

Private School Choice Programs

Processing and Verifying Applications

Application Verification and Corrections FAQ - 2021-22 School Year

This Frequently Asked Questions document is intended to provide schools participating in the Private School Choice Programs guidance on common application questions, application processing and verification information, and application corrections for the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program. The information in this FAQ 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 = PSCP or MPCP, RPCP and WPCP
 DOR = Department of Revenue
 DPI = Department of Public Instruction
 FTE = Full-Time-Equivalent
 ITP = Notice of School's Intent to Participate
 MPCP = Milwaukee Parental Choice Program

OAS = Online Application System
 Parent = Parent or Guardian
 PSCP = Private School Choice Programs
 RPCP = Racine Parental Choice 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.

Common Application Questions

Schools should also see the parent Frequently Asked Questions document, which is available in the Additional Resources section of the dpi.wi.gov/choice webpage, for answers to common parent questions and tips to assist parents applying for the Choice program. **Several questions that were previously in this section have been moved to the parent Frequently Asked Questions document.**

1. Do students have to apply every year for the Choice program in the Online Parent Application?

Yes. All students that would like to participate in the Choice program must apply every year using the Online Parent Application, which is available on the dpi.wi.gov/choice webpage. This includes students that participated in the Choice program in the prior school year.

Many parents complete the Online Parent Application in early February. As a result, the Online Parent Application and OAS may be slow in the beginning of February. If a school offers an open lab for parents to complete the Choice application, the school may want to consider having the lab after early February. Schools are also encouraged to remind parents that Choice applications received in the same open application period *are not* accepted on a first come, first serve basis.

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

Export to Excel (2021-22 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 (2021-22 school year): The school may find the email address for a student’s 2021-22 school year application in OAS. The email address used by the parent to submit the 2021-22 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.

3. What are the age requirements for students to participate in the Choice program?

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. There is no early admission option for Choice students for grades K4, K5 and 1. If the school’s attendance records reflect a student attended a grade he or she is not eligible for, the student will not be eligible for a Choice payment.

The Online Parent Application determines if a student meets the age requirement based on the student’s date of birth entered in the application.

4. Can a school determine the appropriate grade level for a student?

Yes. The school is responsible for grade placement for students. However, the only information private schools may use to determine **eligibility** for students in the Choice program is residency, income (i.e. for new students), and age. Generally, students applying to the RPCP or WPCP must also be applying to certain grades or have met a prior year requirement. See the [Student Grade Level](#) question in this document if the grade for a student is incorrect in OAS.

5. Can a student repeat a grade?

Yes. A Choice student may repeat a grade as long as they meet all other program requirements.

6. What grade should a student apply for if the school is not sure if the student is going to repeat a grade or not sure which K5 program the student will attend if the school has multiple K5 programs?

MPCP or RPCP: The school and parent may determine which grade the student should apply.

WPCP: The response depends on the FTE* of the grades.

- ***If the FTE for the grades is the same*** (i.e. grade 1 and grade K5 1.0 FTE, grade 9 and grade 8, etc.), the school and parent may determine which grade the parent should apply for the student.
- ***If the FTE for the grades is not the same*** (i.e. grade K5 1.0 FTE and grade K4 0.6 FTE, grade K5 1.0 FTE and grade K5 0.5 FTE, grade 1 and grade K5 0.5 FTE, etc.), the DPI recommends the student apply for the grade with the higher FTE. If the school determines the student is going to repeat a grade, the parent may change the grade during the WPCP application period in the Online Parent Application and resubmit the application, the school may make a grade change request to the DPI by the first weekday in May, or the school may change the grade on one of the three membership reports in OAS. If the student applies for a grade with a lower FTE, a grade change on a membership report that would increase the FTE for the WPCP student may not be approved if the student resides in a district affected by the school district pupil membership limit. See the [Student Grade Level](#) question in this document for additional information.

*Grades 1-12 are 1.0 FTE. Grade K5 is 1.0 FTE for 5 full days per week, 0.8 FTE for 4 full days per week, 0.6 FTE for 3 full days per week, and 0.5 FTE for half-time with at least 437 hours of instruction. Grade K4 is 0.5 FTE or 0.6 FTE if the school offers outreach.

Reminder: Schools should also see the parent Frequently Asked Questions document, which is available in the Additional Resources section of the dpi.wi.gov/choice webpage, for answers to common parent questions and tips to assist parents applying for the Choice program. **Several questions that were previously in the Common Application Questions section of this document have been moved to the parent Frequently Asked Questions document.**

Application Processing and Verification Information

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

Please see the “School Verification of Application” section of the Application Process Bulletin, which is available on the [School Application Processing](#) webpage, for information regarding when a Choice school administrator/designee must determine if all applications are eligible and complete the verification for all applications in OAS. *A Choice school administrator/designee must complete the verification for all applications in OAS.*

8. 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.

9. 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. The student name and date of birth information entered in the Online Parent Application is compared to prior school year OAS data. If the name or date of birth are different for a student, the applicant will be identified as a new student. Schools may obtain the prior year student name and/or date of birth by using the “Export to Excel” function in OAS. See the [Student Name Incorrect](#) and [Student Date of Birth Incorrect](#) questions in this document for more information on correcting a student name and/or date of birth.

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.

A student is a continuing student if the student was counted in any Choice program in the previous school year on the September and/or January count dates or if the student was on the waiting list in the prior year after the 2nd Friday in January count date in the same Choice program. For example, an MPCP student on an MPCP waiting list would be a continuing student if he/she applied for the MPCP, but not if he/she applied for the RPCP. If an applicant

on the waiting list was offered a seat in the Choice program, but declined the seat, the applicant is not considered to be on the waiting list.

Additionally, MPCP students counted on the 3rd Friday in September who reapply to the MPCP between October and January would be continuing students.

Continuing students are not required to provide income documentation. New students must provide income documentation during the same application period in which they apply. Please also see the “Student Eligibility and the Application Grade or Prior Year Requirement” Bulletin, which is available on the [School Application Processing](#) webpage, for additional information.

10. Why do student applications no longer show up on the school’s Application Summary list in OAS?

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 an 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.

11. Why are there multiple applications for the same student in OAS?

There will be multiple applications for the same student in OAS if the parent applies in multiple application periods or if the parent applies using multiple email addresses.

Parent applies in multiple application periods: 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 an 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 in OAS.

Parent applies using multiple email addresses: This applies to the MPCP, RPCP, and WPCP. If parents apply using multiple email addresses in the Online Parent Application, there will be multiple applications for the same student in

OAS. The school should check that the applications have the same students prior to completing the verification. Please see the next question for information on how to proceed if more than one application is received for a student.

This applies to the MPCP, RPCP, and WPCP. If the parent logs into the Online Parent Application with the same email address during the same open application period and re-submits the application, there will not be a new application in OAS for the student. The re-submitted application will have a status of “Not Yet Verified” in OAS even if the school previously verified the application.

12. What should schools do when they receive a duplicate application for a student?

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). See the [Student determined ineligible by DOR](#) section of the DOR Income Determination Method for New Student question in this document for additional information on students with applications that were determined ineligible by DOR.

MPCP and RPCP schools who receive an application for a student, for whom they received and verified an application as eligible during a previous open application period, should mark the application as “This application is a duplicate of a previously verified student.” 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 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/WPCP based upon the information provided.”

If there are multiple students on an application and some students are not duplicates, the school must complete the verification process for the application.

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.

13. 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.

14. Why are the corrections/updates the parent is making in the Online Parent Application not showing in OAS?

If the parent's updates/corrections in the Online Parent Application are not showing in OAS, the parent did not go through all screens in the Online Parent Application and re-submit the application after making the updates/corrections. The parent should return to the Online Parent Application, which is available on the dpi.wi.gov/choice webpage, sign in with the same email address and password, go through all screens and update information as needed, and click the "Send Updates to DPI" button to re-submit the application. The parent will receive another confirmation email after re-submitting the application in the Online Parent Application. If it is after the open application period and a correction needs to be completed in OAS, the school may email a request to the DPI to make the correction. Please see the applicable question in the [Application Corrections](#) section of this document for information needed for a correction request.

15. If the parent of a new student selects the DOR income determination method and completes the income eligibility determination in the Online Parent Application, is there an application in OAS for the new student?

Student determined eligible by DOR: Yes. There is an application in OAS for a new student determined eligible by DOR in the Online Parent Application as long as the parent completes and submits the application. The school will not have to do anything further related to income for applications determined eligible by DOR. The parent must provide residency documentation to the school during the same application period in which he/she applies for the student.

Student determined ineligible by DOR: Parents have the option of submitting applications determined ineligible by DOR in the Online Parent Application if the parent thinks the DOR income determination is incorrect. These ineligible student applications will be in OAS if submitted by the parent. If students are determined ineligible by DOR in the Online Parent Application and the parent does not submit the ineligible applications, there will not be applications in OAS for the students. Students determined to be ineligible by DOR may not switch to the DPI Income Determination method. Please see the Income Documentation Bulletin, which is available on the [School Application Processing](#) webpage, for additional information.

16. 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.

17. Can a school use a picture or a print screen of a required application document?

Yes, a school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components. See the next question for additional information if the pdf, picture, or print screen received is a partial document.

18.If the school only receives and/or retains part of a required income or residency document, is that sufficient?

A partial document is acceptable as long as the document includes all of the required components except for two application related documents: a federal income tax return and a lease agreement. The school must obtain and retain the first two pages of the federal income tax return, and a lease agreement must be a complete, signed and dated lease.

Application Corrections

19.What if the student’s name is incorrect in OAS?

The student’s first and last name in OAS must be the student’s legal name and changed if incorrect. Schools should confirm the student’s legal name with an immunization record or a birth certificate if they believe it may be incorrect.

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

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

The student’s middle initial and suffix do not need to be reviewed and no changes need to be made if they are incorrect. Additionally, if the difference in the first or last name is due to spacing, capitalization or the use of a hyphen, no change is required. These differences do not affect a student’s determination of being a continuing student in the Online Parent Application.

Corrections are made as follows for the student’s first name and last name:

How to correct during the application period:

- **New student:** The school should tell the parent to change the name in the Online Parent Application and re-submit the application.
- **Continuing Student or Prior Year Waiting List Student.**
 - Parent entered an incorrect name in the Online Parent Application and OAS is correct in the previous school year:** The school should tell the parent to change the name in the Online Parent Application and re-submit the application.
 - Parent entered the correct name 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 current name in OAS, and proof of legal name (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:

- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:
 - i. WPCP: By the first weekday in May
MPCP or RPCP: By the last weekday in September

The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's current name in OAS, and proof of legal name (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 [Dates Complete Application Verification](#) question in this document for information on when the eligibility determination for applications must be completed by.

- ii. WPCP: After the first weekday in May through December 15
MPCP or RPCP: After the last weekday in September through December 15

Schools must 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. The last weekday in September through the last weekday in January: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's current name in OAS, and proof of legal name (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 [Dates Complete Application Verification](#) question in this document for information on when the eligibility determination for applications must be completed by.
 - ii. After the last weekday in January if the 2021-22 application is incorrect: Schools must notify their auditors to include the correction as part of the January Enrollment Audit.

2020-21 application: If the information is incorrect for the 2020-21 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2020-21 January Enrollment Audit.

20. What if the student's date of birth is incorrect in OAS?

The student's date of birth in OAS must be changed if incorrect. Schools should confirm the student's date of birth with an immunization record or a birth certificate if they believe it may be incorrect.

Corrections are made as follows for the student's date of birth:

How to correct during the application period:

- ***New student:*** The school should tell the parent to change the date of birth in the Online Parent Application and re-submit the application.
- ***Continuing Student or Prior Year Waiting List Student.***
 - i. ***Parent entered an incorrect 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 date of birth in the Online Parent Application and re-submit the application.
 - ii. ***Parent entered the correct 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 birth date in OAS, and proof of 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:

- Applications received during the WPCP open application period or the MPCP or RPCP February through September open application periods:
 - i. WPCP: By the first weekday in May
MPCP or RPCP: By the last weekday in September

The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current birth date in OAS, and proof of 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 [Dates Complete Application Verification](#) question in this document for information on when the eligibility determination for applications must be completed by.

- ii. WPCP: After the first weekday in May through December 15
MPCP or RPCP: After the last weekday in September through December 15

Schools must 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. The last weekday in September through the last weekday in January: The school should email privateschoolchoice@dpi.wi.gov with the following: student's legal name, student's date of birth, student's current birth date in OAS, and proof of 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 [Dates Complete Application Verification](#) question in this document for information on when the eligibility determination for applications must be completed by.

- ii. After the last weekday in January if the 2021-22 application is incorrect: Schools must notify their auditors to include the correction as part of the January Enrollment Audit.

2021-22 application: If the information is incorrect for the 2021-22 school year, the school must notify their auditor that the change is required. The auditor must then include the required correction in the 2021-22 January Enrollment Audit.

21. What if the student's gender was entered incorrectly in OAS?

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

How to update 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, updated gender, and student's name.

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

The student's grade level must be changed if incorrect. If the student should be in grades K4, K5, or 1, the school must first verify that the pupil is age eligible for the applicable grade as explained in the [Choice Program Age Requirements](#) question in this document.

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 the last day of the WPCP open application period and the first weekday in May.** WPCP grade changes after the first weekday in May must be completed via the Preliminary Enrollment report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report.

For the WPCP only, prior to making a grade change for a WPCP student on these reports that would increase the FTE for the student, the school **must** email privateschoolchoice@dpi.wi.gov to request approval. Examples where prior approval must be requested include: grade K4 0.5 FTE to grade K5 1.0 FTE, grade K5 0.5 FTE to grade K5 1.0 FTE, etc. The email should include the student's legal name, current grade level and FTE, and requested grade level and FTE for the school year. Schools **do not** need to request approval for a grade change for a WPCP student if the FTE decreases or does not change.

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, 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, the 3rd Friday in September Count report, or the 2nd Friday in January Count report.

23. 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/Name	No
Last Name	Yes
Suffix (III, Junior, etc.)	No

The parent's middle initial and suffix do not need to be reviewed and no changes need to be made if they are incorrect.

Differences in the parent's first and last name due to punctuation, spacing or capitalization do not need to be corrected in OAS. See below for examples:

- Spaces in names (Mc Donald vs McDonald)
- Apostrophe in names (Mac'Davis vs MacDavis)
- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
- Capitalization difference in name (McCloud versus Mccloud)

Corrections are made as follows for the parent's first name and last name.

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 WPCP open application period or the MPCP or RPCP February through September open application periods:

- i. WPCP: By the first weekday in May
MPCP or RPCP: By the last weekday in September

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

- ii. WPCP: After the first weekday in May through December 15
MPCP or RPCP: After the last weekday in September 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 the last weekday in January: Schools will email privateschoolchoice@dpi.wi.gov and include the following information in the email: current parent name on the application, correct parent name, and student's name. If the parent name is incorrect for multiple students, please include the student names for each student on the application.
 - ii. After the last weekday in January: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

24. 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, which is available on the [School Application Processing](#) webpage, for information on how to make these changes.

25. 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, which is available on the [School Application Processing](#) webpage.

Please see the [Address Does Not Match](#) question in this document 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 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 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 5 th St	456 North 5th St.
1123 West Minster Avenue	1123 W Minster Ave
865A S 9 th Place	865 A. South 9 th Pl
927B 10 th Street	927 B 10 th Street
590 Meadowbrook Lane	590 Meadow Brook Lane

123 Merry-Creek Ave	123 Merrycreek Ave
123 Second Street	123 2 nd Street
Watts Road	Watt's Road

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 WPCP open application period or the MPCP or RPCP February through September open application periods:

- i. WPCP: By the first weekday in May
MPCP or RPCP: By the last weekday in September

Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, and student's name. If the address is incorrect for multiple students, please include the student names for each student on the application.

- ii. WPCP: After the first weekday in May through December 15
MPCP or RPCP: After the last weekday in September 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 the last weekday in January: Schools will email privateschoolchoice@dpi.wi.gov and include the current address, correct address, and student's name. If the address is incorrect for multiple students, please include the student names for each student on the application.
 - ii. After the last weekday in January: Schools should notify their auditors to include the correction as part of the January Enrollment Audit.

26. 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?

MPCP and RPCP: If the student moves after the open application period in which they applied, the address in OAS is not updated. The address for a MPCP or RPCP student is based on where the pupil resides at the time they apply to the program. This student who moved may attend the school as an MPCP or RPCP student for the entire school year for which they applied (if the student has an eligible application and is offered and accepts a MPCP or RPCP seat). If the student applies in a future school year, the address at the time they apply for that school year would be included in the application.

WPCP: If the student moves after the 3rd Friday in September, the address change does not need to be reported to the DPI. If a WPCP pupil moves on or before the 3rd Friday in September, the address change may need to be reported to the DPI. See the "WPCP ADDRESS CHANGES" section of the Residency Bulletin, which is available on the [School Application Processing](#) webpage, for further information.

27. 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/Name	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/name 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)

A letter would not be sufficient for differences if there are different names. Some examples where a letter would not be sufficient include:

- Ralph Smith vs Ralph Weber
- Maria Gonzalez vs Maria Dominquez
- Ronald McGregory vs Thomas McGregory

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 that time, the application will be determined ineligible.

Schools may accept the documentation and are not required to request an email or signed letter for the differences due to punctuation, spacing or capitalization. See below for examples:

- Spaces in names (Mc Donald vs McDonald)
- Apostrophe in names (Mac’Davis vs MacDavis)
- Hyphenated name (Sue Smith-Cole vs Sue Smith Cole)
- Capitalization difference in name (McCloud versus Mccloud)

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 (i.e. birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.) to verify their legal name. **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 see the [Parent Name Incorrect](#) question in this document.

28. 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 the [Student Address Incorrect](#) question in this document 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, which is available on the [School Application Processing](#) webpage.

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 name, 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
- 123 1 Street versus 123 1st Street (other examples: 2 vs 2nd, 3 v 3rd, 4 vs 4th, etc.)

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 the [Student Address Incorrect](#) question in this document 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 received during the same open application period as the application included

one of the parent's names and an address. Please see the "Corrections to Residency Documentation" section of the Residency Documentation Bulletin, which is available on the [School Application Processing](#) webpage, for further information.

29. Does the address on the income documentation need to match the address on the residency documentation, school district verification documentation, and OAS?

If the parent *is using the same document* for income and residency documentation, the address on this document *must match* the school district verification documentation and the address in the OAS Application Verification screen.

If the parent *is using a different document* for residency and income documentation, the address on the income documentation *is not required to match* the address on the residency documentation, school district verification documentation, and the OAS Application Verification screen. The address on the residency documentation must match.

Please see the [Address Does Not Match](#) question in this document and the Income Documentation Bulletin, which is available on the [School Application Processing](#) webpage, for additional information.

30. What are the next steps if the amounts on the income documentation do not match the amounts in OAS?

See the "Amounts Match" section of the Income Documentation Bulletin, which is available on the [School Application Processing](#) webpage, for an explanation of how the application should be processed if the amounts do not match.

31. What are the next steps if the income forms identified in the OAS Application Verification screen do not match the forms provided by the parent for the DPI income determination method?

If the income forms identified in the OAS Application Verification screen do not match the forms provided by the parent and it is before the end of the open application period in which the application was received, ask that the parent log back into the online parent application, correct the information, and resubmit the application. If it is after the open application period in which the application was received, the application may be correctable in limited circumstances as described in the "Corrections if Income Documentation is Missing" section of the Income Documentation Bulletin, which is available on the [School Application Processing](#) webpage.