Choice program waiting list after the 2nd Friday in January of the current school year and applying for the same program for the following school year.
- **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - The student who is homeschooled or not enrolled in school for the entire current school year meets the [\(2c\) Not enrolled in school in the prior year](#) part of the Application Grade or Prior Year Requirement when applying for the RPCP or WPCP for the following school year. Parents, when applying for the following school year for these students, may select the applicable option in the Online Parent Application of “Home-based education (i.e., homeschooled) during the entire school year” or “Not enrolled in school during the entire school year”.
 - If the student is applying to grades K4, K5, 1 or 9, the student also meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.

16. Can a student that attends your school or a different private school as a non-Choice student for the entire current school year apply for the Choice program for the following school year?

Note: Other questions in this FAQ will reference the information below as the response to those questions since this information addresses different scenarios.

The student may apply for the Choice program for the following school year if the student meets the eligibility requirements. The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See the bullets below for information regarding the [Income](#) and the [Application Grade or Prior Year Requirement](#).

- **Income:** The student would be considered a new student and must provide income documentation showing the family income does not exceed the income limits when applying for the Choice program for the following school year, **unless** the student was on a Choice program waiting list after the 2nd Friday in January of the current school year and applying for the same program for the following school year.
- **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - If the student is applying to grades K4, K5, 1 or 9, the student meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.
 - If the student is applying to grades 2-8 or 10-12, the student must meet (2e) to be eligible to apply to the RPCP for the following school year and must meet (2e) and/or (3) to be eligible to apply for the WPCP for the following school year. **If the student does not meet at least one of these requirements, the student would not be eligible to apply for the RPCP or WPCP for the following school year.**
 - [\(2e\) was on a MPCP, RPCP or WPCP waiting list in the prior year;](#)
 - [\(3\) Applying to the WPCP and was on any prior year WPCP waiting list in 2015-16 or later due to a school district enrollment cap.](#)
 - Reminder: Students who attend a private school for the entire current school year do NOT meet the [\(2a\) enrolled in a public school in Wisconsin in the prior year](#), [\(2b\) attended school in another state in the prior year](#), or [\(2c\) Not enrolled in school in the prior year](#) requirement. Parents of these students should NOT select the following options in the Online Parent Application when applying for the Choice program for the following school year for the student: “Public school in a Wisconsin school district”, “Home-based education (i.e., homeschooled) during the entire school year”, “School in another state” or “Not enrolled in school during the entire school year”.
 - Reminder: Students that are not counted as Choice students in the prior year do NOT meet the [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#) requirement.

Note: The Online Parent Application determines if a student was counted as a Choice student on the 3rd Friday in September or the 2nd Friday in January, on a prior year waiting list, or the WPCP waiting list in 2015-16 or later due to a school district enrollment cap based on the student's name and date of birth entered in the application. The student's name and date of birth is compared to prior school year OAS data to determine if the student meets the requirement(s).

17. Can a student who does not reside in Wisconsin apply for the Choice program?

No. Students must meet program residency requirements at the time of the application to apply for the Choice program. See the question “If a parent will be moving to Wisconsin with my student, can the parent submit an application before they move to Wisconsin?” on the [Choice Programs: Frequently Asked Questions for Parents](#) webpage for additional information.

Reminder: The student must reside in Wisconsin at the time of the application, regardless if the parent resides in Wisconsin and/or the parent has property in Wisconsin.

18. Can a student who moves to Wisconsin after all the open application period(s) end attend your school as a non-Choice student in the current school year and apply for the Choice program for the following school year?

Note: Other questions in this FAQ will reference the information below as the response to those questions since this information addresses different scenarios.

Attend your school as a non-Choice student in the current school year? The student may attend your school as non-Choice student in the current school year (i.e., for part of or all of the current school year).

Eligible to apply for the following school year if the student attends your school for part of the current school year? The answer from [FAQ number twelve](#) applies for these students. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

Eligible to apply for the following school year if the student attends your school for the entire current school year? The student may apply for the Choice program for the following school year if the student meets the eligibility requirements. The required supporting documentation must be provided to the school during the same application period in which students apply. All students must meet the [Residency](#) and [Age](#) requirements each year. See the bullets below for information regarding the [Income](#) and the [Application Grade or Prior Year Requirement](#).

- **Income:** The student would be considered a new student and must provide income documentation showing the family income does not exceed the income limits when applying for the Choice program for the following school year.
- **Application Grade or Prior Year Requirement (RPCP or WPCP only):**
 - If the student is applying to grades K4, K5, 1 or 9, the student meets the [\(1\) Applying to kindergarten, first or ninth grade](#) requirement.
 - If the student is applying to grades 2-8 or 10-12, the student will not be eligible to apply for the Choice program for the following school year. The student may attend a private school as a non-Choice student for the following school year and apply for the Choice program in a future school year if they meet the eligibility requirements.

19. If a student does not apply/forgets to apply for the Choice program for the current school year, are there exceptions to the application deadlines? Will the student be eligible to apply for the Choice program for the following school year?

Exceptions to the application deadlines? There are NO exceptions to the application deadlines for the Choice program, and NO additional applications will be accepted for the current school year after the deadlines. Parents may return to the Online Parent Application, available on the dpi.wi.gov/choice webpage, at the beginning of February to apply for the following school year if their student(s) meet the eligibility requirements.

As indicated in the [Choice Program Student Eligibility](#) section of this bulletin, each year, all students that would like to participate in the Choice program must apply using the Online Parent Application, available on the dpi.wi.gov/choice webpage. All students includes both new students and students that participated in the Choice program in the prior year.

Eligible to apply for the following school year? The answer from [FAQ number twelve](#) applies for these students unless the students are homeschooled or not enrolled in school the entire current school year. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question. For students who are homeschooled or not enrolled in school for the entire current school year, the answer from [FAQ number fifteen](#) applies.

20. Can a student that participates in the SNSP in the current school year apply for the Choice program for the following school year?

Eligible to apply for the following school year if the student participates in the SNSP for part of the current school year? The answer from [FAQ number twelve](#) applies for these students. Note: Even though the question for [FAQ number twelve](#) addresses a different scenario, the same answer applies for this question.

Eligible to apply for the following school year if the student participates in the SNSP for the entire current school year? The answer from [FAQ number sixteen](#) applies for these students. Note: Even though the question for [FAQ number sixteen](#) addresses a different scenario, the same answer applies for this question. These students would be considered non-Choice students for the entire current school year when applying for the Choice program for following school year.

21. How can schools see in OAS if a student participated in the Choice program in the prior school year?

As indicated in the [Income](#) section of this bulletin, students that participated in the Choice program in the prior school year are students that were counted as a Choice student by private school(s) participating in the Choice program on at least one of the two prior year count dates, the 3rd Friday in September or the 2nd Friday in January, and were not subsequently determined ineligible.

See the instructions below to find students that participated in the Choice program at your school and further below to find students that applied to your school that participated in the Choice program at your school or a different school.

Reminder: The “Cont” column on the Application Summary screen in OAS should not be used to determine if a student participated in the Choice program in the prior school year. This data field indicates whether or not the student application is a continuing student for the purposes of income, which includes both students who participated in any Choice program in the prior year AND also students on a Choice waiting list in the prior year applying to the same Choice program. See the next question for additional information.

Participated in the Choice program at your school in the prior school year: Schools may use the “Export to Excel” function in the OAS to create a list of students that participated in the Choice program at their school in the prior school year.

Schools may follow the steps below to access this information:

1. Log into OAS. Schools that participate in multiple Choice programs must use their credentials for the applicable program for which they want to access the data.
2. Click “Export to Excel” located on the left side menu bar.
3. Under “Select Data to Include” towards the top to the page
 - i. Select the prior school year in the “School Year” drop down
 - ii. Select “Any Status” in the “Application Status” section at the top of the screen
4. Under “Select Columns” in the middle of the page
 - i. Click the “School” group box to select the “School Year”, “Metro Area”, and “School Name” fields.
 - ii. Other possible fields to select:
 - a. “Student Data” group: “Date of Birth”, “First Name” and “Last Name” fields
 - b. “Application” group: “Application ID”, “Date App Received” and “Status” field
 - c. “3rd Friday in September” group: “Grade” and “Counted Final Headcount”
 - d. “2nd Friday in January” group: “Grade” and “Counted Final Headcount”
 - e. “Contact Info” group: Click group box to select all fields
 - f. “1st Parent Data/Family” group: “Parent First Name” and “Parent Last Name” fields
 - g. “2nd Parent Data” group: “2nd Parent First Name” and “2nd Parent Last Name” fields
5. After selecting all desired fields, click “Export to Excel” in bottom right of screen. Next you will be prompted to download and/or open the excel file. Save the file on your computer.
6. See the table that follows to identify students that participated in the Choice program in the prior year.

Generally, students that participated in the Choice program in the prior school year will have one of the following results:

APPLICATION_STATUS_PARENT	SEPT_COUNTED_FINAL	JAN_COUNTED_FINAL
Submitted	1	1
Submitted	1	0
Submitted	0	1
Ineligible in Semester 2	1	0 or 1

Participated in the Choice program at any private school (your school or a different school) in the prior school year if applied for the following school year: The OAS “Export to Excel” data field “Choice Pupil Prior Year” (available in the “App – Miscellaneous” section) can be used to identify students, who applied to your school, that attended any private school (your school or a different school) under a Choice program during the previous year. MPCP and RPCP schools may consider using this information when performing a random draw to assist the schools who give preference in the random draw.

Schools may follow the steps below to access this information:

1. Log into OAS. Schools that participate in multiple Choice programs must use their credentials for the applicable program for which they want to access the data.
2. Click “Export to Excel” located on the left side menu bar.
3. Under “Select Data to Include” towards the top of the page
 - i. Select the school year for which students are applying in the “School Year” drop down
 - ii. Select “Any Status” in the “Application Status” section at the top of the screen
4. Under “Select Columns” in the middle of the page
 - i. Click the “School” group box to select the “School Year”, “Metro Area”, and “School Name” fields
 - ii. Other possible fields to select:
 - a. “Student Data” group: “Date of Birth”, “First Name” and “Last Name” fields
 - b. “Application” group: “Application ID”, “Date App Received” and “Status” field
 - c. “App – Miscellaneous” group: “Choice Pupil Prior Year”
 - d. “Contact Info” group: Click group box to select all fields
 - e. “1st Parent Data/Family” group: “Parent First Name” and “Parent Last Name” fields
 - f. “2nd Parent Data” group: “2nd Parent First Name” and “2nd Parent Last Name” fields
5. After selecting all desired fields, click “Export to Excel” in bottom right of screen. Next you will be prompted to download and/or open the excel file. Save the file on your computer.

The “Choice Pupil Prior Year” field will contain the following results:

- “Counted Same School” if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at the same Choice school.
- “Counted Different School” if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a different Choice school.
- “Not counted” if the student was not counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a Choice school.

22. How can schools see in OAS if a student is required to provide income documentation?

As indicated in the [Income](#) section of this bulletin, new students and students who were on a Choice waiting list in the prior year applying to a different Choice program must provide income documentation. Continuing students applying to any Choice program and students on a Choice waiting list in the prior year after the 2nd Friday in January applying to the same Choice program are not required to provide income documentation. Continuing students are students who participated in any Choice program in the prior school year and students applying to the MPCP between October and January if the student was a MPCP student on the 3rd Friday in September in the same school year.

In OAS, the “Cont” column on the Application Summary screen indicates whether or not the student application is a “Continuing Student” application for the purposes of income (i.e., whether or not has to provide income documentation).

The “Cont” field will contain the following results:

- “Y” – Student not required to provide income documentation.
- “N” – Student must provide income documentation.

The “Income Verification” section of the Application Verification screen in OAS will indicate if a student is required to provide income documentation.

Additionally, the OAS “Export to Excel” data field “Returning Student” (available in the “App – Miscellaneous” section) can also be used to identify whether or not the student is required to provide income documentation. This data field indicates whether or not the student application is a “Returning Student” application for the purposes of income. The “Returning Student” field will contain the following results and the column label when exported will be “IS_RETURNING_STUDENT”.

- “Y” – Student not required to provide income documentation.
- “N” – Student must provide income documentation.

23. How can schools find the prior year school information the parent entered in the Online Parent Application in OAS?

Schools may use the Export to Excel function in OAS to find the prior year school information for a student.

- The field in the OAS Export to Excel function is called “Prior Year School per Parent”. This field is reported by the parent in the Online Parent Application and is not validated.
- Schools may consider using the “Prior Year School per Parent” field to determine which school to contact to request school records.
- School may also view this field if the school has questions regarding which prior year requirement the student may have met to be eligible to apply. *Note: This parent reported field does not determine if the student meets the following requirements: [\(2d\) Participated in the MPCP, RPCP or WPCP in the prior year](#), [\(2e\) On a waiting list for the MPCP, RPCP or WPCP in the prior year](#), or [\(3\) Applying to the WPCP and on any prior year WPCP waiting list in 2015-16 or later due to a school district enrollment cap](#). The Online Parent Application determines if a student meets these requirement(s) based on the student’s name and date of birth entered in the application. The student’s name and date of birth is compared to prior school year OAS data to determine if the student meets these requirement(s).*

Schools may follow the steps below to access this information in OAS for the current and/or previous school years:

1. Log into OAS. Schools that participate in multiple Choice programs must use their credentials for the applicable program for which they want to access the data.
2. Click “Export to Excel” located on the left side menu bar.
3. Under “Select Data to Include” towards the top to the page
 - i. Select/update the school year in the “School Year” drop down
 - ii. Select “Any Status” in the “Application Status” section at the top of the screen
4. Under “Select Columns” in the middle of the page
 - i. Click the “School” group box to select the “School Year” and “School Name” fields.
 - ii. Other recommended fields to select:
 - a. “Student Data” group: “Date of Birth”, “First Name” and “Last Name” fields
 - b. “Application” group: “Application ID”, “Date App Received”, “Status” field and “On Waiting List as of 2nd Fri Jan”
 - c. “App – Miscellaneous” group: “Returning Student”, “Choice Pupil Prior Year”, and “Prior Year School per Parent”.
 - d. “Application Grade” group: “Grade”
5. After selecting all fields, click “Export to Excel” in bottom right of screen. Next you will be prompted to download and/or open the excel file. Save the file on your computer.

The “Prior Year School per Parent” field will contain the following results:

School Category in Online Parent Application	Sample Field in OAS Export to Excel
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Public school in a Wisconsin school district	Appleton Area: ABC Elementary School Charter School: ABCD Charter
Private school in Wisconsin	Private School: XYZ Academy
Home-based education	Homeschooled
Not enrolled in school during the entire school year	Not in school
School in another state	Out of State school

24. How can a school find students in OAS that applied to your school that are on a prior year WPCP waiting list OR the WPCP waiting list in 2015-16 or later due to a school district enrollment?

Schools may use the “Export to Excel” function in the OAS to create a list of WPCP students, who applied to their school, that were on the WPCP waiting list* in a previous school year. Please note that students could be on the WPCP waiting list due to no space being available in a grade at the school **or** due to the school district enrollment cap. The 2015-16 school year was the first school year, per state law, where students were waitlisted due to a school district enrollment cap.

WPCP Schools may follow the steps below to create a list of WPCP waiting list students* for each previous school year:

1. Log into OAS. Schools that participate in multiple Choice programs must use their WPCP log in information.
2. Click “Export to Excel” located on the left side menu bar.
3. Under “Select Data to Include” towards the top to the page
 - i. Select a previous school year in the “School Year” drop down
 - ii. Select the status of “Verified” in in the “Application Status” section at the top of the screen
4. Under “Select Columns” in the middle of the page
 - i. Click the “School” group box to select the “School Year” and “School Name” fields.
 - ii. Other recommended fields to select:
 - a. “Student Data” group: “Date of Birth”, “First Name” and “Last Name” fields
 - b. “Application” group: “Application ID”, “Date App Received” and “Status” field
 - c. “Application Grade” group: “Grade”
 - d. “Contact Info” group: Click group box to select all fields
 - e. “1st Parent Data/Family” group: “Parent First Name” and “Parent Last Name” fields
 - f. “2nd Parent Data” group: “2nd Parent First Name” and “2nd Parent Last Name” fields
5. After selecting all fields, click “Export to Excel” in bottom right of screen. Next you will be prompted to download and/or open the excel file. Save the file on your computer.
6. Schools must complete this process for each previous school year.

Students on the WPCP waiting list include **both students that were not offered a seat due to space not being available for a grade at the school **and** students that were not offered a seat due to a school district enrollment cap. These students will have a status of “Verified” in OAS. Schools that did not have space restrictions for a grade may assume the student(s) were on the WPCP waiting list due to a school district enrollment cap for school years 2015-16 or later.*

25. How can a school find students in OAS that applied to your school that are on a prior year MPCP or RPCP waiting list?

Schools may use the “Export to Excel” function in the OAS to create a list of MPCP or RPCP students, who applied to their school, that were on the MPCP or RPCP waiting list in a previous school year.

Students on a MPCP or RPCP prior year waiting list will have a status of “Verified” or “Submitted” and the “On Waiting List as of the 2nd Fri Jan” field will be “Y”.

Schools may follow the steps below to create a list of MPCP or RPCP waiting list students for the prior school year:

1. Log into OAS. Schools that participate in multiple Choice programs must use their MPCP or RPCP log in information.
2. Click “Export to Excel” located on the left side menu bar.

3. Under “Select Data to Include” towards the top to the page
 - i. Select the prior school year in the “School Year” drop down
 - ii. Select the status of “Verified” and “Submitted” in the “Application Status” section at the top of the screen
4. Under “Select Columns” in the middle of the page
 - i. Click the “School” group box to select the “School Year” and “School Name” fields.
 - ii. Other recommended fields to select:
 - a. “Student Data” group: “Date of Birth”, “First Name” and “Last Name” fields
 - b. “Application” group: “Application ID”, “Date App Received”, “Status”, and “On Waiting List as of 2nd Fri Jan” field
 - c. “Application Grade” group: “Grade”
 - d. “Contact Info” group: Click group box to select all fields
 - e. “1st Parent Data/Family” group: “Parent First Name” and “Parent Last Name” fields
 - f. “2nd Parent Data” group: “2nd Parent First Name” and “2nd Parent Last Name” fields
5. After selecting all fields, click “Export to Excel” in bottom right of screen. Next you will be prompted to download and/or open the excel file. Save the file on your computer.