Choice Training: Summer School Count Report

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stats. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Summer School Count Report.

Summer School Count Report

- The Summer School Count Report is due by September 15.

- A student may be included on the report if one of the following apply:
  - Choice student enrolled in the MPCP, RPCP, or WPCP at any same program school on the 2nd Friday in January in the term immediately preceding summer school; or
  - Choice student accepted in the MPCP, RPCP or WPCP at your school for the school term immediately following summer school (the upcoming school year).

The Summer School Count Report is due by September 15. The report is submitted using the Online Application System (OAS).

Schools will identify students on the Summer School Count Report with an eligible application that meet the attendance requirements for summer school.

The following students may be included on the report: a Choice student who was enrolled in the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) or the Wisconsin Parental Choice Program (WPCP) **at any same program** school on the 2nd Friday in January in the school term immediately preceding the summer school instruction. Students cannot transfer between the MPCP, RPCP and WPCP—a student is only eligible for Choice summer school in the same program that the student was counted in on the 2nd Friday in January; **OR** a Choice student accepted in the MPCP, RPCP or WPCP **at your school** for the school term immediately following the summer school instruction. This includes K4 students that have an accepted eligible Choice application for the upcoming school year. The school term immediately following summer school will be referred to as the upcoming school year in this training module.

Summer School Count Report (cont.)

- MPCP and RPCP schools should submit eligible applications in OAS prior to completing the count report. DPI submits WPCP applications for those students selected in the random drawing.

- The school's student applications for the upcoming school year in "Submitted" or "Verified" status will appear on the report.

- Schools can add students counted on the 2nd Friday in January that do not have a submitted application for the upcoming school year at the school.

Prior to completing the report, schools should submit applications in OAS for students in the MPCP and RPCP that have accepted a seat at the school. DPI will change the status to "Submitted" for the students who have been chosen in the random selection for WPCP applications.

Student applications that have been verified and/or submitted in OAS for the upcoming school year will appear on the report. Schools can add students who were counted on the 2nd Friday in January at any same program school that do not have a submitted application for the upcoming school year at the school to the Summer School Count Report.

Accessing the Summer School Count Report in OAS

- Log into OAS.

- Select "Summer Sch Count" under "Other Reports" on the left menu bar in OAS.

- Read through the instructions.

- Click the "Next" button to accept.

Other Reports
Summer Sch Courses
Summer Sch Count

To access the Summer School Count Report log into OAS. From the navigation bar on the left of the screen, click on "Summer Sch Count". Read through the instructions that are displayed when this report is selected. Then click the "Next" button to accept that you have read the instructions and are responsible for the data being correct.

The Choice administrator will need to complete a Summer School Count Report for each program even if the school does not anticipate students from a particular program participating in summer school. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete three Summer School Count Reports.

Summer School Count Report – Step 1

Private School Choice Programs

Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 1 of 7: Review Days, Times, and Course List; Confirm Not Funded by Title Programs

Please review the following data and confirm that none of the courses listed are funded through Federal Title programs. If all of the information is correct, please click on the Next button at the bottom of the page.

Grades K4-8 Dates and Times

First Day of School:	Monday, June 11, 2018
Last Day of School:	Friday, July 20, 2018
Weekdays Not in Session:	2
Total Weekdays of Instruction:	28
Beginning Class Time:	8:00 AM
Ending Class Time:	12:30 PM
Total Instructional Minutes per Day: 270	

K4-8 Course List

3 courses retrieved

Grades	Course Name	Minutes
K4-8	Math	90
K4-8	Reading	90
K4-8	Writing/Language Arts	90
	Total Course Minutes for Grades K4-8:	**270**

Grades 9-12 Dates and Times

First Day of School:	Monday, June 11, 2018
Last Day of School:	Friday, July 20, 2018
Weekdays Not in Session:	2
Total Weekdays of Instruction:	28
Beginning Class Time:	8:00 AM
Ending Class Time:	12:30 PM
Total Instructional Minutes per Day: 270	

9-12 Course List

2 courses retrieved

Grades	Course Name	Minutes
9-12	HS English/Writing	135
9-12	HS Math	135
	Total Course Minutes for Grades 9-12:	**270**

Did the school operate summer school for the dates, total weekdays, class times, and total instructional minutes per day listed above? ○Yes ○No

Did the school provide the courses listed above for the number of minutes identified? ○Yes ○No

Were any of the summer school courses shown above supported with Federal Title funds? ○Yes ○No

[Back]   [Next]

- Schools confirm information is accurate and course are not funded by Federal Title Funds.
- If any information needs to be updated the school should contact DPI prior to completing the Summer School Count Report.

In Step 1 of the Summer School Count Report, the information the school entered in the Summer School Course List Report will be displayed. The school will review the information and then answer questions to confirm the information is accurate.

If any information has changed since the school completed the Summer School Course List Report, the school will be directed to contact DPI staff to request the report be unlocked. The school must then update and re-submit the Summer School Course List Report prior to completing this count report.

If any of the summer school courses listed on the report were funded through Federal Title programs, the school will be directed to contact DPI staff to request that the Summer School Course List Report be unlocked. The school will then remove these courses from the Summer School Course List Report and re-submit the report prior to completing this count report. Summer school courses funded through Federal Title programs are not eligible for payment through the Private School Choice Summer School Program.

After the school confirms the information in Step 1 is correct and that no courses were funded through Federal Title programs, the school should click the "Next" button.

Summer School Count Report – Step 2

- Schools mark/count students who attended summer school that have accepted applications with a status of "Submitted" for the upcoming school year.

In Step 2, the school will select students who attended summer school that have applications with a status of "Submitted" or "Verified" for the upcoming school year at your school.

The school should read the directions on the screen describing how to navigate and filter the student list.

All students that have an application at the school in "Submitted" or "Verified" status for the upcoming school year will be displayed. Students that have been placed on the Choice waiting list do not meet this eligibility option so they are not listed in Step 2. The school should place a check next to each student that attended summer school.

If the school has students with a "D" in the "Duplicate Submitted Apps" column, the students have two or more applications for the upcoming school year in "Submitted" status. If the student attended summer school, the school should determine which duplicate application is eligible and place a check in the "Attended Summer School" column for the eligible application. Schools should view the "App Summary" screen in OAS and determine which of the student applications should be counted on the Summer School Count Report.

Summer School Count Report – Step 3

Private School Choice Programs

Summer School Count Report

School Name: ABC School (WPCP)

School Year: 2018 - 2019

Step 3 of 7: Identify Summer School Students from Students Counted on 2nd Friday in January 2018

Next, enter any other WPCP students who attended the school's 2018 summer school who were counted on the 2nd Friday in January 2018 in the WPCP at any school.

Schools **should not** enter students who were already counted on the prior page in Step 2.

Click the Add Student button to add students who were counted in January 2018 at a Choice school in the WPCP who do not have a 2018-19 submitted application at your school.

No students have been added yet. [Add Student]

[Back]   [Next]

- Schools add students who attended summer school that do not have accepted applications with a status of "Submitted" for the upcoming school year but were counted on the 2nd Friday in January in the same program.
- Click the "Add Student" button to begin adding students. If the school does not have any students to add, click the "Next" button.

In Step 3, the school will enter students who attended summer school that have an application that was counted on the 2nd Friday in January in the same program at any school but do not have accepted applications with a status of "Submitted" or "Verified" for the upcoming school year at your school.

If the school tries to add a student in Step 3 that has an application at the school for the upcoming school year in "Submitted" or "Verified" status, the school will be directed to return to Step 2 to count the student on the Summer School Count Report.

If a school tries to add a student in Step 3 that has an application that was not counted on the 2nd Friday in January, the school will receive a message that the student is not eligible because the student was not counted in the same program on the 2nd Friday in January.

The school should click the "Add Student" button to begin the process of adding students who attended summer school that do not have an application with a status of "Submitted" or "Verified" for the upcoming school year at the school but do have an application that was counted on the 2nd Friday in January in the same program at any school.

If the school does not have any students to add in Step 3, the school should click the "Next" button.

Summer School Count Report – Step 3 (cont.)

Private School Choice Programs

Summer School Count Report

School Name: ABC School (WPCP)

School Year: 2018 - 2019

Step 3 of 7: Identify Summer School Students from Students Counted on 2nd Friday in January 2018

Next, enter any other WPCP students who attended the school's 2018 summer school who were counted on the 2nd Friday in January 2018 in the WPCP at any school.

Schools **should not** enter students who were already counted on the prior page in Step 2.

Enter Name:

Legal name ONLY - no nicknames

First name: Erin   Last Name: Smith   Date of Birth: 9/12/2011   (mm/dd/yyyy)

    Cancel   Reset   Add

- Enter the student's legal name and date of birth and click the "Add" button.
- Click the "Reset" button to clear the boxes.

To add a student in Step 3, the school should enter the legal name of the student and the birth date. The school should click the "Add" button.

The school can click the "Reset" button to clear the boxes.

The school can click the "Cancel" button to return to the list of students previously entered in Step 3.

Summer School Count Report – Step 3 (cont.)

Private School Choice Programs

Summer School Count Report

School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 3 of 7: Identify Summer School Students from Students Counted on 2nd Friday in January 2018

Next, enter any other WPCP students who attended the school's 2018 summer school who were counted on the 2nd Friday in January 2018 in the WPCP at any school.

Schools **should not** enter students who were already counted on the prior page in Step 2.

Add Student

To sort the grid below, click on a column heading.

2 students retrieved

	Student	Date of Birth	School in January	Grade in January	App in January
Remove	Miner, Elizabeth	03/17/2012	ABC School (WPCP)	KG	491306
Remove	Smith, Erin L	09/12/2011	XYZ School (WPCP)	KG	451126

- Click the "Add Student" button to add additional students.
- Click the "Remove" link to remove a student.

To add another student, click the "Add Student" button again.

If a student was added by mistake, click the "Remove" link next to the student name.

When the school is finished adding all students in Step 3, click the "Next" button.

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Summer School Count Report – Step 4

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 4 of 7: Update Grades and Enter Days Attended

Complete the following for each student listed below:

1. Choose the correct summer school grade from the drop-down list if the grade does not match the student's grade for summer school.
   - If the student has a submitted 2018-19 application at the school, the grade is defaulted to the grade on the 2018-19 application.
   - For all other students, the grade is defaulted to the grade for the 2017-18 school year plus one grade level.
   - If the school does not have the next grade level during the regular school year, the grade is defaulted to the 2017-18 school year grade.

2. Enter the number of days that each of the students below attended at least one of the following classes. **Do not include days where the student only attended Federal Title Program classes or days where the student was absent, even if it was an excused absence.**

K4-8 Course List

3 courses retrieved

Grades	Course Name	Minutes
K4-8	Math	90
K4-8	Reading	90
K4-8	Writing/Language Arts	90

9-12 Course List

2 courses retrieved

Grades	Course Name	Minutes
9-12	HS English/Writing	135
9-12	HS Math	135

- To change the number of students displayed on a page, enter a number in the Rows per Page box and click the Refresh icon.
- To sort the grid below, click on a column heading. To reverse the sort, click it again.
- Columns with a drop-down list can be filtered by selecting an item in the list.
- The student column can be filtered by entering text in the box and clicking on the Search icon.
- To remove a filter, click the **X** icon next to the filter.

You previously reported on your Summer School Course report that there were **28** weekdays possible for K4-8 and **28** weekdays possible for 9-12.

Schools should save often to ensure data is saved in case the system times out. Click the **Save** button or click the Next button to save each page then click the Back button.

Please use the Tab key instead of the Enter key when inputting Days Attended.

5 students retrieved *Changes saved* Rows per Page: 25

Cancel | Save | Optional: Default All Students to Maximum Days   Back | Next

Grade for Summer	App ID	Qualifying App Year	App Grade	Student	Date of Birth	Days Attended in Eligible Courses	Student Eligible for Summer School Payment
01	568387	2018-19	01	Jenks, Vaniel J	09/22/2011	0	No
01	491306	2017-18	KG	Miner, Elizabeth	03/17/2012	0	No
01	451126	2017-18	KG	Smith, Erin L	09/12/2011	0	No
05	568389	2018-19	05	Scott, Benjamin A	01/30/2008	0	No
07	565039	2018-19	07	Jones, Sam	04/03/2006	0	No

- In Step 4 schools will enter the number of days students attended summer school in at least one of the courses listed and update the student's summer grade if needed.
- The directions explain how the grade is defaulted for summer school.
- The school should read the directions describing how to navigate and filter the student list.

This slide shows the directions for Step 4.

In Step 4 the school will enter the number of days the student attended summer school in at least one of the courses listed.

The school should also update the summer grade for students if the summer school grade is incorrect.

The school should read the directions provided on the Step 4 report screen describing how to navigate and filter the student list.

Summer School Count Report – Step 4 (cont.)

4 students retrieved   Rows per Page: 25

Cancel | Save | Optional: Default All Students to Maximum Days   Back | Next

Grade for Summer	App ID	Qualifying App Year	App Grade	Student	Date of Birth	Days Attended in Eligible Courses	Student Eligible for Summer School Payment
All ✕		All ✕	All ✕	🔍✕			
01 ▾	568387	2018-19	01	Jenks, Vaniel J	09/22/2011	5	Yes-Partial
01 ▾	451126	2017-18	KG	Smith, Erin L	09/12/2011	28	Yes-Full
05 ▾	568389	2018-19	05	Scott, Benjamin A	01/30/2008	13	Yes-Partial
07 ▾	565039	2018-19	07	Jones, Sam	04/03/2006	15	Yes-Full

Cancel | Save   Back | Next

- Enter the number of days each student attended summer school in the "Days Attended in Eligible Courses" field.
  - Schools should not include days where the student only attended Federal Title Program classes
  - Schools should not enter days where the student was absent.
  - Schools paid full summer school payment for students attending 15 or more days and prorated summer school payment for students attending <15 days.
- Update the "Grade for Summer" for students, if needed, using the drop down.

The school will enter the number of days the student attended summer school in at least one of the classes shown on the report. Schools should not include days where the student only attended Federal Title Program classes or days where the student was absent, even if it was an excused absence. Schools should enter the number of days for students even if the student attended less than 15 days as schools are paid prorated summer school payments for students that attend at least 1 day but less than 15 days. Schools are paid the full summer school payment for students that attend 15 or more days.

As mentioned, the school should also update the student's grade in the "Grade for Summer" column if the grade for summer school does not match the grade listed for the student. The directions at the top of the Step 4 screen explain how the summer grade is defaulted for a student and how to update the grade if needed.

When the school has finished entering the days and updating grades for students, click the "Next" button.

Summer School Count Report – Step 5

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 5 of 7: Verify Students that are Not Eligible

Listed below are the students who have **not** been marked as having attended, or if they did attend, they did not attend at least one day. Please review this list to see if any students were overlooked in the previous pages.

Students with a grade in the "Summer Grade if Attended" column are students that were indicated as attending summer school in Step 2 or 3 but were not eligible for payment. Students without a grade were not checked as attending in Step 2.

- To change the number of students displayed on a page, enter a number in the Rows per Page box and click the Refresh icon.
- To sort the grid below, click on a column heading.
- Columns with drop-downs can be filtered.
- The student column can be filtered by entering text in the box and clicking on the Search icon.
- To remove a filter, click the **X** icon next to the filter.

Show results for: ☑ Attended but Not Eligible
☑ Did Not Attend

9 students retrieved; 8 not attending; 1 marked as having attended but less than a day   Rows per Page: 25 🔄   Back   Next

Summer Grade If Attended	App ID	Qualifying App Year	App Grade	Student	Date of Birth	Days Attended
01	491306	2017-18	KG	Miner, Elizabeth	03/17/2012	0
	559441	2018-19	08	Allen, Monty Y	08/17/2005	0
	565040	2018-19	12	Carter, Brian	10/10/2000	0
	565038	2018-19	11	Jones, Jeff	10/21/2001	0
	568388	2018-19	06	Kelly, Joshua A	12/26/2006	0
	568896	2018-19	08	Robert, Alexander R	07/13/2005	0
	560570	2018-19	01	Smith, Jonathan	11/02/2011	0
	571381	2018-19	11	Smith, Samantha L	11/09/2001	0
	573022	2018-19	KG	Stevenson, Adrianna G	07/03/2013	0

- Schools should review the list of students in Step 5 that are not eligible for a summer school payment.

Schools should review the list of students displayed in Step 5. These students are not eligible for a summer school payment.

The following students will be displayed on this list:
- Students who were not counted in Step 2; and
- Students who were counted in Step 2 or added in Step 3 where the school indicated the student attended summer school 0 days in Step 4.

If any students should be counted in Step 2 or if any of the number of days attended is incorrect for these students in Step 4, the school should click the "Back" button to correct the information in Steps 2 and 4.

Once this listing is correct, click the "Next" button.

Summer School Count Report – Step 6

Private School Choice Programs

Summer School Count Report

School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 6 of 7: Review Class List

Below is a summary of the student count for eligible Choice summer student(s) who met the following requirements:

- Attended one or more eligible summer school classes for at least one day;

- Has an application at the school for the term following summer school instruction,
  or had a counted 2nd Friday in January **2018** application in the **WPCP**.

The students in the grid below have a "Yes" in the "Student Eligible for Summer School Payment" column in Step 4.

Click the Next button if the list is correct, or click the Back button to correct data or add missing students.

4 students retrieved   Rows per Page: 25   [Back]   [Next]

Summer Grade	App	Qualifying App Year	Student	DOB	4K	KG	01	02	03	04	05	06	07	08	09	10	11	12	Total
01	568387	2019	Jenks, Vaniel J	09/22/2011			1												1
01	451126	2018	Smith, Erin L	09/12/2011			1												1
05	568389	2019	Scott, Benjamin A	01/30/2008							1								1
07	565039	2019	Jones, Sam	04/03/2006									1						1
				Totals:			2				1		1						**4**

Go to Top

- The class list provides a summary of the students counted in your report that attended one or more eligible summer school classes for 1 or more days.
- If the class list is correct, click "Next". If you need to make changes, click "Back".

Once you have identified the students who met the requirements to be eligible for a summer school payment, a class list will provide a summary of these students.

If any students are missing from the class list, the school should click the "Back" button to count students in Step 2, add students in Step 3, or correct the days attended in Step 4.

Once this listing is correct, click the "Next" button.

Summer School Count Report – Step 7

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP)
School Year: 2018 - 2019

Step 7 of 7: Submit Summer School Count Report

Your data is ready to submit to DPI!

Before submitting the report on or before the due date, the school should confirm that all data for the students counted is correct.

It is highly recommended that the school reviews the Class List before submission to ensure all Choice pupils meeting the eligibility requirements are included in the count report.

Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.

After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.

If you have questions, please contact PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732, extension 3.

| Back | Will Submit Later | Submit |

Click "Will Submit Later" if there may be changes or updates required prior to submitting.

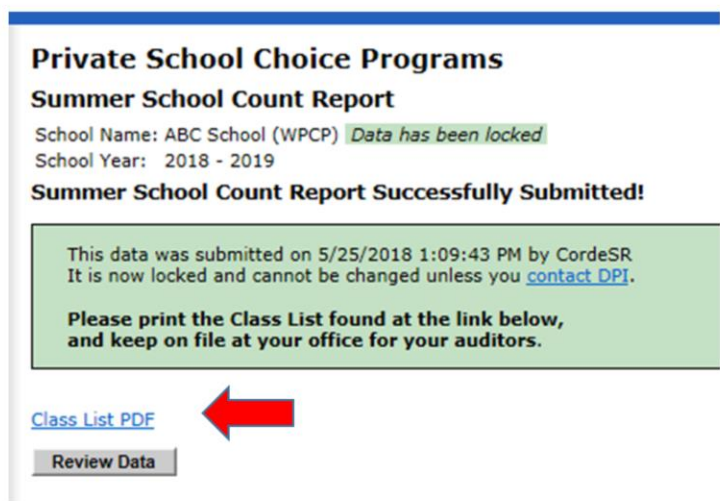Click "Submit" after reviewing the information to confirm it is correct.

Remember to double-check the information BEFORE submitting the report.

Prior to submitting the count report the school should review the class list to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button or clicking the "Back" button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the count report.

The school's Choice administrator should click the "Submit" button after confirming the information is correct.

Make Changes After Submission

Private School Choice Programs
Summer School Count Report
School Name: ABC School (WPCP) *Data has been locked*
School Year: 2018 - 2019
Summer School Count Report Successfully Submitted!

This data was submitted on 5/25/2018 1:09:43 PM by CordeSR
It is now locked and cannot be changed unless you contact DPI.

**Please print the Class List found at the link below,
and keep on file at your office for your auditors.**

Class List PDF
Review Data

- Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

- Print class list.

After the report is submitted to the DPI, the report is locked. The school should contact DPI if any changes are needed on the Summer School Count Report.

Once the report is submitted, a link is available on the screen will be provided for the class list. This is an optional report for the school to print.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.