Auditor In Depth Training: Enrollment Audit Training

The handouts are available at:
https://dpi.wi.gov/parental-education-options/choice-programs/auditor-trainings

School Finance Auditors
August 2023

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

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Law & Statute

- PSCP is based on Wis. Stats. 118.60 and 119.23 and Wis. Admin. Codes PI 35 and 48.

- SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.

- This presentation is based on current law and is subject to change based on statute or rule changes. This presentation provides information on certain requirements but is not a complete presentation of all requirements. Additional information on the requirements is available on the SNSP website and Choice website.

- If there are changes to statute or rule, the department will provide guidance as soon as we are able.

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OAS Auditor Access Training Requirement

- In order to gain access to OAS, the auditor must:
  - Complete the OAS Auditor Access form.
  - Complete the OAS Auditor Access training-Completion of this training will meet the requirement if you have notified us in advance that you intend to use this training to meet the requirement AND you answer at least 75% of the questions/required responses. **Responses submitted after the answer is shown will not be sufficient to meet the requirement.**
- If you are completing this training to receive credit for completing the OAS Access Training you must enter the following in the chat now:
  1. Your name and
  2. Your firms name.
- The OAS Auditor Access form is available at: https://dpi.wi.gov/parental-education-options/choice-programs/auditor

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Sharing Pupil Data

You may not share the pupil information with anyone outside your firm except for:

- The school's administrator and designees

- Any subcontracts with whom you have a written agreement that they will maintain the confidentiality of pupil data

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OAS Security

- Keep log in and password information in a secure location.
- Do not share your log in or password information with anyone.
- Do not leave your computer for extended periods of time.
- Log out and close browser after each session.
- 20 minute time-out.

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Preliminary Enrollment Report

- Due by the last weekday in August.
- Schools provide a list of the SNSP/Choice pupils enrolled at the school as of the last weekday in August.
- SNSP Only: If the school has pupils that are continuing SNSP pupils from the previous school year, the school must identify if the pupils were determined to no longer to have a disability in the prior school year.

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3rd Friday in September and
2nd Friday in January Pupil Count Reports

- The schools provide the total number of all pupils and SNSP/Choice pupils at the school that meet the attendance requirements.

- The 3rd Friday in September Pupil Count Report is due the last weekday in September and the 2nd Friday in January Pupil Count Report is due the last weekday in January.

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Enrollment Audits

- A separate Choice & SNSP Enrollment Audit is completed.

- An auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count. The auditor will:
  - Determine if the applications and transfer requests are eligible. Transfer requests only apply to the SNSP.
  - Determine if the pupils meet the attendance requirements.
  - Ensure the pupil data provided to DPI is correct.

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The submitted Enrollment Audit must include (in this order):

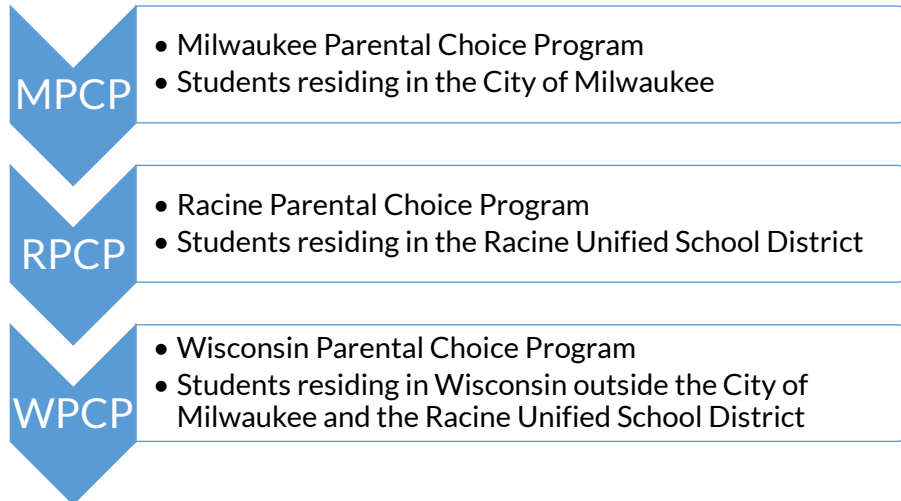|	Choice	SNSP
Signed & dated cover page	X	X
Error Report	X	X
Signed & dated Attestation Report	X	X
Schedule 1-1 & 1-2 - Pupil Enrollment Count	X	X
Schedule 2 - Ineligible Pupils	X	X
Schedule 3 - Applications Requiring Corrections	X	X
Schedule 4 - Pupil Additions	X	X
Income & Residency Documentation Sample Information (Sept. Only)	X	
Schedule 5 – Tentative Payment Eligibility Calculation per Examination (Choice) Headcount & FTE Per Examination (SNSP)	X	X
Schedule 6 – Summer School (Sept Only)	X	X

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Choice Enrollment Audit

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Private School Choice Programs (PSCP or Choice)

MPCP
- Milwaukee Parental Choice Program
- Students residing in the City of Milwaukee

RPCP
- Racine Parental Choice Program
- Students residing in the Racine Unified School District

WPCP
- Wisconsin Parental Choice Program
- Students residing in Wisconsin outside the City of Milwaukee and the Racine Unified School District

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Gain an Understanding of the School

- Understand the process for preparing attendance records and how the "All Pupils" and "Choice Pupils" counts are determined.

- Understand the school's process for accepting and reviewing applications.

- Understand the process the school has in place for responding to pupil records and transcript requests from other schools. The school should always keep the pupil records at the school.

- Understand if there are other operations taking place in the same building.

- Complete the fraud risk assessment.

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Reports used for Review

- Official Attendance Records: A listing of all pupils in attendance at the school on the count date or before and after by grade level. The official attendance records must be maintained in the Student Information System (SIS) if the school participates in the Choice programs.

- Original Classroom Records: Classroom grade books or other records maintained by teachers identifying daily attendance or absences, grades or other indications of instruction such as progress reports. *These cannot be the same as the Official Attendance Records.* Original classroom records are required for all pupil count testing.

- Choice identifier: Either the official attendance records must identify who is a Choice student or the school must provide a separate report from the SIS that identifies who is a Choice student.

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SIS Testing

- SIS testing must be completed for all Choice schools.

- SIS data may not be relied upon unless it is tested.

- A sample test plan is available online. If the DPI test plan is not used, DPI must approve the test plan prior to use by the auditor.

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ACTIVITY	CONTROL OBJECTIVE	CONTROL ACTIVITY	TESTING
General System	Independent administrator (not Choice/SNSP administrator) provides for access to enrollment system. *	Only the designated administrator is able to add new authorized users.	1) Determine who is able to give access to new users through inquiry and observation. 2) Obtain the access listing for the school, including who has administrator rights. 3) Ensure only the designated individual or individuals is/are able to give administrative rights.
		Access is only granted to authorized users.	1) Determine the process for granting access to authorized users. The process must include verifying that the user has proper approval for the access. 2) Test that a teacher, staff person, and administrator were given access consistent with the approved access.
	Passwords are maintained	All teachers and staff have a separate user name and password for the system.	Observe 2 teachers, a staff person, and administrator log into the system. Ensure each user logs in with a different user name and password.
	Access is restricted to authorized individuals.	Teachers do not have access to adding pupil names.	1) Obtain the access listing for the school, including who has administrator rights. 2) Determine that teachers do not have access to adding pupil names.
	Appropriate back ups are maintained.	*Manual Backups Completed:* The school completes a back up of the software at least monthly. *If the school uses a web based SIS and backups are completed automatically by the SIS vendor:* The SIS vendor maintains all historical information online and the school has the ability to restore prior versions at any time.	*Manual Backups Completed:* Select a month and ensure a back-up was properly completed. *If the school uses a web based SIS and backups are completed automatically by the SIS vendor:* Confirm online that the historical data is preserved and not purged or archived. If data is purged or archived, ensure the data was available for at least 6 years to comply with the DPI record retention requirements.

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General Enrollment			
Entry of pupil name, grade, and Choice/SNSP identifier into the system.	The correct pupil name and grade are entered.	*Gain an understanding of the process in place and the control activities that ensure accurate data and insert the control activity or activities in this cell.*	Determine that the control activities are being completed: 1) Non-Choice/Non-SNSP Testing: Testing of the identified control activities can be done in conjunction with the testing of the non-Choice/non-SNSP pupils which traces pupils identified as not participating in the Choice program/SNSP from the original classroom records to official attendance records. 2) Choice/SNSP Testing: Complete one of the following: a. For a sample of Choice/SNSP pupils, determine that the pupil name and grade on the original classroom records and official attendance records match the Choice application information. b. Complete an alternative procedure to ensure the correct pupil name and grade are entered for Choice/SNSP pupils.
	All non-Choice/non-SNSP pupils are entered.	*Gain an understanding of the process in place and the control activities that ensure accurate data and insert the control activity or activities in this cell.*	Determine that the control activities are being completed. Testing of the identified control activities can be done in conjunction with the testing of the non-Choice/non-SNSP pupils which traces pupils identified as not participating in the Choice program/SNSP from the original classroom records to official attendance records if the original classroom records are from a source other than the SIS. Otherwise, a different population (such as student applications in a file cabinet) must be used to perform this testing.
	Changes are made to the Student Information System (SIS) on a timely basis and by those with the proper authority.	*Gain an understanding of the process to make changes to the SIS and insert the control activity or activities in this cell.*	1) Obtain a list of changes made to the SIS data. 2) Select a sample of changes made. The sample size should be 2 if changes occur monthly and 5 if changes occur more than monthly. 3) Review changes to determine that they were made as required by the control activity. This review should ensure that the proper individual requested the change, approved the change (if appropriate), and that the proper individual made the change.
	General review of enrollment data is completed.	*Gain an understanding of the process in place and the control activities that ensure accurate data and insert the control activity or activities in this cell.*	Complete testing of the general review by selecting 1-2 times the review was completed and walking through the review with the individual who completed the review. Ensure the review appears sufficient for identifying significant items.
	Only pupils eligible for the Choice program/SNSP are identified as being enrolled in the program.	*Gain an understanding of the identifier used in the SIS for Choice students and SNSP students (if SNSP students are being tracked in the SIS) and how it is added in the SIS. Insert the control activity or activities in this cell.*	Ensure that the identifier is properly included for all Choice/SNSP pupils in the SIS. If performing this procedure for the Choice program, the identifier must be in the SIS. It cannot be added after the data is printed. The SNSP identifier can be added to the official attendance records after the data is printed from the SIS.
	If a pupil is determined ineligible for the Choice program/SNSP, the identifier is removed from the SIS.	*Gain an understanding of the process used to remove the Choice student or SNSP student identifier from the SIS. Insert the control activity or activities in this cell.*	1) Identify Choice/SNSP pupils that were determined ineligible. 2) Determine that the Choice/SNSP pupil identifier was removed in the SIS as required by the control activity.

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Attendance "Original Classroom Records" Testing - The procedures in this section are required if the original classroom records are obtained from the SIS to show that individuals other than the teacher cannot modify the original classroom records. If individuals other than the teacher can modify the records, one of the procedures in Step 2.12 #3 of the September Enrollment Audit Guide must be completed.

| Attendance "Original Classroom Records" Testing | The attendance information can only be entered or modified by the teacher. | Only the teacher has the ability to enter attendance. | 1) Review the access listing and ensure that only the teachers have access to enter attendance. 2) Watch one staff person and one administrator and ensure they do not have access to enter attendance. |
| | | Only the teacher has the ability to edit attendance. | 1) Review the access listing and ensure that only the teachers have access to edit attendance. 2) Watch one staff person and one administrator and ensure they do not have access to edit attendance. |

REPORT REQUIRED	SCHOOL'S REPORT NAME	KEY INPUTS	TESTING
Official Attendance Records		Pupil name & grade.	Tested through above procedure.
		Attendance	Understand where the attendance data is being pulled from for the report and ensure the integrity of the attendance data.
		Choice identifier (if included in the official attendance records)	Understand where the Choice identifier is being pulled from for the report and ensure the integrity of the Choice identifier data.
		SNSP identifier (if included in the official attendance records)	Understand where the SNSP identifier is being pulled from for the report and ensure the integrity of the SNSP identifier data.
Alternative Choice Identifier Report from SIS**		Pupil name & grade.	Understand where the pupil name and grade are being pulled from for the report and ensure the integrity of the pupil name and grade data.
		Choice identifier	Understand where the Choice identifier is being pulled from for the report and ensure the integrity of the Choice identifier data.
Alternative SNSP Identifier Report from SIS***		Pupil name & grade.	Understand where the pupil name and grade are being pulled from for the report and ensure the integrity of the pupil name and grade data.
		SNSP identifier	Understand where the SNSP identifier is being pulled from for the report and ensure the integrity of the SNSP identifier data.
Original Classroom Records (if obtained from the SIS)		Pupil name & grade.	Tested through above procedure.
		Attendance (if original classroom records include attendance)	Understand where the attendance data is being pulled from for the report, ensuring it is from the data inputted by the teacher for attendance or that the alternative procedures in Step 2.12 #3 are completed. For 25 students, obtain the add/edit detail showing who made what edits to the system.

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Auditor Reports in OAS

Milwaukee (MPCP)

- MPCP September DPI Pupil Information Report
  Provides a listing of Choice pupils included in the 3rd Friday in September count as of the date generated and the random order that they must be tested.
- MPCP January DPI Pupil Information Report
  Provides a listing of Choice pupils included on either the 3rd Friday in September final audited count or on the current 2nd Friday in January count as of the date generated.
- MPCP Waiting List Report - September
  Provides a listing of pupils on the school's Choice waiting list as of the 3rd Friday in September. This is based on the waiting list pupils identified by the school in the September pupil count report.
- MPCP Waiting List Report - January
  Provides a listing of pupils on the school's Choice waiting list on the waiting list as of the 3rd Friday in September and 2nd Friday in January. This is based on the audited September waiting list and the waiting list pupils identified by the school in the January pupil count report.

Racine (RPCP)

- RPCP September DPI Pupil Information Report
  Provides a listing of Choice pupils included on the 3rd Friday in September count as of the date generated and the random order that they must be tested.
- RPCP January DPI Pupil Information Report
  Provides a listing of Choice pupils included on either the 3rd Friday in September final audited count or on the current 2nd Friday in January count as of the date generated.
- RPCP Waiting List Report - September
  Provides a listing of pupils on the school's Choice waiting list as of the 3rd Friday in September. This is based on the waiting list pupils identified by the school in the September pupil count report.
- RPCP Waiting List Report - January
  Provides a listing of pupils on the school's Choice waiting list on the waiting list as of the 3rd Friday in September and 2nd Friday in January. This is based on the audited September waiting list and the waiting list pupils identified by the school in the January pupil count report.

Wisconsin (WPCP)

- WPCP September DPI Pupil Information Report
  Provides a listing of Choice pupils included on the 3rd Friday in September count as of the date generated and the random order that they must be tested.
- WPCP January DPI Pupil Information Report
  Provides a listing of Choice pupils included on either the 3rd Friday in September final audited count or on the current 2nd Friday in January count as of the date generated.
- WPCP Waiting List Report
  Provides a listing of pupils on the DPI maintained Choice waiting list.

- The DPI Pupil Information Report and Waiting List reports required for completing the Enrollment Audit procedures are available in the Online Application System (OAS).
- Go to the "Administrative" section and select "Auditor Reports".
- Select the applicable report.

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Pupil Information & Waiting List Reports

Private School Choice Programs
MPCP September DPI Pupil Information Report
Back to Auditor Reports
This report provides a listing of all Choice pupils included in the 3rd Friday in September count as of the date generated and the random order that they must be tested.
School Year: 2021 - 2022
School: All Schools
Snapshot: Version 1 created 10/19/2021 at 06:44:02 AM
Show Report Export Data

28770 records retrieved

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...

School	App	Student	DOB	Parents	Married Fam Size	Inc Elig	3rd Fri Sept Grade	3rd Fri Sept Headcount	3rd Fri Sept FTE

- The data is only available after the department generates it. We will email auditors once the data is available.
- The fields that show in the preview are not all of the fields. You must download the data to view all the fields.
- If you select "All Schools" and "Export Data" it will download all data into one tab of an Excel worksheet.

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DPI Pupil Information Reports

- The data in the DPI Pupil Information Reports should generally be used for the required procedures.

- If a pupil needs to be added to the count, the OAS Application Verification screen must be used for the testing. You can see the OAS Application Verification screen by clicking on the student's name in the Application Summary.

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Application Summary

Private School Choice Programs
Application Summary

School Year: 2018-2019

School Name: **ABC School**
Address: 123 4th Street
Milwaukee, WI
School Phone: (414) 876-1234
Administrator: John Smith, (414) 888-4321
Admin Email: johnsmith@gmail.com
Program: MPCP - Milwaukee Parental Choice Program

Student Name: [ ]
Parent Name: [ ]

Search   Reset

Enroll Pd: All Periods
Filter:
☐ Not Yet Verified
☐ Verified
☐ Submitted

☐ Ineligible per DOR
☐ Ineligible in Semester 1
☐ Ineligible in Semester 2
☐ Ineligible in Both Semesters

☐ Duplicate App
☐ Expired after 60 Days
☐ Parent No Show

☐ Continuing
☐ New-DPI Method
☐ New-DOR Method
☐ New-Foster Method
☐ Multiple Apps *

Grades: *Check All* | *Uncheck All*   ☑K4 ☑KG ☑01 ☑02 ☑03 ☑04 ☑05 ☑06 ☑07 ☑08

5 applications retrieved

App	Grade	Multi App *	Student	Date of Birth	Status	Date App Received	Enroll Pd	Parent	P	S	J	Cont	Wait	Inc
316721	04		Allen, James	02/25/2005	Ineligible in Both Semesters	12/05/2018	Dec	James, Mary	N	N	N	Y	N	
316720	K4+		James, Mary M	01/12/2012	Not Yet Verified	12/12/2018	Dec	James, Mary	N	N	N	N	N	DPI
316637	02		Junior, Corban	03/20/2009	Submitted	9/05/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316635	02		Junior, John	03/20/2008	Verified	9/10/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI
316636	02		Olu, Isabella	04/06/2009	Verified	9/06/2018	Sep	Oluwadare, John	N	N	N	N	N	DPI

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OAS Application Verification Screen

Private School Choice Programs
New Students Application - Verify Income and Residency

Family Information is listed

All student applicants included on the same application are also listed

School Name: ABC School
School Year: 2021-2022
Program: Milwaukee

Parent/Guardian Summary
Jason Jones   987 Johnson Street
Sarah Jones   Milwaukee, WI 53202
Status: Married   (608) 852-1111
Family size: 5   test123@gmail.net

Student Summary
John Jones   04   09/15/2011 (cont)
Joshua Jones KG   01/31/2016 (new)
Sara Jones   02   11/28/2012 (new)

This verification step applies to the following new students for the **February** enrollment period on the application submitted by the parent/guardian (hereafter "parent") in the online parent application on 01/22/2021:

App	First Name	Middle Name	Last Name	Suffix	Grade	Date of Birth	
780672	Joshua		Jones		KG	01/31/2016	New Student
780673	Sara		Jones		02	11/28/2012	New Student

Students with the same status are listed together—all new students

The parents must provide you the following documentation. Please review the list of required documentation below and compare the parent name(s) and amount(s), if listed below, to the actual documents.

1. A signed copy of Jason Jones's 2020 1040, adjusted gross income should be 25,589.00
2. A copy of all Sarah Jones's 2020 W2 Wage and Tax Statements, box 1 should total 20,150.00

Income Verification:

☐ I have reviewed the above and attest that the income documentation listed above has been provided to the school. The parent name(s) and the amounts on the documentation match the name(s) and income amount(s) reported above. All income documentation verifying income eligibility is on file at the school. If the parent name(s) or amount(s) do not match, follow the steps in the Income Documentation Bulletin.

Residency Verification:

Note: Residency documents must be dated between **Thursday, October 1, 2020** and **Monday, February 22, 2021**. The Residency Documentation Bulletin may be found on the DPI Bulletins page.

☐ I have obtained one of the allowed residency support documents listed in the Residency Documentation Bulletin that includes at least one of the parent name(s) on the application and I attest that the family resides at 987 Johnson Street in Milwaukee, WI. All residency documentation verifying residency eligibility is on file at the school. The document must be on the allowed list in the Residency Documentation Bulletin (no exceptions). If the parent name(s) or address do not match, follow the steps in the Residency Documentation Bulletin.

☐ I attest that the address is located in the Milwaukee school district based on a DPI permitted school district verification document listed in the Residency Documentation Bulletin and the documentation is on file at the school.

Documentation Verification

○ I have verified that all students are eligible for MPCP based upon the information provided during the open application period that the application was received.
○ This family is not eligible for the MPCP based upon the information provided.
○ The parents did not show up by the end of the open application period to provide documentation.

○ Verification not complete. The parents have not yet provided all required residency and/or income documentation. The school must return at a later time to complete the verification. Application status will remain 'Not Yet Verified'. Schools must complete the verification by the date in the Application Process Bulletin or the application(s) will be ineligible.

Save

Back to Application Summary

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Application Statuses

- **Not Yet Verified**: A parent has submitted an application to the school—the application is ready to be verified.
    - Applications in this status cannot be added through the Enrollment Audit.
- **Verified**: The parent has provided the required documentation to the school and the application has been verified.
    - Students on a Choice waiting list will generally stay in this status.
- **Submitted**: After verification, the application has been electronically submitted to DPI by the school. For the WPCP, the DPI will submit applications selected in the random drawing.

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Application Statuses (cont)

- **Ineligible per DOR**: The DOR has determined the applicant ineligible.
- **Ineligible in Semester 1:** The student was found ineligible for semester 1, but may be eligible for semester 2.
- **Ineligible in Semester 2:** The student was found ineligible for semester 2, but may be eligible for semester 1.
- **Ineligible in Both Semesters:** The student was found ineligible for the full school year.

Ineligible in Semester 1 or Semester 2 can be eligible for the other count date. The student is ineligible for the full year if they have a status of "Ineligible per DOR" or "Ineligible in Both Semesters".

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Application Statuses (cont)

- **Duplicate App**: The parent has already submitted an application that has been verified—this application is a duplicate.

- **Expired after 60 days**: The application was not verified within 60 days.

- **Parent No Show**: The parent did not provide the required documentation before the end of the open application period.

Applications in any of the above statuses cannot be added through the Enrollment Audit.

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Student Name, Grade, or Date of Birth Changes

DPI Pupil Information Report or OAS Application Verification Screen
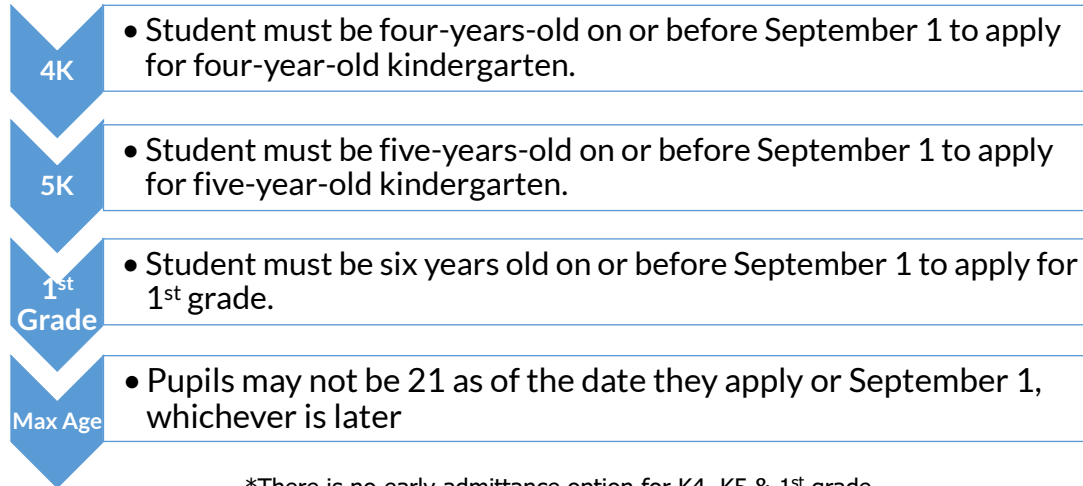
Pupil name and grade attending match

Official Attendance Records

- Determine that the student's name and grade on the DPI Pupil Information Report or OAS Application Verification screen matches the information for all of the Choice pupils listed on the official attendance records. If the records identify the date of birth, also review this for accuracy.

- If a student's name or date of birth does not match the information in OAS, obtain either an annotated birth certificate or immunization record to verify that the name or date of birth is correct.

- If the official attendance records reflect the wrong name or date of birth, the school must correct the records. If the DPI Pupil Information Report reflects the wrong grade, determine if the pupil was age eligible for K4, K5, or 1st grade, if applicable.

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Age Requirements

4K	• Student must be four-years-old on or before September 1 to apply for four-year-old kindergarten.
5K	• Student must be five-years-old on or before September 1 to apply for five-year-old kindergarten.
1st Grade	• Student must be six years old on or before September 1 to apply for 1st grade.
Max Age	• Pupils may not be 21 as of the date they apply or September 1, whichever is later

*There is no early admittance option for K4, K5 & 1st grade

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Count Requirements

- Verify that the pupils identified as Choice/SNSP pupils through the previous procedures met the count requirements:

  - In attendance for instruction on the count date, or:

  - The pupil was absent on the count date, but the pupil was in attendance for instruction any day prior to the count date and any day after the count date within the same school year, and was not enrolled in another school, a home-based private educational program, a charter school, or a public school district during the period of absence.

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Determining Attendance For Virtual Instruction

- If a school is providing virtual instruction, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day.

- Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. Please note that instruction must include more than dropping off homework. The teacher must be working with the child on the materials such as grading the materials and providing the graded materials to the student.

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Determining Attendance For Virtual Instruction (cont)

- The school is responsible for documenting that the pupil received instruction that meets the count requirements and recording the pupil's attendance in the school's attendance records.

- The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the Enrollment Audits.

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Dual Enrollment

- A pupil is not eligible for a Choice payment or SNSP scholarship if the pupil is also enrolled, in or out of Wisconsin, in another private school, a home−based private educational program, a charter school under s. 118.40 (2r) or (2x), Stats., or a public school district.

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Other Procedures

- The auditor must review the applications to determine if the pupils are eligible to be counted. We will go through the application testing requirements in a different section.

- Ask the administrator if there are any pupils included in the Choice/SNSP count who were subsequently determined ineligible. If not already ineligible, include the student in Schedule 2 of the Enrollment Audit.

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Uncorrectable Ineligibility Reasons

- The student did not attend the school either on, or before and after the count date.

- The student either: a) attended another school or a home-based private educational program between the date the student was accepted at the school and when the student began to attend the school, or b) first attended the school, then attended another school or a home-based private educational program, and subsequently returned to the school.

- The pupil was identified as a duplicate by the auditor or DPI.

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Uncorrectable Ineligibility Reasons (cont)

- The student is too young for the grade he or she attended.

- The student is too old to participate in the program.

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Which of the following may be used as classroom records?

a. Report from the SIS which summarizes the attendance entered by the classroom teachers. The administrator has the ability to modify the attendance submitted by the teachers.

b. Grade books the teachers maintain with the grades for the students.

c. Progress reports that are compiled and sent out by the office staff.

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Which of the following is NOT a method a school can use to identify which pupils are Choice pupils?

a) Include a column identifying Choice pupils in the official attendance records.

b) Print off the official attendance records and write next to each student whether or not they are Choice pupils.

c) Have a report from the SIS, other than the official attendance records, that identifies Choice pupils.

d) None of the above. All of the above are allowable ways to identify Choice pupils.

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Schedule 1-1: Total Choice Pupil Count

ENROLLMENT COUNT—CHOICE PUPILS

The total counts below will automatically update based on the Choice pupil counts in Schedule 1-2. The "Per Examination" count is the "Per DPI" count minus "Ineligible Pupils" plus "Pupil Grade Changes" plus "Pupil Additions". Final determination regarding the eligibility of such pupils is made by the DPI.

Line	Choice Pupils	Per DPI	Per Examination	Variance			
				Outreach Change	Ineligible Pupils	Pupil Grade Changes	Pupil Additions
10	4 Year-Old K/437 Hours	0	0	0	0	0	0
11	4 Year-Old K/437 Hours + 87.5 Hrs Outreach	0	0	0	0	0	0
12	5 Year-Old K/.5 Day	0	0		0	0	0
13	5 Year-Old K/3 Day	0	0		0	0	0
14	5 Year-Old K/4 Day	0	0		0	0	0
15	5 Year-Old K/5 Day	0	0		0	0	0
16	Grades 1-8	0	0		0	0	0
17	Grades 9-12	0	0		0	0	0
18	**Total Choice Pupils**	0	0		0	0	0

• The pupil counts and variances will automatically flow from Schedule 1-2.

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Schedule 1-2: Choice Pupil Enrollment Count

ENROLLMENT COUNT—MPCP PUPILS

Choice Pupils	Per DPI	Per Examination	Variance			
			Outreach Change	Ineligible Pupils	Pupil Grade Changes	Pupil Additions
4 Year-Old K/437 Hours	0	0	0	0	0	0
4 Year-Old K/437 Hours + 87.5 Hours Outreach	0	0	0	0	0	0
5 Year-Old K/.5 Day	0	0		0	0	0
5 Year-Old K/3 Day	0	0		0	0	0
5 Year-Old K/4 Day	0	0		0	0	0
5 Year-Old K/5 Day	0	0		0	0	0
Grades 1-8	0	0		0	0	0
Grades 9-12	0	0		0	0	0
Total MPCP Pupils	0	0		0	0	0

ENROLLMENT COUNT—RPCP PUPILS

Choice Pupils	Per DPI	Per Examination	Variance			
			Outreach Change	Ineligible Pupils	Pupil Grade Changes	Pupil Additions
4 Year-Old K/437 Hours	0	0	0	0	0	0
4 Year-Old K/437 Hours + 87.5 Hours Outreach	0	0	0	0	0	0
5 Year-Old K/.5 Day	0	0		0	0	0
5 Year-Old K/3 Day	0	0		0	0	0
5 Year-Old K/4 Day	0	0		0	0	0
5 Year-Old K/5 Day	0	0		0	0	0
Grades 1-8	0	0		0	0	0
Grades 9-12	0	0		0	0	0
Total RPCP Pupils	0	0		0	0	0

ENROLLMENT COUNT—WPCP PUPILS

Choice Pupils	Per DPI	Per Examination	Variance			
			Outreach Change	Ineligible Pupils	Pupil Grade Changes	Pupil Additions
4 Year-Old K/437 Hours	0	0	0	0	0	0
4 Year-Old K/437 Hours + 87.5 Hours Outreach	0	0	0	0	0	0
5 Year-Old K/.5 Day	0	0		0	0	0
5 Year-Old K/3 Day	0	0		0	0	0
5 Year-Old K/4 Day	0	0		0	0	0
5 Year-Old K/5 Day	0	0		0	0	0
Grades 1-8	0	0		0	0	0
Grades 9-12	0	0		0	0	0
Total WPCP Pupils	0	0		0	0	0

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Schedule 2 - Choice Ineligible Pupils

As a result of your review, does the school have any ineligible pupils? *If yes, complete the schedule below*							
	Source is data per DPI Pupil Information Report or Waiting List Report						
Line	Grade	Wait	App #	Pupil First Name	Pupil Last Name	Reason(s) for Ineligibility	Program
1							
2							
3							

- Complete the first question indicating whether the auditor identified any ineligible pupils.
- If there are any ineligible pupils, identify the ineligible pupils on the lines.
- The "Grade" should be the grade per the DPI Pupil Information Report or Waiting List Report.
- The auditor should identify which program the pupil is in.

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Schedule 2 - Choice Ineligible Pupils (cont)

As a result of your review, does the school have any ineligible pupils? *If yes, complete the schedule below*								Put an "X" for all applicable reasons. (See the Ineligibility Reasons tab for the explanation of each reason.)								
	Source is data per DPI Pupil Information Report or Waiting List Report							**Attendance & Age**								**Income**
Line	Grade	Wait	App #	Pupil First Name	Pupil Last Name	Reason(s) for Ineligibility	Program	Reason 1	Reason 2	Reason 3	Reason 4	Reason 5	Reason 6	Reason 7	Reason 8	Reason 9
1																
2																
3																

- Check **all** ineligibility reasons applicable for the student.
- The ineligibility reasons are listed on the "Ineligibility Reasons" tab of the spreadsheet.
- There is a free fill ineligibility reason. The standard reasons should be used whenever possible.

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Errors without Change to OAS - Schedule 3

Number of eligible applications w here the auditor identified required correction(s) but the application(s) in OAS did not require a change. *These applications should not be included below.*	

- The auditor must identify on the top of Schedule 3 any applications where:
  - The auditor identifies one or more errors, and
  - The information in the DPI Pupil Information Report or OAS Application Verification screen is correct (this must be confirmed by the auditor), and
  - The school corrects the error.
- These applications should not be listed on Schedules 2, 3, or 4.
- The auditor must maintain the corrected application documentation in their workpapers.

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Schedule 3 - Applications Requiring Corrections

As a result of your review, does the school have any pupils that require corrections who were already counted or on the waiting list? *If yes, complete the schedule below.*

				Source is data per DPI Pupil Information Report or Waiting List Report			Audited *ONLY required if grade and/or pupil name changed*			Required DPI Application Information Correction(s) *Indicate what must be corrected and the correct information. Grade and pupil name changes must be specified in the Audit columns for Grade, Pupil First Name, and Pupil Last Name.*
Line	Grade	Wait	App #	Pupil First Name	Pupil Last Name	Program	Corrected Grade	Corrected Pupil First Name	Corrected Pupil Last Name	
1										

- Complete the question indicating whether the auditor identified any OAS corrections for students already counted or on the waiting list.
- If so, complete the student information and columns for corrections.
- Insert the pupil name and grade per the DPI Pupil Information Report or Waiting List Report.
- If the name or grade requires a correction, complete the audited columns with the corrected data.
- Complete the "Required DPI Application Information Correction(s)" column by indicating what must be changed and identifying the correct information.

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Schedule 4 – Pupil Additions

As a result of your review, does the school have any pupil applications to be added to the count or waiting list? *If yes, complete the schedule below.*

Line	Audited Grade	App #	Audited Pupil First Name	Audited Pupil Last Name	Program	Insert "X" if Pupil Added to Count	Insert "X" if Pupil Added to Waiting List	Required DPI Application Information Correction(s) *Indicate what must be corrected and the correct information. If no changes are required indicate "None" below. Note: Only corrections for pupils being added should be included on this schedule.*
1								

- Answer the first question indicating if there are any pupils that need to be added to the count or waiting list.
- If so, complete the lines with the students' information. The audited grade and name should be inserted.
- On this schedule, put an X in the add to count or add to waiting list column based on where the student needs to be added.
- Any required application corrections should be noted in the "Required DPI Application Information Correction(s)" column.
- If the name or grade needs to be changed based on the Enrollment Audit procedures, note that these must be changed in the "Required DPI Application Information Correction(s)" column in addition to putting the correct information in the audited columns.

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General Schedule Requirements

- Ensure ALL ineligibility reasons are identified.
- Rows must be resized so the full ineligibility reasons and required corrections are visible.
- If the auditor identifies that the information in the DPI Pupil Information Report or OAS Application Verification Screen is incorrect, the correct information must be identified on Schedule 4.

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Documentation Retention for Students on Schedules 2, 3 or 4

- Choice: The auditor must maintain the supporting documentation for any pupils on Schedule 2, 3, or 4.

- If the ineligibility reason is attendance related, the official attendance records must be maintained in the work papers.

- If there is a correction to a student name or date of birth, the immunization record or annotated birth certificate must be maintained in the work papers.

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Knowledge Check

The school tells you they counted a Choice pupil on the count report in error. Which of the following is true?

a.   The pupil should be identified on Schedule 2 using the free fill ineligibility reason indicating the Choice pupil was counted in error.

b.   The auditor must review the attendance records to determine if the pupil met the attendance requirements. If not, the pupil must be identified as ineligible on Schedule 2 due to the applicable attendance ineligibility reason.

c.   The auditor must review the application documentation for the pupil. If the pupil did not meet one or more of the application requirements, the pupil must be identified as ineligible based on the applicable ineligibility reasons in Schedule 2.

d.   Both b and c.

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Knowledge Check

As part of the Enrollment Audit procedures, the auditor identifies the name for a Choice pupil who was counted on the 3rd Friday Count Report was not spelled correctly in DPI's data. This is confirmed with the immunization records for the pupil. How should this be corrected?

a.   The pupil should be identified on Schedule 3 of the Enrollment Audit with the correct name identified. The immunization record for the student must be maintained in the auditor workpapers.

b.   The pupil should be identified on Schedule 3 of the Enrollment Audit with the correct name identified. The immunization record and supporting application documentation for the student must be maintained in the auditor workpapers.

c.   The pupil should be identified on Schedule 4 of the Enrollment Audit with the correct name identified. The immunization record for the student must be maintained in the auditor workpapers.

d.   The auditor must advise the school to email the change to the DPI and provide documentation that DPI has made the name change. The pupil does not need to be reported in the Enrollment Audit once this name change is made.

47

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Questions?
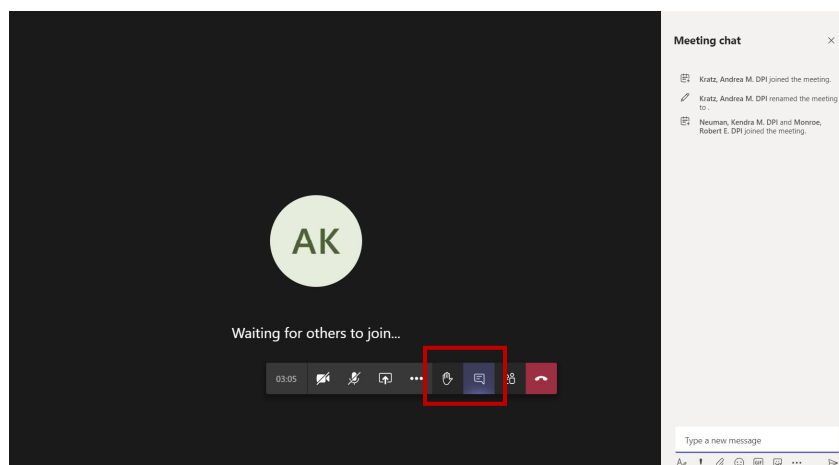
1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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SNSP Enrollment Audit

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SNSP Application Process Overview

- Students can apply to a SNSP school at any time during a school year for that school year. The first year a student participates they receive a full scholarship.

- Students do not need to reapply each school year.

- If a student is determined to no longer have a disability after they begin participating in the SNSP, they receive a partial scholarship beginning in the school year following the determination.

- SNSP students can change schools using a transfer request form as long as they have not been determined to no longer have a disability.

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SNSP Procedures

- The auditor must obtain an understanding of the school, similar to the Choice program.

- The auditor will determine that the criminal background checks have been completed for all employees of the school's legal entity that are directly or indirectly related to the school's educational programming. A bulletin explaining the criminal background checks is available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins.

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SNSP Auditor Reports

- The auditor uses the DPI Pupil Information Report provided by DPI through Kiteworks. This report includes all pupils that have an eligible application or transfer request at the school.

- The auditor must determine that the name and grade on the DPI Pupil Information Report matches the official attendance records for all of the SNSP pupils.

- A file that includes the applications and transfer request information for applications and transfer requests that haven't previously been tested will also be provided through Kiteworks. Applications and transfer requests for the SNSP are tested the first time the pupil is counted as a SNSP pupil.

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SIS Testing

- Schools that only participate in the SNSP are **not** required to have a SIS.

- However, if a SNSP school that does not participate in the Choice program provides any reports from the SIS to the auditor for Enrollment Audit purposes, the SIS and the reports must be tested as described in the Choice section.

- The SNSP students must be identified on the official attendance records or, if the official attendance records are in the SIS, another report from the SIS.

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SNSP Schedules

				Schedule 2: Ineligible Pupils		
	As a result of your review, does the school have any ineligible pupils? *If yes, complete the schedule below.*					
Line	Grade	App #	Pupil First Name	Pupil Last Name	Scholarship Type	Reason(s) for Ineligibility
1						

- The Enrollment Audit Excel schedules for the SNSP are similar to the Choice program schedules. Some of the differences are:
  - Rather than identifying the program for each pupil on Schedule 2, 3, or 4, the schedules identify the scholarship type (partial or full scholarship).
  - Since there is no waiting list testing for the SNSP, there is no waiting list information on the cover page or waiting list column in the schedules.

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SNSP Schedule 3

Schedule 3: Applications Requiring Corrections

Line	Source is data per DPI Pupil Information Report				Audited *Only required if grade, pupil name, and/or scholarship type changed*					Required Correction(s) to DPI's Data *Indicate what must be corrected and the correct information. If no changes are required please indicate "None" below.*
	Grade	App #	Pupil First Name	Pupil Last Name	Scholarship Type	Corrected Grade	Corrected Pupil First Name	Corrected Pupil Last Name	Corrected Scholarship Type	
1										
2										

- Schedule 3 includes reporting for changes in the scholarship type (full compared to partial). If this change is reported, include the IEP reevaluation date and the determination (student no longer has a disability/has a disability) in the "Required Correction(s) to DPI's Data" column.

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Schedule 1-2

- Schedule 1-2 provides the number of pupils by scholarship type rather than by program.

ENROLLMENT COUNT—FULL SCHOLARSHIP PUPILS

Line	SNSP Pupils	Per DPI	Per Examination	Outreach Change	Ineligible Pupils	Pupil Grade Changes	Scholarship Type Changes	Pupil Additions
						Variance		
1	4 Year-Old K/437 Hours	0	0	0	0	0	0	0
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach	0	0	0	0	0	0	0
3	5 Year-Old K/.5 Day	0	0		0	0	0	0
4	5 Year-Old K/3 Day	0	0		0	0	0	0
5	5 Year-Old K/4 Day	0	0		0	0	0	0
6	5 Year-Old K/5 Day	0	0		0	0	0	0
7	Grades 1-8	0	0		0	0	0	0
8	Grades 9-12	0	0		0	0	0	0
9	**Total Full Scholarship Pupils**	0	0		0	0	0	0

ENROLLMENT COUNT—PARTIAL SCHOLARSHIP PUPILS

Line	SNSP Pupils	Per DPI	Per Examination	Outreach Change	Ineligible Pupils	Pupil Grade Changes	Scholarship Type Changes	Pupil Additions
						Variance		
10	4 Year-Old K/437 Hours	0	0	0	0	0	0	0
11	4 Year-Old K/437 Hours + 87.5 Hours Outreach	0	0	0	0	0	0	0
12	5 Year-Old K/.5 Day	0	0		0	0	0	0
13	5 Year-Old K/3 Day	0	0		0	0	0	0
14	5 Year-Old K/4 Day	0	0		0	0	0	0
15	5 Year-Old K/5 Day	0	0		0	0	0	0
16	Grades 1-8	0	0		0	0	0	0
17	Grades 9-12	0	0		0	0	0	0
18	**Total Partial Scholarship Pupils**	0	0		0	0	0	0

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SNSP Paper Applications and Transfer Requests

- The SNSP application or transfer request (not the supplemental documentation) for all pupils included in Schedule 3 and 4 MUST be included with the audit if the application or transfer request was tested as part of that Enrollment Audit. This should be uploaded to the Kiteworks folder for the respective Enrollment Audit.

- The auditor must retain the complete paper application or transfer request, including supporting documentation, for any pupil identified on Schedule 2, 3, or 4 if the application or transfer request was tested as part of that Enrollment Audit.

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Participation in SNSP and Choice Programs

- If a school is participating in a Choice program and the SNSP, compare the pupils on the Choice DPI Pupil Information Report to the SNSP DPI Pupil Information Report. Include any pupils that are identified as needing to be added for either program in this review.

- If a payment was received for the same student for multiple programs, determine which program the student was eligible for.

- If the student applied to the Choice program and SNSP, the school should have a letter from the parent indicating which program the student would be participating in.

- The student should be included as ineligible in the program(s) that was not selected by the parent.

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SNSP Enrollment Audits

As part of the SNSP Enrollment Audit, the auditor will also:

- Ensure that the IEP reevaluation data was properly reported to the DPI (completed as part of the September Enrollment Audit). Any IEP reevaluations that occurred in a prior school year must be reported if they were not previously reported.
- Determine that the address and resident school district for continuing pupils are correct (completed as part of the September Enrollment Audit).
- Determine that the background check was completed as required.

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Choice Enrollment Audits

As part of the Choice Enrollment Audit, the auditor will also:

- Determine that any address changes reported in the September Pupil Count Report are correct.

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Which of the following is NOT a method a school can use to identify which pupils are SNSP pupils?

a) Include a column identifying SNSP pupils in the official attendance records.

b) Print off the official attendance records and write next to each student whether or not they are SNSP pupils.

c) Have a report from the SIS, other than the official attendance records, that identifies SNSP pupils.

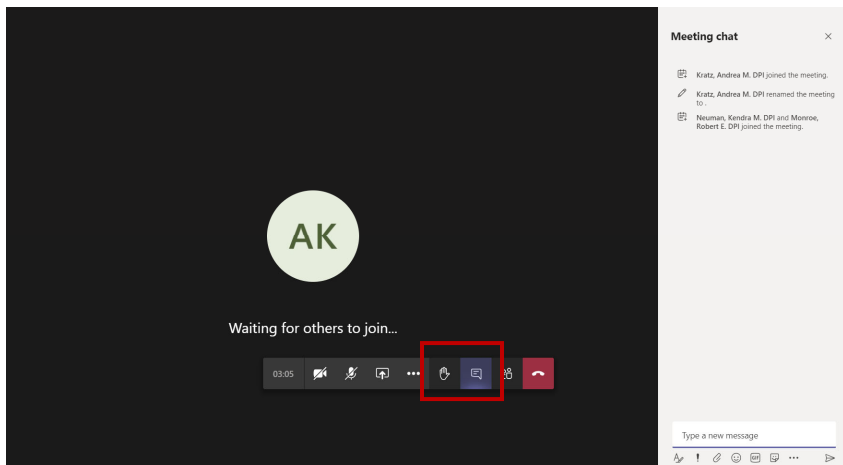d) None of the above. All of the above are allowable ways to identify SNSP pupils.

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- **Determine if the pupil belongs on Schedule 2, 3, or 4 of the 2023-24 Choice or SNSP Enrollment Audit and give the appropriate reason.**
- **Individuals completing this training to meet the OAS Auditor Access Training requirement must put one item they identified in the chat.**

MPCP Pupil Information Report

Last Name	First Name	DOB	Grade
Jones	Elaine	8/31/2019	K5
Johnsons	Nick	2/3/2016	2
Matthews	Aaron	4/28/2013	5
Smith	Suzie	8/15/2008	8
James	Jesse	5/30/2006	10

SNSP Pupil Information Report

Last Name	First Name	DOB	Grade
Smith	Suzie	8/15/2008	8

Official Attendance Records

Last Name	First Name	Grade	Program
Jones	Elaine	K5	MPCP
Johnson	Nick	2	MPCP
Matthews	Aaron	5	MPCP
Smith	Suzie	8	SNSP

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Questions?

1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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Pupil Count Procedures

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All Pupil Count

- Schools must include ALL pupils at the school in grades K4-12, even if a particular grade is not offered to Choice or SNSP students.

- If the school holds any grade, such as K4, for the public school district do not include:
  - The pupils in the all pupil count,
  - The costs for the pupils in the eligible education expenses (the costs will still be in total costs), or
  - The revenue as offsetting revenue.

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All Pupil Count (cont)

- The all pupil count for the SNSP and the Choice programs must be the same.

- If the K4 or K5 are available grades for the Choice program or SNSP, they must be identified as educational programming.

- If the school has kindergarten age students enrolled in day care, they are not included in the all pupil count.

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All Pupil Count (cont)

- In order to add a K4/K5 Grade:
  - The grade must fully accredited (if the rest of the elementary grades are fully accredited) or the grade must be preaccredited (if the other elementary grades for the school are preaccredited) unless the school is only in the SNSP and approved as a private school by the state superintendent.
  - The pupils in the grade cannot be enrolled in the public school district and attending the private school as a partnership/contract pupil.
  - The grade must have the minimum number of instructional hours.
  - The school must consider the students enrolled in educational programming rather than child care.
  - The school must have attendance records in the SIS that support the attendance for the grade.
- If the auditor determines K4 or K5 should be added, the auditor must email DPI requesting approval to add K4 or K5 prior to submitting the Enrollment Audit.

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Non Choice/SNSP Students Testing Completed

Not Included in the All Pupil Count:

- Child care participants compared to Choice/SNSP pupils per official attendance records.
- School district contract pupils compared to Choice/SNSP pupils per official attendance records. This includes K4 pupils if the K4 program is through the public school district.

Included in the All Pupil Count:

- Tuition-only paying students compared to Choice/SNSP pupils per official attendance records.
- Students participating in a different program.

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All Pupil-Total Count Testing

- Non-Choice/SNSP pupils must meet the same count requirements as Choice/SNSP pupils

- Verify that the all pupil count by grade category per the official attendance records equals the all pupil count by grade category in the "Per DPI" column on Schedule 1-1 of the Enrollment Audit when the school is selected on the cover page.

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All Pupil-Pupil Testing

- Sample at least 60 Non-Choice/SNSP pupils from classroom records and trace to the official attendance records
    - Less than 60-sample all
    - For each error identified test an additional 60 pupils
- Ensure the selected pupils are included in the "All Pupil" count per the attendance records and NOT identified as Choice/SNSP pupils

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All Pupil Count

Line	All Pupils	Per DPI	Per Examination	Variance	All Pupil Count Exceeds Choice Pupil Count
			ENROLLMENT COUNT—ALL PUPILS		
1	4 Year-Old K/437 Hours	0		0	OK
2	4 Year-Old K/437 Hours + 87.5 Hrs Outreach	0		0	OK
3	5 Year-Old K/.5 Day	0		0	OK
4	5 Year-Old K/3 Day	0		0	OK
5	5 Year-Old K/4 Day	0		0	OK
6	5 Year-Old K/5 Day	0		0	OK
7	Grades 1-8	0		0	OK
8	Grades 9-12	0		0	OK
9	**Total All Pupils**			0	0

- The "Per DPI" numbers will automatically fill in once the school is selected on the cover page. These are based on the numbers the school's Choice/SNSP administrator reported to the DPI in the pupil count reports.

- The auditor should insert the total number of pupils at the school who met the count requirements based on the pupil testing into the "Per Examination" column.

- An error will show if the All Pupil count is less than the Choice/SNSP pupil count.

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Review Question

Which of the following students should be included in the all pupil count?

Individuals completing this training for the OAS Access Training Requirement must put in the chat which of the below would NOT be included in the all pupil count.

1. Pupils participating in SNSP	
2. Tuition paying pupils	
3. Pupils in day care	
4. Pupils on scholarship	
5. Pupils in second grade if the school does not provide second grade as an option for Choice or SNSP	
6. Pupils that are attending K4 in the private school and enrolled in the public school district K4 program	

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PI-1207 vs All Pupil Count (September Only)

- The All Pupil count must match the PI-1207.

- The count requirements used in the PI-1207 are the same as those used for the Choice/SNSP 3rd Friday in September count report.

- If the numbers do not match, the school must revise the numbers and the auditor will need to verify the change was made.

- Retain the copy in the workpapers.

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Tuition-Choice Only (Agreed-Upon Procedures)

- A private school participating in the Choice program **may** charge or receive additional payments for the following pupils participating in the Choice program.
    1. Students in grades 9-12, AND
    2. With a family income of **more** than 220% of the federal poverty level.
- The school determines whether income for pupils in grades 9-12 is over 220% of the federal poverty level.
    - The determination must be consistent with the income determination completed for the program, including giving a $7,000 deduction to married individuals.
    - An optional form to complete the tuition determination is available on the Choice website.

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Tuition-Choice Only

- The school must establish a process for the governing body of the school to accept appeals regarding determinations to charge tuition.

- See the Student Tuition and Fees Bulletin on the Choice website for additional information.

- Tuition may not be charged to K4-8 students.

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Tuition Testing – Choice Only

- If the school indicates it does not charge tuition to any Choice students, ensure that no tuition was charged.

- If the school charges tuition to any Choice students:
  - Review the school policy regarding charging tuition to Choice students and ensure it includes a process for determining that the family income is above 220% of the federal poverty level and includes an appeal process.
  - Ensure Choice students in K-8 were not charged tuition.
  - Ensure Choice students in 9-12 were only charged tuition if their income met the 220% requirement.

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Knowledge Check

Which of the following are requirements for charging tuition for the Choice programs? (There may be multiple answers.)

a. The student is in 9-12th grade.

b. The family completes the Tuition Income Determination form to determine income eligibility.

c. The family income is above 185% of the federal poverty level.

d. There must be an appeal process for charging tuition.

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Questions?
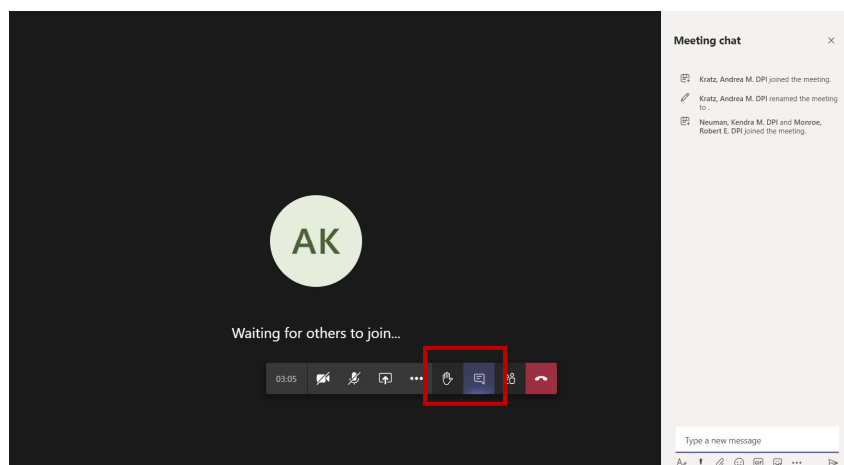
1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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K4 Parental Outreach

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4-Year Old Kindergarten FTE

- Four year-old kindergarten (K4) pupils are generally counted as 0.5 FTE.

- If the school provides an additional 87.5 hours of parental outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.

- If the school provided K4 parental outreach or the school wants to add K4 parental outreach, the auditor will need to complete testing to ensure the school has provided or will provide, based on their planned K4 outreach activities, at least 87.5 hours of K4 parental outreach activities.
  - WPCP, RPCP, and SNSP schools that want to add K4 parental outreach must first get approval from the DPI to add K4 outreach due to the way these programs are funded.

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K4 Parental Outreach General Requirements

- The activities must be for the benefit of the **parent** and have an **educational component** for the parent in **their role as a parent.**

- The activities must be available to all K4 parents.

- If the teacher has a meeting with a K4 parent related to a student issue, that is not K4 parental outreach.

- The activities must be above and beyond the activities offered to all grades at the school.

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K4 Parental Outreach General Requirements (cont)

- The activities provided must be separate from direct instructional hours.

- Volunteer and fundraising are not allowed K4 outreach activities.

- At least one K4 parent must attend the event/complete the activity in order for the school to include the outreach activity in their total hours.

- The school must maintain a log that should include the name of the activity, the date, the name of the teacher/staff person who facilitated the activity, and the names and signatures of the parent(s) who participated in the activity.

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K4 Parental Outreach – Determining the Time to be Counted

- The hours are determined based on the amount of K4 parental outreach time provided to one parent. For example, if the school provides a 1 hour training that 20 parents attended or completed, the activity is worth 1 hour not 20 hours.

- Do not include the time it takes a teacher to drive or prepare for the activity.

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K4 Parental Outreach Activity Review- Example of Acceptable Activities

- Home Visits

- Orientation into and out of kindergarten

- Parent education classes

- Newsletters

- Take home activity bags

- Additional information is in the K4 Outreach bulletin listed on DPI's website at: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins.

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K4 Parental Outreach Reporting

	K4 PARENTAL OUTREACH	
19	Has the school provided or will it provide by the end of the school year at least 87.5 hours of permitted K4 parental outreach activities? *If the school does not have K4 students, insert N/A.*	

• Identify if the school is planning on or has completed the required activities.

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K4 Parental Outreach Changes

	ENROLLMENT COUNT—CHOICE PUPILS	

The total counts below will automatically update based on the Choice pupil counts in Schedule 1-2. The "Per Examination" count is the "Per DPI" count minus "Ineligible Pupils" plus "Pupil Grade Changes" plus "Pupil Additions". Final determination regarding the eligibility of such pupils is made by the DPI.

					Variance		
Line	Choice Pupils	Per DPI	Per Examination	Outreach Change	Ineligible Pupils	Pupil Grade Changes	Pupil Additions
10	4 Year-Old K/437 Hours	0	0	0	0	0	0
11	4 Year-Old K/437 Hours + 87.5 Hrs Outreach	0	0	0	0	0	0

• Outreach Disallowed: If the auditor indicates that the school did not meet the K4 parental outreach requirements, the K4 pupils will move to the K4 without outreach category in the "Outreach Change" column.

• Outreach Added: If the auditor indicates the school is providing K4 outreach when it didn't previously, the K4 pupils will move to the K4 + 87.5 hours outreach category in the "Outreach Change" column.

• If there is a K4 change, the auditor must ensure the all pupil count is also changed.

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Knowledge Check

Which of the following activities is an allowable K4 parental outreach activity?

a. The K4 teacher spends time with Johnny's family to help Johnny improve in the classroom.

b. K4 parents volunteer in the K4 classroom.

c. Parent-teacher conferences provided to all grades at the school.

d. Take home activity bag that teaches the K4 parents how to help their child to read.

e. K4 family fun night with a bouncy house and craft activities for the K4 pupils.

f. GED exam preparation course for the K4 parents.

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Knowledge Check

The K4 teacher does home visits twice a year. All teachers do a home visit in fall but the spring home visit is only done by the K4 teacher. The K4 teacher visits 20 pupils in fall and 18 pupils in spring. Each visit is half an hour. It takes the teacher an average of 15 minutes to prepare for each visit and 15 minutes to drive to each house. How much time is eligible K4 outreach?

a) 19 hours

b) 9 hours

c) Half an hour

d) One hour

e) Two hours

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88

Questions?
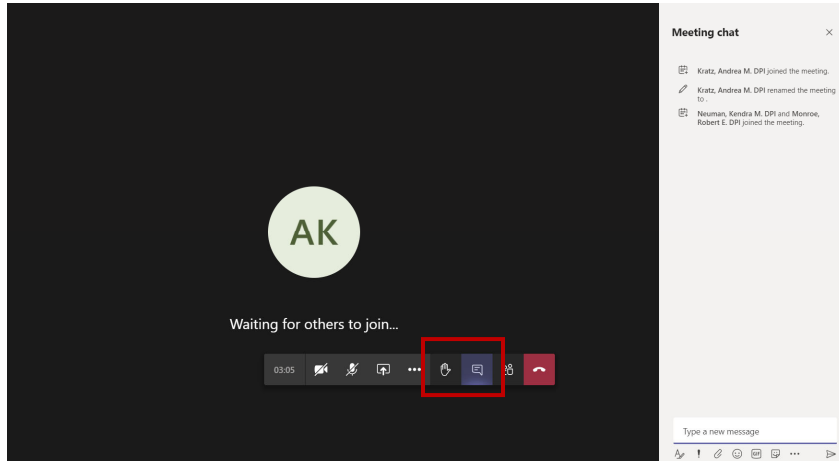
1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

89

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Waiting List Students

MPCP & RPCP waiting lists are school maintained
WPCP waiting lists are DPI maintained

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Waiting List Students: All Choice Programs

• Students on a waiting list in the prior year with an eligible application do not need to provide income documentation when applying for the next school year in the same Choice program.

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School Waiting List: MPCP & RPCP Only

• The school's waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat.

• It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

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September School Waiting List: MPCP & RPCP Only

- The auditor obtains the school maintained waiting list and reviews the applications to determine if they are eligible.

- DPI provides a Waiting List Report with the pupils identified by the school as being on the waiting list. The auditor compares the report to the school's waiting list.

- Any permitted corrections to applications received through the September open application period must be completed by December 15th.

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January School Waiting List: MPCP & RPCP Only

- If any students were added to the waiting list since September, the additional students will need to be tested.

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September Waiting List Students: WPCP Only

- The DPI will provide the list of waiting list students to the auditors through OAS.

- WPCP waiting list pupils are only tested for the school that is their highest preference.

- The auditor must review the application to determine if they are eligible.

- An auditor can only find a WPCP waiting list application ineligible if the application is ineligible. If this is the case, the auditor should identify the application related ineligibility reason in the Enrollment Audit.

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Waiting List Testing (Sch 2 & 3)

- List any ineligible pupils on Schedule 2 or pupils with corrections on Schedule 3.

- Add a "W" to the "Wait" list column for wait list students.

Grade (a)	Wait	App #/ Family ID #	Pupil First Name (a)	Pupil Last Name (a)	Program	Corrected Grade	Corrected Pupil First Name	Corrected Pupil Last Name	Required DPI Application Information Correction(s) Indicate what must be corrected and the correct information. Grade and pupil name changes must be specified in the Audit columns for Grade, Pupil First Name, and Pupil Last Name.

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Ineligible Student Reason – MPCP & RPCP Only

- If any pupils are identified that should be removed from the OAS waiting list, the pupil should be listed in Schedule 2 with an indicator of "W" in the wait column.

- Ineligibility Reason: The pupil was inappropriately included on the waiting list.

- Since the WPCP waiting list is maintained by the DPI, this ineligibility reason should not be used for the WPCP. If a parent has provided a letter to the school withdrawing a pupil from the WPCP waiting list, the school must email DPI as explained in the Application Process Bulletin.

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Waiting List Testing (Sch 4)

- List any added pupils on Schedule 4. Only MPCP and RPCP pupils may be added to the waiting list on Schedule 4 since DPI maintains the WPCP waiting list.

- Add an "X" to the "Insert "X" if Pupil Added to Waiting List" column for a student added to the wait list.

Line	Audited Grade	App #/ Family ID #	Audited Pupil First Name	Audited Pupil Last Name	Program	Insert "X" if Pupil Added to Count	Insert "X" if Pupil Added to Waiting List	Required DPI Application Information Correction(s) Indicate what must be corrected and the correct information. If no changes are required indicate "None" below. Note: only corrections for pupils being added should be included on this schedule.
1								

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School Waiting List Testing

	WAITING LIST					

If any pupils on the waiting list are determined ineligible on Schedule 2 or should be added to the waiting list on Schedule 4, then the pupil must be identified as being on the waiting list as required on that schedule. The "Per Examination" count is the "Per DPI" count minus "Ineligible Pupils" plus "Pupil Additions" from Schedule 4. Final determination regarding the eligibility of such pupils is made by the DPI.

				Variance	
Line	Choice Pupils	Per DPI	Per Examination	Ineligible Pupils	Pupil Additions
20	Total MPCP Pupils	0	0	0	0
21	Total RPCP Pupils	0	0	0	0
22	Total WPCP Pupils	0	0	0	0

• Any waiting list pupils included as ineligible on Schedule 2 or added on Schedule 4 will automatically be included at the bottom of Schedule 1-1.

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Choice Waiting List Activity

The following is determined as part of the September Enrollment Audit. Determine what, if any, changes need to be reported to DPI. For these examples, the application met the eligibility requirements.

For individuals completing this training for the OAS Auditor Access Training, insert each number and if it would be reported in the Enrollment Audit in the chat.

Program	On Waiting List Report in OAS	Information Determined Through Enrollment Audit Procedures	Report removal or add of waiting list application on Enrollment Audit?
MPCP or RPCP	No	**1.** The student was on the school's Choice waiting as of the 3rd Friday in September. The student was offered a Choice seat on September 30th.	
MPCP or RPCP	No	**2.** The student was offered a Choice seat on September 1 and declined the seat. The student returned on October 1 indicating they would like to participate in the Choice program.	
WPCP	No	**3.** Per the school the student is on the school's Choice waiting list. The auditor confirms the student has a Choice application at the school in OAS that is in verified status.	
WPCP	Yes	**4.** The school indicates the parent told them they no longer want to attend the school.	
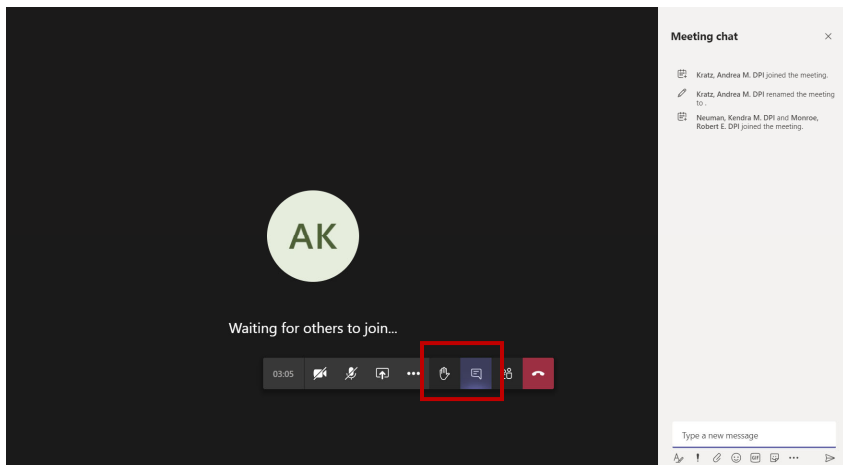
100

100

Questions?

1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

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Choice and SNSP Summer School

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Summer School Requirements

School Program Requirements:

• Includes at least 19 days of instruction.

• Each day must have at least 270 minutes of instruction.

Classes taught by Title I teachers may not be included.

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Summer School Payments to Schools

• The summer school payment amount is based on the number of pupils that meet the attendance requirements for summer school.

• The payment amount is 5% of the maximum prior year per student state aid amount.

  • If a student attends at least 15 days they will receive the maximum payment.

  • If a student attends less than 15 days, they will receive a prorated amount.

• Eligible schools will receive the summer school payment via ACH by the end of November.

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Summer School Testing - September Enrollment Audit Only

- Ensure the school requirements are met.

- Obtain the summer school report submitted, select a sample of students, and ensure that the number of days in attendance agrees with the attendance records.

- Include changes to summer school pupils on Schedule 6. You will need to include the days attended from the summer school report and then the revised audited days attended.

- See the summer school bulletin at https://dpi.wi.gov/parental-education-options/choice-programs/bulletins for further information.

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Summer School Attendance Requirements

- The school can include a pupil as in attendance for a day of summer school if the pupil attends at least one class for that day that is not funded through Federal Title programs.

- If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the September Enrollment Audit.

- The school must have attendance records that document who was in attendance for each day based on the school's policy. These records should be by class, identify the instructor, and list the attendance for each student by day.

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Summer School Required Reporting

Attendance Data in Summer School Count Report	Attendance Data Based on Audit Procedures Performed	Required Reporting
Student attended summer school 15 or more days.	Number of days reported incorrect, but pupil still attended 15 or more days.	No reporting required.
Student attended summer school 15 or more days.	Number of days reported incorrect and pupil attended less than 15 days.	Include the pupil in Summer School Schedule of the Enrollment Audit Excel document.
Student attended summer school less than 15 days.	Number of days reported is incorrect.	Include the pupil in Summer School Schedule of the Enrollment Audit Excel document.

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Summer School – Schedule 6

As a result of your review , does the summer school program have at least 19 days that have at least 270 minutes of non-Title I instruction? *Select N/A if the school doesn't offer summer school.*	
As a result of your review , are there changes to the summer school counts? *Select N/A if the school doesn't offer summer school. If Yes is selected, complete the Summer School Pupil Changes schedule below.*	

- Indicate if the school met the requirements for summer school.

- Indicate if there are changes to the summer school counts.

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Summer School – Schedule 6

Line	Summer School Grade	App #	Pupil First Name	Pupil Last Name	Program	Reported Days Attended	Audited Days Attended
			SUMMER SCHOOL PUPIL CHANGES				
1							
2							

Error Check

Student Information Missing	Reported Days Attended Missing	Pupil Incorrectly Included	Audited Days Attended Missing
		No	
		No	

- Enter data for each pupil with changes to dates reported attended. (see prior slide)

- Error checks by line to indicate if data is complete.

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Knowledge Check

Which of the following would NOT be reported in Schedule 6 of the Enrollment Audit?

a) The school did not provide at least 270 minutes of summer school instruction for 19 days.

b) A Choice student that the school reported in the Summer School Pupil Count Report as attending 25 days actually attended the school 16 days per the Enrollment Audit procedures.

c) The school reported a Choice student as attending K4 in the Summer School Count Report and the student attended K5 based on the Enrollment Audit Procedures.

d) A Choice student that the school reported in the Summer School Pupil Count Report as attending 10 days actually attended the school 11 days per the Enrollment Audit procedures.

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Report Finalization

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Error Review

• Review all errors and resolve any issues identified.

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Error Report - Errors on All Reports

?	1. Schedule 1-1: The All Pupil count is greater than the Choice pupil count for one or more FTE categories.	OK
?	2. Schedule 3: Number of eligible, corrected applications that did not require a change to DPI's application information is not completed.	ERROR
?	3. Schedule 1: K4 parental outreach question has not been answered.	ERROR
?	4. Schedule 2: Required information for pupils has not been completed.	OK
?	5. Schedule 3: Required information for pupils has not been completed.	OK
?	6. Schedule 4: Required information for pupils has not been completed.	OK

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Error Report - Choice September Only Errors

?	7. Sample Information: Required sample has not been completed.	OK
?	8. Schedule 6: Summer school program requirements question has not been answered.	ERROR
?	9. Schedule 6: Summer school pupil changes question has not been answered.	ERROR
?	10. Schedule 6: Summer School information is not complete or pupil included in incorrectly included column.	OK
?	11. Schedule 2: WPCP waiting list pupil incorrectly identified as ineligible	OK
?	12. Schedule 4: WPCP waiting list pupil incorrectly identified as an add to the waiting list	OK

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Choice Schedule 5 – Tentative Payment Eligibility Calculation

		MPCP		RPCP		WPCP		Total	
	K-8 GRADE PAYMENT ELIGIBILITY								
Ln	Choice Pupil Count Categories	Pupil Count	FTE	Pupil Count	FTE	Pupil Count	FTE	Pupil Count	FTE
1	4 Year-Old K/437 Hrs (.5 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
2	4 Year-Old K/437 Hrs + 87.5 Hrs Outreach (.6 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
3	5 Year-Old K/.5 Day (.5 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
4	5 Year-Old K/3 Day (.6 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
5	5 Year-Old K/4 Day (.8 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
6	5 Year-Old K/5 Day (1.0 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
7	Grades 1-8 (1.0 FTE)	0	0.0	0	0.0	0	0.0	0	0.0
8	Total Pupil Count and FTE Sum Lines 1 -7	0	0.0	0	0.0	0	0.0	0	0.0
9	K4-8 Payment Rate (50% of $8336)	$	4,168.00	$	4,168.00	$	4,168.00	$	4,168.00
10	K4-8 Payment Eligibility Ln 8 x Ln 9	$	-	$	-	$	-	$	-
	9-12 GRADE PAYMENT ELIGIBILITY								
11	Grades 9-12 (1.0 FTE)	0	0.0	0	0.0	0	0.0	0.0	0.0
12	9-12 Payment Rate (50% of $8982)	$	4,491.00	$	4,491.00	$	4,491.00	$	4,491.00
13	9-12 Payment Eligibility Ln 11 x Ln 12	$	-	$	-	$	-	$	-
	TOTAL HEADCOUNT AND FTE								
14	Total Headcount and FTE Sum Lines 8 and 11	0	0.0	0	0.0	0	0.0	0.0	0.0
	TENTATIVE AMOUNT DUE FROM (TO) STATE								
15	Payment Eligibility - Excluding Summer School Sum Lines 10 and 13	$	-			$	-	$	-
16	Total Sept & Nov Choice Payments Issued Excluding Summer School								
17	Amount Due From (To) State Excluding Summer School Ln 15 Less Ln 16	$	-	$	-	$	-	$	-
18	Total Summer School Payment Eligibility	$	-	$	-	$	-	$	-
19	Summer School Payment Issued	$	-	$	-	$	-	$	-
20	Amount Due From (To) State for Summer School Ln 18 Less Ln 19	$		$		$		$	
21	Amount Due From (To) State Lines 17 and 20	$	-	$	-	$	-	$	-

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SNSP Schedule 5 – Headcount and FTE Per Examination

	Schedule 5: Headcount and FTE Per Examination						
		TOTAL HEADCOUNT AND FTE					
		Full Scholarship		Partial Scholarship		Total	
Ln	Line Description	Pupil Count	FTE	Pupil Count	FTE	Pupil Count	FTE
1	4 Year-Old K/437 Hours (.5 FTE)	0	0.0	0	0.0	0	0.0
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE)	0	0.0	0	0.0	0	0.0
3	5 Year-Old K/.5 Day (.5 FTE)	0	0.0	0	0.0	0	0.0
4	5 Year-Old K/3 Day (.6 FTE)	0	0.0	0	0.0	0	0.0
5	5 Year-Old K/4 Day (.8 FTE)	0	0.0	0	0.0	0	0.0
6	5 Year-Old K/5 Day (1.0 FTE)	0	0.0	0	0.0	0	0.0
7	Grades 1-8 (1.0 FTE)	0	0.0	0	0.0	0	0.0
8	Grades 9-12 (1.0 FTE)	0	0.0	0	0.0	0	0.0
9	Total Headcount and FTE Sum Lines 1 to 8	0	0.0	0	0.0	0	0.0

The total headcount and FTE shown is subject to final determination by the DPI and may be changed upon the DPI's review of the report.

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Choice Report Cover Page – Summary of Results

	IV. SUMMARY OF RESULTS			
			Counted	**Waiting List**
1) Change in all pupil count	No			
2) K4 parental outreach result	No K4 Parental Outreach Change			
3) Schedule 2: Ineligible Pupils				
4) Schedule 3: Applications Requiring Corrections				
5) Schedule 4: Pupil Additions				
6) Applications with auditor identified corrections that had correct information in OAS			0	N/A
7) Number of family applications with instances of income and/or residency related errors			0	N/A
8) Schedule 6: Summer school result	No Summer School Change			

Ensure the counts on the summary table match the schedules submitted with the report.

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Choice Report Cover Page

I. GENERAL INFORMATION		
School Name		
School City		
Name of Choice Administrator of Record *Typed*		
Program Name(s)		

	Milwaukee Parental Choice Program (MPCP)
	Racine Parental Choice Program (RPCP)
	Wisconsin Parental Choice Program (WPCP)

II. REPORT CONTACT PERSON	
Name of Contact Person at School Regarding Report	Email address

III. SIGNATURE	

I HEREBY CERTIFY, as the Choice administrator, that I have reviewed and accepted the enrollment information contained in this report on behalf of the school's operating organization, except as discussed in my attached letter. I have provided the auditor with all application related documentation for students on Schedule 2 (ineligible pupils), Schedule 3 (applications requiring corrections) and Schedule 4 (pupil additions).

Choice Administrator Original Signature *Designee not Permitted*	Date Signed *Mo./Day/Yr.*

Choice administrator to manually check √ here if letter attached from the school indicating anything in the Enrollment Audit that the school does not agree with. ▶

Requires signature of Choice Administrator →

Choice Administrator can indicate if they disagree with the findings.
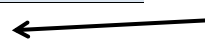
118

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Certification Letters

- Once the DPI has reviewed and made any necessary changes to the enrollment audits, certification letters are sent.

- Certification letters are sent for each enrollment audit.

- The DPI will pay any amounts owed to the school via ACH. If the school owes the DPI, the DPI will either net any amounts owed to the DPI with future SNSP/Choice payments or require payment of the amount owed via check in certain cases.

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Common DPI Findings - Report Related

- K4 outreach is not properly disallowed.

- **All** ineligibility reasons are not noted on Schedule 2.

- The auditor didn't maintain the supporting application documentation for all pupils on Schedule 2, 3, or 4 in the workpapers.

- The reasons for eligibility or ineligibility are not fully visible.

- The values on the cover page "Summary of Results" table do not match the data in the submitted report.

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September Enrollment Audit Activity

Which schedule would the following pupils be reported on in the September Enrollment Audit-Schedule 2, Schedule 3, or Schedule 4?

Pupil Description	Schedule?
1. An eligible program pupil attends the school on September 1st. The pupil is in the hospital from September 2nd through October 15th. The student did not attend another school while they were in the hospital and was not homeschooled. On October 16, the pupil returns to the school. The school did not report the pupil on the 3rd Friday in September Count Report because the pupil did not meet the attendance requirements at the time the report was submitted.	
2. A pupil was included in the 3rd Friday in September Pupil Count Report by the school. The student's name needs to be corrected.	
3. A pupil included on the 3rd Friday in September Pupil Count Report is determined ineligible for the program because they reside outside of Wisconsin.	
4. A pupil included on the 3rd Friday in September Pupil Count Report begins attending a different school in December.	

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Knowledge Check

Who is required to sign the Choice Enrollment Audit cover page?

    a.   The head of the board for the school.

    b.   The pastor for the school.

    c.   The Choice administrator.

    d.   The Choice designee.

    e.   The SNSP administrator.

    f.   The Choice administrator or Choice designee.

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Choice Available Resources

- Bulletins Webpage at: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins
  - K4 Parental Outreach Bulletin
  - Summer School Bulletin
  - Student Tuition and Fees Bulletin
- School Training webpage at: https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training
- Auditor Training webpage at: https://dpi.wi.gov/parental-education-options/choice-programs/auditor-trainings
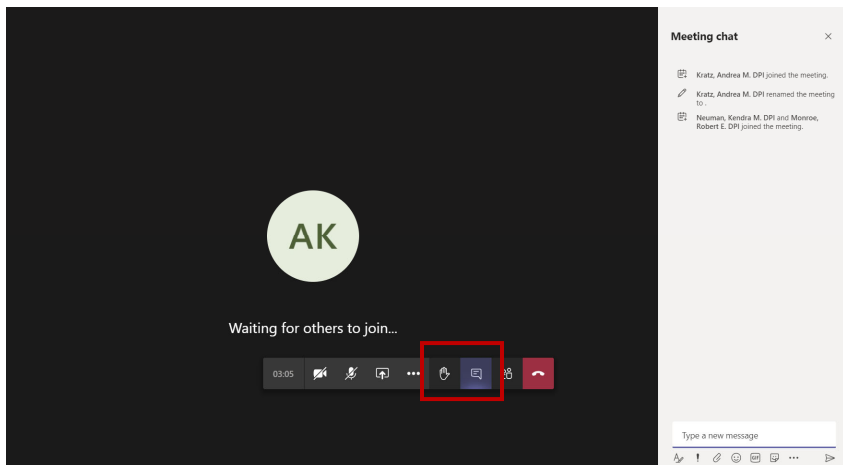
123

123

SNSP Available Resources

- Bulletins Webpage at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins
  - K4 Parental Outreach Bulletin
  - Summer School Bulletin
  - Criminal Background Checks Bulletin
- School Training webpage at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training
- Auditor Training webpage at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor-trainings

124

124

Questions?

1) Raise your hand. When called on, we will unmute you so you can to ask the question.

OR

2) Enter questions in the chat by pressing the speech bubble icon and typing in your question.

125

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