Tony Evers, PhD, State Superintendent

Private School Choice Programs
Processing and Verifying Applications
Application Verification and Corrections FAQ - 2018-19 School Year

This Frequently Asked Questions document is intended to provide schools participating in the Private School Choice Programs guidance on processing and verifying applications for the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program.

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Abbreviations/Definitions

Choice = PSCP or MPCP, RPCP and WPCP   OAS = Online Application System
DOR = Department of Revenue   Parent = Parent or Guardian
DPI = Department of Public Instruction   PSCP = Private School Choice Programs
ITP = Notice of School's Intent to Participate   RPCP = Racine Parental Choice Program
MPCP = Milwaukee Parental Choice Program   WPCP = Wisconsin Parental Choice Program
OAP = Open Application Period

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

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Application Verification

General Information

1. **When should the school determine if a student application is eligible and verify the application?**

   Please see the Application Process Bulletin. The "School Verification of Application" section of the bulletin has information regarding when a Choice school administrator/designee must determine if all applications are eligible and complete the verification for all applications in OAS.

2. **How can schools find student applications that need to be verified in OAS?**

   The Application Summary screen in OAS allows schools to filter the list of applications by status, grade, student name, and enrollment period.

   Schools can find applications that have not been verified in OAS as follows:
   - Click "App Summary" located on the left side menu bar.
   - Place a check next to "Not Yet Verified" located at the top of the screen.
   - Filter the "Enroll Pd:" drop down located at the top of the screen by the open application period month name.
   - Applications that have not been verified by the school for the selected open application period will be displayed. If the message "No records found" displays, there are no applications for the school that need to be verified for that open application period. If the application period has not ended, the school will need to complete this process again after the open application period ends.

   Schools can also sort the applications in the Application Summary screen by clicking on the header of the titles.

   Schools who participate in multiple programs must log in with different Choice program login credentials for the MPCP, RPCP and WPCP to see the applications for each program.

Common Application Questions

3. **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?**

   One reason a student shows as new instead of continuing in the Online Parent Application and on the school's Application Summary list in OAS is because the parent entered a different student first name, last name, or birth date than was used in the previous school year. See the Student Name and Date of Birth section of this document for next steps.

   Another reason is the student is not a continuing student or was not on a waiting list based on the DPI's records. If the student is not a continuing student or was not on a waiting list based on the DPI's records, the parent must complete a new student application and the school must determine if the parent met the income requirements for the Choice program.

4. **Why do student applications no longer show up on the school's Application Summary list?**

   An application will no longer show up on the school's Application Summary list when a parent deletes the school from the application and re-submits the application during the **same** open application period. This may occur for MPCP, RPCP, or WPCP applications.

   Schools should contact the parent if they have questions regarding the application. If the parent would like to apply again to the school, the parent must add the school in the Online Parent Application for the student(s) and re-submit the application.

   For example:
   1. A parent submits an application for their student to schools A, B and C in the February open application period.
   2. The parent goes back into the application during the February open application period, deletes school C, and re-submits the application for schools A and B. Parents can delete a school during the same open application period, even if the school has verified the application.
   3. The student's application will be on the Application Summary list for schools A and B with a status of not yet verified, even if the school previously verified the application. The student's application will no longer be on the Application Summary list for school C because the parent deleted school C from the application.

   Alternatively, if a MPCP or RPCP parent goes back into the Online Parent Application during a **future** open application period to apply to additional schools and deletes schools they applied to during a previous application period, no changes will be made to the application(s) from the previous application periods. Continuing the example above, the same parent goes back into the application during the March open application period and deletes schools A and B and adds school D. The parent re-submits the application. The February applications for schools A and B will remain on the Application Summary list at schools A and B. The student's March application will be on the Application Summary for School D.

5. **What should schools do when they receive a duplicate application for a student who applied to the school in a previous application period?**

   This applies to the MPCP and RPCP only. Parents can submit another student application for a student if the school has an additional open application period. For example, a parent could submit an application for a MPCP student in both the February and March open application period. Since these applications were submitted in different open application periods, both of the applications will be listed in the Application Summary.

   The Application Summary in OAS has a column called "Multi App" which schools can use to identify possible duplicate applications or new applications for a student where the student was previously determined Ineligible by DOR. The "Multi App" column will include an asterisk by an application if there are other applications for the same

student with the status of Not Yet Verified, Verified, Submitted, or Ineligible per DOR. The applications must have the same student name and birth date to be identified as a potential duplicate student. The school must review the application data to determine if the students are the same student or not.

If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" on the verification screen).

MPCP and RPCP schools who receive an application for a student for whom they received and verified an application during a previous open application period should mark the application as "This application is a duplicate of a previously verified student." If the parent submitted the additional application using a different email address, the verification screen in OAS will not have an option to mark the application as a duplicate. The school should mark the application as "This family is not eligible for the MPCP/RPCP based upon the information provided." If the first application was eligible, the school must mark the most recent application as the duplicate application.

If the previous application submitted was not eligible, the first application should be marked as, "This family is not eligible for the MPCP/RPCP based upon the information provided." The additional application should be reviewed to determine if it is eligible.

If there are multiple students on an application and some students are not duplicates, the school may email privateschoolchoice@dpi.wi.gov with the following: the date the application was received, all students' legal names and students' dates of birth, and identification of the students who are duplicates and should be marked ineligible.

MPCP and RPCP schools must notify parents within 60 days after the end of the application period during which any application is received of the acceptance or non-acceptance of the student. ***This includes notifications for duplicate students.*** Notification may be made via mail or email.

6. **Why do student applications that are verified by the school switch back to the "Not Yet Verified" status?**

    Applications switch from the "Verified" status to the "Not Yet Verified" status when parents re-submit an application during an open application period (i.e. a parent re-submits a February application again in February). Parents can make changes to applications (i.e. update income information, update addresses, etc.) through midnight of the last day of the application period. Schools must verify these applications again and review the documentation provided by the parent. Parents cannot make changes to an application after the open application period closes.

7. **Does a student need to complete another Choice application if the student attends a Choice school, goes to a different school or is homeschooled, and then comes back to the Choice school?**

    Yes, if the student attends a different school or is homeschooled and comes back to a school, the parent must complete a new Choice application. If there are no remaining open application periods for the school, the student would not be able to participate in the Choice program at the school for that school year.

8. **Does a student need to complete another Choice application if the student declines a seat at a Choice school and then decides to attend?**

    Yes, if a student is offered a seat at a school and the seat is declined, the parent must complete a new application.

    Example: A parent completes an application for their student in the February open application period for School A. School A offers the student a seat after the end of the February application period, and the parent declines the seat. In August, the parent contacts School A indicating he or she wants to accept the seat for their student that was previously declined and attend the school. School A would inform the parent that he or she must complete a new application for the student. If there are no remaining open application periods for the school, the student would not be able to participate in the Choice program at the school for that school year.

9. **Does a student need to complete another Choice application if the student is on a waiting list at a Choice school, attends a different school or is homeschooled, and then is offered a seat at the school?**

No, if a student is on a waiting list at your school, attends a different school (private or public school) or is homeschooled, and then is offered a seat at your school, the parent does not need to complete a new application.

Example: A parent completes an application for their student in the March open application period for School A. School A notifies the parent the student is on the school's waiting list after the end of the March application period. The student attends School B in the beginning of the school year. In October, School A offers the parent a seat. The student may accept the seat at School A and does not need to complete a new application.

10. **What should a parent do if he or she cannot remember, no longer has access to, or wants to update the email address used in the Online Parent Application?**

Cannot Remember Email Address: The parent should register a new email address and complete an application. Students will be continuing students as long as their first names, last names and dates of births entered in the application match the information in the system from the prior year. Note: See next question regarding where schools can find the parent email address to assist parents who contact the school.

No Longer has Access to Email Address: The parent will follow the same process in the "Cannot Remember Email Address" section above.

Update/Change Email Address: The parent should sign into the Online Parent Application under "Returning Users" with the old email address and password. On the "Review Login Data" screen the parent should click "Change Email Address" and then follow the instructions on the screen to update/change the email address.

11. **Where can schools find the email address the parent used for the Online Parent Application?**

The school can find the email address for a student's applications for the current and prior school year(s) in "Export to Excel" in OAS and can also find the email address for a student's current school year application in the Application Verification screen in OAS.

Export to Excel (2018-19 and prior school years): The email address the parent used to submit application(s) in the Online Parent Application, for multiple school years, is available in "Export to Excel" in OAS. The school selects the school year at the top of the export page. The field called "Email" under "Contact Info" is the email address the parent used in the Online Parent Application for that school year.

Application Verification screen (2018-19 school year): The school can find the email address for a student's 2018-19 school year application in OAS. The email address used by the parent to submit the 2018-19 school year applications in the Online Parent Application is available in the OAS verification screen for each student application. The email address is displayed at the top of the screen below the parent phone number. The school may also use the "Export to Excel" function in OAS to find the email address (see above paragraph).

12. **What will the DPI do if a parent notifies the department that a change is required to the information in the Online Parent Application?**

The DPI will forward the email to the school, copying the parent, requesting the school work with the parent to confirm the information. The school must then email privateschoolchoice@dpi.wi.gov with a request to make a change if needed.

Corrections

<u>Student Name and Date of Birth</u>

13. What if the student's name or date of birth in OAS is incorrect?

The student's first and last name in OAS must be the student's legal name and changed if incorrect.

The student's date of birth in OAS must be changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No
Date of Birth (DD-MM-YYYY)	Yes

Corrections are made as follows for the student's first name, last name and date of birth (corrections are not required for the student's middle initial or suffix):

How to correct during the application period:
- *New student*: The school should tell the parent to change the name or date of birth in the Online Parent Application and re-submit the application.

- *Continuing Student or Prior Year Waiting List Student*.

    - *Parent entered an incorrect name or date of birth in the Online Parent Application and OAS is correct in the previous school year:* The school should tell the parent to change the name or date of birth in the Online Parent Application and re-submit the application.

    - *Parent entered the correct name and date of birth in the Online Parent Application but OAS is incorrect in previous school year:* The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form). The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. Once the change is made by the DPI, the Online Parent Application will not require income verification. The school must tell the parent to sign back into the Online Parent Application and submit the application before the end of the open application period.

How to correct after the application period is over:
- The school must complete i. for all applications received during the February through September open application periods and ii. for corrections that are requested between October 1 and December 15:

    - The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the

school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the General Processing section of this document for information on when the eligibility determination for applications must be completed by.

- After October 1 through December 15 if the 2018-19 application is incorrect: Since the student's information has already been provided to the school's auditor for completion of the September Enrollment Audit, schools should also notify their auditors to include the correction as part of the September Enrollment Audit.

- The school must complete i. for all MPCP applications received during the October through December open application periods and ii. for corrections that are requested after February 1:

  - The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current name in OAS, student's current birth date in OAS, and proof of legal name or date of birth (i.e. immunization record or copy of the Annotation of Birth Record/Facts Form. The DPI will update OAS so OAS identifies the student as a continuing student or student that was on the waiting list. The DPI will then notify the school when the change is completed. The school should not verify the application until this notification is received. The school may not identify any applications as eligible if the OAS Application Verification screen requires income support and the school did not receive the required income support during the open application period. As a result, it is extremely important that schools notify the DPI of these changes as soon as possible. See the General Processing section of this document for information on when the eligibility determination for applications must be completed by.

  - After February 1 if the 2018-19 application is incorrect: Since the student's information has already been provided to the school's auditor for completion of the January Enrollment Audit, schools should also notify their auditors to include the correction as part of the January Enrollment Audit.

2017-18 application: If the information is incorrect for the 2017-18 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2017-18 January Enrollment Audit.

Student Gender

14. What if the student's gender is incorrect in OAS?

The student's gender must be changed if incorrect.

How to correct during the application period: The school should tell the parent to change the gender in the application and re-submit the application.

How to correct after the application period is over: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current gender on the application, correct gender, student's name, and student's date of birth.

Student Grade Level

15. What if the student's grade level is incorrect in OAS?

The student's grade level must be changed if incorrect.

MPCP, RPCP & WPCP - How to correct during the application period: The school should tell the parent to change the grade level in the application and re-submit the application.

WPCP - How to correct after the application period is over: **For WPCP only, schools must notify the DPI of any grade changes identified between April 21ˢᵗ and May 1ˢᵗ.** WPCP grade changes after May 1ˢᵗ must be completed via the Preliminary Enrollment report (due in OAS by September 1), the 3rd Friday in September Count report (due in OAS by October 1), or the 2nd Friday in January Count report (due in OAS by February 1).

MPCP & RPCP - How to correct after the application period is over: The school can change the grade by making a request to the DPI before July 31, or the school can change the grade through the enrollment/count reports.
- Before July 31: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, incorrect grade level and correct grade level for the school year they are applying. The DPI will make the change in OAS and confirm back to the school when the change is completed.

- After July 31: grade changes should be made by the school via the Preliminary Enrollment report (due in OAS by September 1), the 3ʳᵈ Friday in September Count report (due in OAS by October 1), or the 2ⁿᵈ Friday in January Count report (due in OAS by February 1).

Parent Name Incorrect in OAS

16. How can a parent's name that is misspelled or incorrect in OAS be corrected?

The parent's first and last name in OAS should be the parent's legal name and changed if incorrect.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

Corrections are made as follows for the parent's first name and last name (corrections are not required for the middle initial or suffix):

How to correct during the application period: Schools should tell the parent to change the name in the Online Parent Application and re-submit the application.

How to correct after the application period is over:
- Applications received during the February through September open application periods:

    i. By October 1: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, student's name, and student's date of birth. If the parent name is incorrect for multiple students, please include the student name and date of birth for each student.

    ii. After October 1 through December 15: Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- MPCP applications received during the October through December open application periods:

    i. October 1 through February 1: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, student's name, and student's date of birth. If the parent name is incorrect for multiple students, please include the student name and date of birth for each student.

    ii. After February 1: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

Address or School District Incorrect in OAS

17. How does the school correct an application if the school district in OAS is incorrect?

The school district determines which program a student is eligible for. For WPCP, it also determines the school district that is used for the random lottery. As a result, it is extremely important that any school district changes be made as soon as possible.

See the "School District Identified on WPCP Application Incorrect" and the "Student Applies for Incorrect Program" sections in Step 1 of the Residency Documentation Bulletin for information on how to make these changes.

18. How can an incorrect address be corrected in OAS?

The student's address in the OAS Application Verification screen must be where the student resides when the parent applies to the program, must match the address on the school district verification documentation and residency documentation, and must be changed in OAS if the address is incorrect.

If the address on the school district verification document does not contain one of the required matching elements in the table below, such as a street direction or a suffix, the element(s) should not be on the residency documentation or the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin.

Please see question 21 if the address on the residency documentation does not match the address in OAS and on the school district verification document.

Do the following items need to be changed in OAS if incorrect?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are allowed)
Unit/Apartment Number or Unit/Apartment Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes
State	Yes (WI)
Zip Code	No

OAS does not need to be changed (i.e. the school does not need to email the DPI), for differences in the street direction or street suffix that are due to names being abbreviated versus not abbreviated. Additionally, OAS does not need to be changed for differences in spacing, punctuation, or capitalization in any of the required matching elements.

Some examples of differences that do not require a change to the information in OAS are as follows:

Residency Documentation	OAS
123 Main St.	123 Main Street
456 N 5th St	456 North 5th St.
1123 West Minster Avenue	1123 W Minster Ave
865A S 9th Place	865 A. South 9th Pl
927B 10th Street	927 B 10th Street

590 Meadowbrook Lane	590 Meadow Brook Lane
123 Merry-Creek Ave	123 Merrycreek Ave

Corrections are made as follows for the street number, street direction, street name, street suffix, city and state (corrections are not required for the unit or apartment number, unit or apartment description, or zip code):

How to correct during the application period: Schools should tell the parent to change the address in the Online Parent Application and re-submit the application.

How to correct after the application period is over:
- Applications received during the February through September open application periods:

    i.   Before October 1: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, student's name, and student's date of birth. If the address is incorrect for multiple students, please include the student name and date of birth for each student.

    ii.   After October 1 through December 15: Schools should notify their auditors to include the correction as part of the September Enrollment Audit.

- Applications received during the October through December open application periods:

    i.   October 1 through February 1: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, student's name, and student's date of birth. If the address is incorrect for multiple students, please include the student name and date of birth for each student.

    ii.   After February 1: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

19. Does the address need to be updated in OAS if a student moves after they apply for the Choice program?

If a student moves after the open application period in which they applied, the address in OAS is generally not updated. The exception is for the following:
- WPCP School Student Transfers Due to Moves Between April 21, 2018 and August 17, 2018;
- WPCP Students Move to Milwaukee or Racine Unified School District between April 21, 2018 and August 17, 2018; and
- WPCP Incoming Student Moves.

WPCP Schools - Student Transfers Due to Moves Between April 21, 2018 and August 17, 2018:

WPCP schools must notify DPI between August 1 and August 17 when a parent/guardian requests a WPCP student application be transferred to a different Choice school due to a change in the student's residence between April 21 and the 3rd Friday in August.

Between the first weekday in August and the third Friday in August, DPI may transfer the applications of certain students to a different private school participating in the WPCP. DPI may transfer a student's application only if:
   a.   The student applied and was determined eligible to participate in the WPCP during the enrollment period for that school year, which occurred between February 1 and April 20, 2018;
   b.   The student's residence changed between April 21 and August 17, 2018, and the student continues to reside in a Wisconsin school district other than the Racine Unified School District or the city of Milwaukee;
   c.   The private school to which the student's application is transferred has space available in the student's grade; and
   d.   The student resides in a school district that has not exceeded its participation limit in the WPCP.

The school that the student is requesting to transfer to must do the following:

1. Complete steps 1 and 2 in the Residency Documentation Bulletin for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 17 showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.
2. Email PrivateSchoolChoice@dpi.wi.gov the following:
    i.   Student name, date of birth, and grade level.
    ii. Date student residence changed, new address, and school district of new address.
    iii. Attach an email from parent or letter signed by the parent showing the transfer request that includes the student name.

DPI will then review the request and notify the school whether or not the application may be transferred. If the transfer request is approved for a new student that used the DPI income determination method, the school that the student transferred to will need to obtain the income documentation from the school where the student had an accepted application.

WPCP Students Move to Milwaukee or Racine Unified School District between April 21, 2018 and August 17, 2018:

DPI may transfer an accepted application from the WPCP to the RPCP or MPCP program at the same school if the student moves to Racine or Milwaukee and the school participates in the applicable program.

Schools aware of a WPCP student that has moved to the city of Milwaukee or the Racine Unified School District by August 17 should complete the following if the school participates in the applicable Choice program where the student moved:
1. Complete steps 1 and 2 in the Residency Documentation Bulletin for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 17 showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.
2. Email PrivateSchoolChoice@dpi.wi.gov the following:
    i.   Student name, date of birth, and grade level.
    ii. New address and school district of new address.

DPI will review the request and notify the school whether or not the application may be transferred.

If the school determines after August 17 that a WPCP student moved as of the 3rd Friday in September to the city of Milwaukee or Racine Unified School District, the school should report the address change in the 3rd Friday in September Count Report. This process is explained in the WPCP Address Verification for Incoming Pupils section of the Residency Documentation Bulletin.

WPCP Incoming Student Moves:

See the "WPCP Application Verification for Incoming Pupils" section in the Residency Documentation Bulletin for information on how these changes are completed.

Parent Name Incorrect on the Residency or Income Documentation

20. What if the parent's name on the residency or income documentation does not match the parent's name in OAS?

The following table includes the parts of the parent's name and indicates which parts must match the residency or income documentation.

Does the school need to obtain additional residency or income documentation if the following items are incorrect?

	Match Required?
First Name	Yes
Middle Initial	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

Schools can accept residency or income documentation and verify the student application if the parent's first name and last name on the documentation match OAS. If the parent's middle initial or suffix on the residency or income documentation do not match OAS, no further documentation is required.

Schools can also accept residency or income documentation and verify the student application if the parent's first or last name on the residency or income documentation is misspelled or is not the parent's current legal name if the following is completed:

For cases where:
    i.   The parent's name is incorrectly written on the supporting residency or income documentation; and
    ii.   OAS has the correct legal name.

Some examples of these cases include:
- Name misspelled (i.e. Jennifr vs Jennifer, Joseph vs Josaph, Theresa vs. Teresa)
- Name abbreviated (Dan vs Daniel, Suzie vs Susan, Mike vs Michael)
- Multiple last names (Maria Gonzalez-Dominquez vs Maria Gonzalez)

The parent would email or provide a signed letter to the school stating "My correct legal name is (name in OAS). The name on my {residency or income} documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the Online Parent Application."

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the email or signed letter from the parent for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible (i.e. the letter or email). The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by this time, the application will be determined ineligible.

Note: Schools may accept the documentation and are not required to request an email or signed letter for the following:
- Spaces in names (Mc Donald vs McDonald)
- Apostrophe in names (Mac'Davis vs MacDavis)
- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)

For cases where:
    i.   The parent's first or last name has changed; and

ii.   OAS has the correct legal name; and
iii.   The parent's legal name is not reflected on the supporting residency or income documentation.

The parent must provide additional documentation to verify their legal name (i.e. birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.). **If a birth certificate, marriage certificate, certificate of naturalization, or certificate of citizenship is provided for a name change the school should not make a copy of the document.** Instead, the school should do one of the following and maintain the document in the student file:
- Birth certificate: Complete a copy of the [Annotation of Birth Record/Facts Form](#).
- Marriage certificate: The school should draft a letter that includes the following: (1) the first and last name of both spouses; (2) the date of the marriage; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.
- Certificate of naturalization or certificate of citizenship: The school should draft a letter that includes the following: (1) the individual's legal name; (2) the date the document was issued; (3) the government entity that issued the marriage license (e.g., state registrar, local registrar, U.S. Dept. of State, or other foreign country); and (4) the signature and signature date of the school employee drafting the letter.

Schools must keep a copy of the original residency documentation and/or income documentation, if applicable, and the additional documentation for the auditor review. Schools must follow up with the parent to receive the additional documentation as soon as possible. The documentation must be available for the auditor to review as part of the September Enrollment Audit (for applications received from February to September) or January Enrollment Audit (for applications received from October to January). If the additional documentation is not available by this time, the application will be determined ineligible.

If the residency or income documentation is in someone else's name, the application would not be correctable using this method.

If the parent's name is incorrect in OAS, schools should refer to the "Parent Name Incorrect in OAS" section of this document.

Address Incorrect on the Residency Documentation

21. What if the address on the residency documentation does not match the address on the school district verification document?

The student's address on the residency documentation must be where the student resides when the parent applies to the program and must match the address on the school district verification documentation and the OAS Application Verification screen. If the address on the residency documentation does not meet these requirements, schools should review the information below to determine if the parent may provide an email or letter or if the parent may provide additional documentation per the Residency Documentation Corrections section below. See question 18 if the student address in the OAS Application Verification screen does match the school district verification document.

If the address on the school district verification document does not contain one of the required matching elements in the table below, such as a street direction or a suffix, the element(s) should not be on the residency documentation or the OAS Application Verification screen. The school district verification document is the document that determines the correct school district for an address and is explained in Step 1 of the Residency Documentation Bulletin.

Does the school need to obtain additional residency documentation if the following items do not match the school district verification document?

	Match Required?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are allowed)
Street Name	Yes*
Street Suffix (Lane, Road, Avenue, etc.)	Yes* (abbreviations are allowed)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City	Yes*
State	Yes (Wisconsin or abbreviation)
Zip Code	No

**Street Name, Street Suffix & City Misspelled on Documentation:* If the street name, street suffix, or city is misspelled on the residency documentation, the documentation may be accepted if the parent emails or provides a signed letter to the school stating the correct address (which must match the school district verification document and OAS) and that the street number, street suffix, and/or city is misspelled on the documentation. Schools must keep the email or signed letter from the parent for their auditor review. OAS must have the correct address information.

Some examples of spelling mistakes that could be accepted:
- Fond u Lac vs Fond du Lac
- W Mariner St vs W Mariners St

Spacing, Punctuation, Capitalization, and Abbreviation Differences: Residency documentation can be accepted even if there are differences in spacing, punctuation, or capitalization in any of the required matching elements or if there are differences in the street direction or street suffix that are due to names being abbreviated versus not abbreviated. See question 18 for some examples of differences that are acceptable.

Residency Documentation Corrections: If the school identifies that the residency documentation does not meet all of the requirements during its acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation included one of the parent's names and an address. Please see the "Corrections to Residency Documentation" section of the Residency Documentation Bulletin for further information.