

SNSP Overview, Applications & Transfer Request Training

The handouts are available at:

<https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor-trainings>

Andrea Kratz
School Finance Auditor
July 2024

1

Administrative

- All participants have been muted.
- If you are having audio issues, please use this information for audio only:

+1 608-620-9781

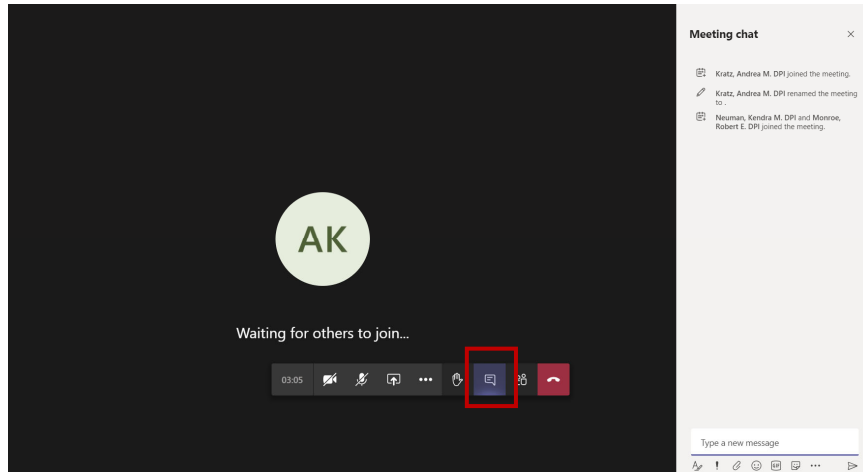
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This session is **not** being recorded.

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Technical Assistance



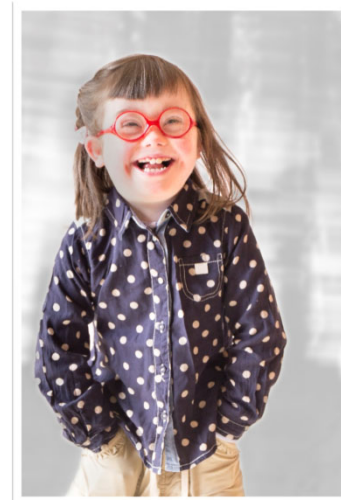
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3

3

Agenda

- Payment Process
- Audit Process
- Financial Information and Surety Bond Requirement
- Application and Transfer Request Receipt Overview
- Student Application Requirements
- Transfer Request Forms Requirements
- Residency Requirements
- Application Corrections & General Ineligibility Reasons
- IEP/Services Plan Implementation & IEP Reevaluations
- Application & Transfer Request Activity



4

4

What is the SNSP?

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.



5

5

SNSP Law & Statute

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

6

6



Payment Process

7

FTE Determination

- FTE means full-time equivalent and is used to calculate the payment amount per Special Needs Scholarship Program (SNSP) student.
- Students in grades 1 -12 are counted as 1.0 FTE.

8

8

5-Year Old Kindergarten FTE

- Five year-old kindergarten (K5) pupils are counted as:
 - 0.5 FTE if attending less than full-time but at least 437 hours a school year.
 - 0.6 FTE if attending 3 full days of instruction each week.
 - 0.8 FTE if attending 4 full days of instruction each week.
 - 1.0 FTE if they attend school five full-days a week.

9

FTE Determination (cont.)

- Four year-old kindergarten students are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of parental outreach activities for the parents of four year-old kindergarten students, the school may count the students as 0.6 FTE.
- See the K4 Parental Outreach Activities Bulletin on the Bulletin webpage and the training on the training webpage for more information.

10

Overview of SNSP Program Funding



The schools receive a payment for eligible SNSP pupils.



At the end of the year, the total payments received for eligible SNSP pupils are compared to the school's actual net eligible education expenses for the SNSP.



The difference between the SNSP payments received and the school's actual net eligible education expenses is the SNSP Reserve balance.



The school must maintain a cash and investment balance that is at least as much as this amount for future SNSP eligible education expenses.

11

11

Payment Process

- The September payment is 25% of the annual FTE SNSP payment amount for each eligible pupil on the Preliminary Enrollment Report.
- The November payment is 50% of the annual FTE SNSP payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.
- The February & May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Count Report and class list.

12

12

SNSP Only: Actual Costs Incurred Pupil Payment Option

- A school participating in the SNSP has the **option** to receive a SNSP payment for a pupil based on the cost to provide **special education** for that SNSP pupil in the previous school year. The school may choose to use this option for none, some or all of its SNSP pupils.
- A school that would like a payment for a pupil in the 2024-25 school year using this option must provide a Statement of Actual Cost that indicates the actual special education costs incurred for the pupil for the 2023-24 school year while the pupil was participating in the SNSP. The school must provide supporting documentation for the costs. This statement is due by the 3rd Friday in July.

13

13

Actual Costs Incurred Pupil Payment Option (cont)

- If the school submits a 2023-24 Statement of Actual Cost, the 2024-25 scholarship amount will be the amount on the statement of actual costs up to 150% of the regular student payment amount plus 90% of the amount on the 2023-24 Statement of Actual Cost over 150% of the regular student payment.

14

14

SNSP Actual Costs Incurred Pupil Payment Option Example

- Amount included in voucher amount at 100%:

Description	Amount
Full Scholarship Amount	15,000
Times: 150% of Full Scholarship Amount	x 1.5
Amount Paid at 100% <i>If a student's cost in the Statement of Actual Cost is less than this amount, the full amount is paid at 100%</i>	22,500

- For any amount above \$22,500, 90% will be included in the student's per pupil amount.

Assumes voucher amount of \$15,000 annually for example purposes only.

15

15

Preliminary Enrollment Report

- Provide a list of the pupils enrolled in each program at the school at the beginning of the school year.
- If the school has pupils that are continuing SNSP pupils from the previous year, the school must identify if the pupils were determined to no longer have a disability in the prior year.
- Due by the last weekday in August.

16

16

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

- Provide the total number of all pupils and SNSP pupils at the school.
- A pupil should be included on these reports if one of the following apply:
 - Pupil was in attendance for instruction on the count date; or
 - The pupil was absent on the count date, but attended the school for instruction at least one day during the school term prior to the count date and at least one day after the count date and was not enrolled in another school or homeschooled during his or her absence.
- The 3rd Friday in September pupil count report is due by the last weekday in September. The 2nd Friday in January pupil count report is due by the last weekday in January.

17

17

SNSP – Student Applications, Transfer Requests & Count Reports

- Applications and transfer requests are submitted through the SNSP Portal.
- Count reports are submitted in Excel using a secure content communication platform called Kiteworks.
- Confirmations are provided to the auditor on the auditor authorization form through Kiteworks.

18

18

Auditor Selection

- Auditor Authorization Form must be submitted before DPI can disclose any school or student information to the school's audit firm.
- The Program administrator, auditor, and head of the governing board (or owner for the Choice form) must sign and date the form.
- This form can be submitted electronically to the email in the instructions and does not require original signatures.

I. SCHOOL INFORMATION			
Name of School			
School Street Address <i>No PO box. Not billing/Church address</i>		City	WI ZIP
Name of SNSP Administrator	SNSP Administrator Signature	Date Signed Mo./Day/Yr.	
II. AUDITOR AGREEMENT			
The auditor, by providing an authorized signature below, agrees to comply with all requirements of Wis. Stat. 115.7915 and Wis. Admin. Code PI 49 and acknowledges being aware that the Department of Public Instruction will rely on the auditor's work in making payments to the school. The auditor further acknowledges a duty not to provide individual pupil information to or discuss such information with anyone except school staff and the Department of Public Instruction.			
Name of Certified Public Accounting Firm "Auditor"		CPA Firm Credential Number	Phone Area/No.
Accounting Firm Mailing Address		City	State ZIP
Name of Individual at Firm Authorized to Accept Engagement		CPA Credential Number	E-mail Address of Authorized Individual
Signature of Individual Authorized to Accept Engagement		Date Signed Mo./Day/Yr.	
III. SCHOOL INFORMATION RELEASE AUTHORIZATION			
WE HEREBY CONFIRM that the above identified Certified Public Accounting Firm has been engaged to provide reports to the Wisconsin Department of Public Instruction as required by Wis. Stat. 115.7915 and Wis. Admin. Code PI 49. The Wisconsin Department of Public Instruction is hereby authorized to release information regarding the school and its pupils directly to the above named auditor. The management of the operating organization, if applicable, and the school recognize that no SNSP payments can be made to the school if the auditor is not eligible to practice public accounting in the State of Wisconsin at the time of report issuance, and that failure to provide required reports may result in termination from the SNSP.			
Name of Head of Governing Board		Phone Area/No.	
Signature of Head of Governing Board		Date Signed Mo./Day/Yr.	

19

Auditor Selection (cont)

- A separate Auditor Authorization form is required for SNSP and Choice.
- The SNSP Auditor Authorization Form is available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/auditor>.
- See the 2024-25 List of Schools at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications/24-25>. Schools with an asterisk in front of their name are new to SNSP in the 2024-25 school year.
- The forms should be submitted to snsps@dpi.wi.gov (for SNSP) and dpichoicedauditreports@dpi.wi.gov (for Choice) by August 15, 2024 for new SNSP/Choice schools.
- Schools continuing in the SNSP only need to provide this form if they change auditors.

20

20

Knowledge Check

If a student is absent on the count day, they can be included in the count if:

- a. They were present the week prior to the count day
- b. The parent called in and it is an excused absence
- c. The student is present any day before and any day after the count date and was not at another school or homeschooled during the period of absence

21

21

Knowledge Check

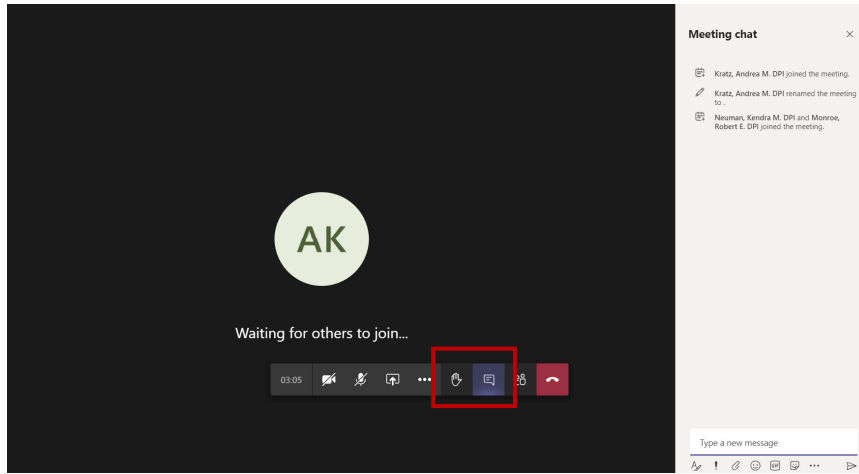
Who is able to view and download the SNSP confirmations from Kiteworks?

- a. The auditor listed on the auditor authorization form.
- b. Anybody at the school and any individual at the school's audit firm.
- c. Any individual at the school's audit firm.

22

22

Questions?



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

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

23

23

Financial Information & Surety Bond Requirement

24

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board or SNSP administrator.
- Submitted in the Portal.
- Due annually by the first weekday in March.

25

25

Notice of Intent to Participate (cont)

- SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades that it makes available for SNSP pupils*. The school may choose to offer SNSP scholarships in only some of its grades. The school can only take applications or transfer requests for grades they have identified as available SNSP grades.
- The schools designate how many scholarships they have available for each grade category in the ITP.

*Schools using the Private School Requirements form option must meet the requirements for all grades offered.

26

26

Financial Information & Surety Bond

- If a private school reports in its ITP that it expects to receive at least \$50,000 in SNSP scholarships, the private school must submit one of the following to the department:
 - Financial Information;
 - Surety Bond.

27

27

Financial Requirements

- The school must not have any indicators that it will not be able to repay the full expected SNSP scholarship amount.
- The DPI will review the school's information to determine if the financial requirements are met. The requirements relate to:
 - A budget and cash flow report,
 - The school's financial audit, and
 - Timely paying of amounts owed.

28

28

SNSP School Budget & Cash Flow Report

- The budget and cash flow report is due annually by the first weekday in March in advance of the school year.
- All activity and balances for the legal entity of the school MUST be included.
- Organizations are considered the same legal entity if:
 - The organizations have the same federal tax id number and use it for all activities including payroll.
 - The organizations are NOT separately set up with the Department of Financial Institutions.

29

29

Budget & Cash Flow Report Indicators

- In order to meet the financial requirements, the budget and cash flow report may not have any of the following indicators when the SNSP expected payments are removed:
 - A negative cash balance in any month
 - Insufficient revenues to fund operations
 - Current assets compared to current liabilities are negative
 - Negative net asset balance
 - A net operating loss/negative change in net assets

30

30

Financial Audit Indicators

The school should review its last financial audit to determine if it had any of the following indicators. If so, the school will be required to use the surety bond option.

- Negative net asset balance.
- Current assets compared to current liabilities were negative.
- The Statement of Activities had a net loss/negative change in net assets.
- The financial audit opinion contained a qualification as to the school's ability to continue.

31

31

Other Indicators

- The school failed to make payments to vendors as required per written agreement or, if there is no agreement, within 90 days of invoice or payment request.
- The school has past due amounts with government agencies, including payment of employee withholdings, even if the school has entered into a payment plan with the government agency.
- The school failed to pay employees as required by the Department of Workforce Development or as per the written agreement with the employee.

32

32

Surety Bond Requirement

- May be required by the department if the department determines that the private school does not meet the program's financial requirements.
- Private schools can also opt to provide a surety bond in lieu of financial information.
- Must be equal to 25% of the total amount of SNSP scholarships expected to be received by the private school, which is based on the students in the ITP.
- Due annually by the 1st weekday in June.

33

33

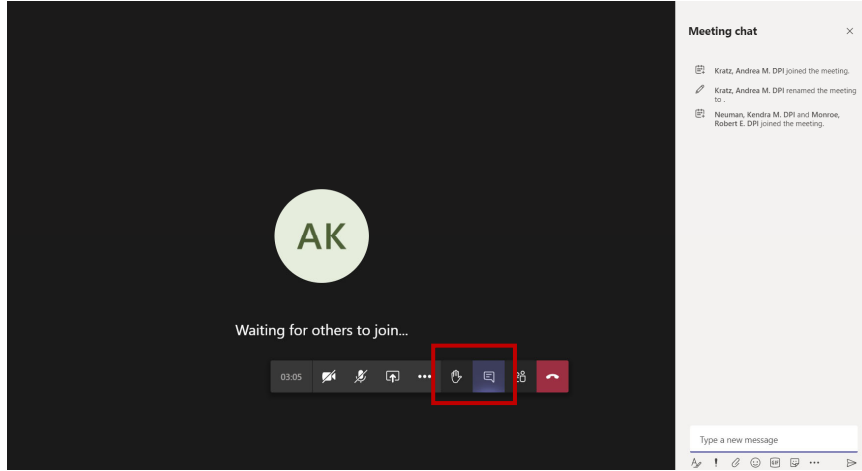
Changes to Available SNSP Student Scholarships

- A school may change the SNSP available grades or revise the number of SNSP scholarships it has available if certain requirements are met.
- A school cannot remove a scholarships for which it has already received an application or transfer request, unless it has been determined ineligible.
- These changes may result in a bond being required or an update to an existing bond.
- Additional information on when and how these changes can be made is available in the [Student Application and Transfer Request Information Bulletin](#).

34

34

Questions?



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OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

35

35

Audit Process

36

Audit Process Overview

- School retains and pays an independent audit firm.
- DPI provides agreed-upon procedure reports to the audit firms.
- DPI generally relies on the auditors' work but has oversight authority.
- See the Financial Audit Training at <https://dpi.wi.gov/parental-education-options/choice-programs/auditor-trainings> and the [Auditor In Depth Training General Overview](#) for information on the engagement letter requirements and independence requirements.

37

37

SNSP Audit & Agreed Upon Procedures Reports



September Enrollment Audit due December 15th



January Enrollment Audit due by the first weekday in May



Financial Audit due October 15th

38

38

Enrollment Audits

- An auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count. The auditor will:
 - Ensure each application or transfer request is eligible the first time the student is counted for the SNSP using the application or transfer request.
 - Determine if the pupils meet the attendance requirements.
 - Ensure the pupil data provided to DPI is correct.

39

39

Enrollment Audits (cont)

The auditor will also:

- Ensure that the IEP reevaluation data was properly reported to the DPI (completed as part of the September Enrollment Audit).
- Determine that the address and resident school district for continuing pupils are correct (completed as part of the September Enrollment Audit).
- Complete a review of each background check and determine that the background check was completed as required. There is a [Criminal Background Checks Bulletin](#) and [Training](#) available with additional information on these requirements.

40

40

Schedule 2 - SNSP Ineligible Pupils

School Name
January 2024 Count Date SNSP Enrollment Audit
Schedule 2: Ineligible Pupils

The potential ineligibility reasons are listed on the "Ineligibility Reasons" tab. Determine ALL reasons the pupil is ineligible and place an "X" in each related cell to the right of Schedule 2 for each pupil. *Then resize the row so all reasons are visible.* If an application or transfer request listed below was audited as part of this Enrollment Audit, the auditor must maintain a complete copy (application or transfer request and supplemental documentation/support) in their audit working papers for DPI review.

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 e

Line	Grade	App #	Pupil First Name	Pupil Last Name	Scholarship Type	Reason(s) for Ineligibility	Attendance & Age					
							Reason 1	Reason 2	Reason 3	Reason 4	Reason 5	Reason 6
1												
2												

Enrollment Audits (cont)

- The list of ineligibility reasons for pupils on Schedule 2 is in the Enrollment Audit.
- There are two free fill options that can be used if other reasons do not apply.

INELIGIBILITY REASONS
The following is a summary listing of the reasons a pupil may be ineligible. This listing corresponds with the reasons on Schedule 2. The last two reasons may be used if no other reason is applicable.
Attendance and Age
1) The student did not attend either on, or before and after the count date.
2) The student had a break in attendance.
3) The student is too old to participate in the program.
4) Student is too young for the grade he or she attended.
General Application/Transfer Request Form
5) The student is listed as the parent/guardian on the application or transfer request form but is not eligible to apply themselves.
6) The school does not have a SNSP application or transfer request, as applicable, on a form provided by the DPI on file.
7) Sections of the paper application or transfer request form were not properly completed or corrected.
8) The application or transfer request form was missing the date application/transfer request received, parent/guardian signature, or parent/guardian date signed.
9) The individual who signed the application or transfer request form was not the SNSP administrator or a designee at the time the application or transfer request was approved.
10) The school did not receive the required verification that an IEP or services plan was in effect.
Residency
11) The address is not in Wisconsin.
12) The address is a PO Box.
13) The school did not have a residency document that: a) contains the parent name on the application or transfer request and b) has an address that matches the application or transfer request and school district verification document.
14) The residency documentation provided was: a) a residency documents, other than a lease, that did not meet the date requirements, b) was a lease that did not include any terms or had terms that did not include the required date, or c) was a month-to-month lease that did not meet the date requirements based on the beginning date of the lease.
15) The address on the application or transfer request form does not match the residency documentation.
16) The residency documentation does not contain the parent/guardian name on the application or transfer request and a completed Alternative Residency form or similar document was not provided.
17) Continuing Student—The parent/guardian name on the DPI Pupil Information Report does not match the residency documentation and an Alternative Residency form or similar document was not completed.
Transfer Request Ineligibility Reasons
18) The school did not obtain the most recent IEP or services plan for a transfer request form.
19) The student was not eligible for a transfer because the student was determined to no longer have a disability.
20) The student was not eligible for a transfer because the student was not continuously enrolled in a SNSP school.
Other
21) The school and the parent/guardian did not agree to the services to be provided by the count date.
22) The pupil was identified as a duplicate by the auditor.
23) The school received a payment for the student from the SNSP and the Choice program. The parent/guardian did not elect the SNSP.
24) The application or transfer request was received after the 2nd Friday in January.
25) (Insert other reason as applicable. The auditor should use one of the above reasons whenever able)
26) (Insert other reason as applicable. The auditor should use one of the above reasons whenever able)

Schedule 3 – SNSP Applications Requiring Corrections

School Name
January 2024 Count Date SNSP Enrollment Audit
Schedule 3: Applications Requiring Corrections

The following pupils require a correction to DPI's pupil data, had a grade or scholarship type change, or required a change in the FTE. Based on our audit, these pupils meet the attendance criteria. If an application or transfer request listed below was audited as part of this Enrollment Audit, the auditor completed all of the following (1) determined that the school had a properly completed application or transfer request, including supplemental data; (2) maintained a complete copy (application or transfer request and supplemental documentation/support) in their audit working papers for DPI review; and (3) attached a copy of the application or transfer request form with the Enrollment Audit that is properly completed and corrected (including grade adjustments). The auditor must list any changes needed to DPI's pupil data, including what must be changed and what it must be changed to in the "Required Correction(s) to DPI's Data" column. For grade, scholarship type, pupil first name, or pupil last name changes the audited columns must be completed for the information that changed. Resize the rows so all changes are visible. Final determination regarding the eligibility of the pupils on this schedule will be made by the DPI.

Number of eligible pupils where the auditor identified required correction(s) but the DPI Pupil Information Report, Application file, or Transfer Request file information was correct. <i>These pupils should not be included below.</i>										
As a result of your review, does the school have any pupils that were counted and require corrections? <i>If yes, complete the schedule below.</i>										
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 <i>Indicate what must be corrected and the correct information. If no changes are required please indicate "None" below.</i>
	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 4 – SNSP Pupil Additions

School Name
January 2024 Count Date SNSP Enrollment Audit
Schedule 4: Pupil Additions

The following pupils have not been paid for the applicable count date. Based on our audit, these pupils meet the attendance criteria. If an application or transfer request listed below was audited as part of this Enrollment Audit, the auditor completed all of the following (1) determined that the school had a properly completed application or transfer request, including supplemental data; (2) maintained a complete copy (application or transfer request and supplemental documentation/support) in their audit working papers for DPI review; and (3) attached a copy of the application or transfer request form with the Enrollment Audit that is properly completed and corrected (including grade adjustments). If any changes are required to a pupil that is being added to the count, the auditor must list them in the "Required Correction(s) to DPI's Data" column. Then resize the row so all reasons are visible. Final determination regarding the eligibility of the pupils on this schedule will be made by the DPI.

As a result of your review, does the school have any pupils to be added to the count? <i>If yes, complete the schedule below.</i>						
Line	Audited Grade	App #	Audited Pupil First Name	Audited Pupil Last Name	Scholarship Type	Required Correction(s) to DPI's Data <i>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.</i>
1						
2						

Students on Schedules 2 to 4

- If a student is identified on Schedules 2 to 4 and was tested as part of that Enrollment Audit, the auditor must:
 - Maintain **all** application or transfer request related documentation in their workpapers, even if the student was not identified as ineligible based on some of the documentation.
 - Submit a copy of the paper application and transfer request with the Enrollment Audit. This does not need to include supporting documentation.

45

45

SNSP Schedule 5 – Headcount and FTE Per Examination

School Name							
January 2024 Count Date SNSP Enrollment Audit							
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 <i>Sum Lines 1 to 8</i>	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.

46

46

Cover Page

III. SIGNATURE	
<p>I HEREBY CERTIFY, as the SNSP 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 the complete applications, transfer requests, and supplemental information for students on Schedule 2 (ineligible pupils), Schedule 3 (applications requiring corrections) and Schedule 4 (pupil additions).</p>	
Name of SNSP Administrator of Record <i>Typed</i>	
SNSP Administrator Signature <i>Designee not Permitted</i>	Date Signed <i>Mo./Day/Yr.</i>
▶	
SNSP Administrator to manually check <input type="checkbox"/> here if letter attached from the school indicating anything in the Enrollment Audit that the school does not agree with. ▶	
IV. SUMMARY OF RESULTS	
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
7) Schedule 6: Summer School Result	No Summer School Change

47

Cover Page

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

- If the school disagrees with a finding, the following should be completed:
 - The school should check the box on the cover page indicating they disagree with the finding.
 - The school should submit a letter indicating which student's ineligibility determination they are disagreeing with and why. This should be uploaded to the Enrollment Audit submission folder in Kiteworks.
 - The auditor should upload the paper application or transfer request and all supporting documentation for the application or transfer request to the Enrollment Audit submission folder in Kiteworks.

48

48

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 payments or require payment of the amount owed via check in certain cases.

49

49

Attendance Related Ineligibility Reasons

- The student did not attend either on, or before and after the count date.
- The student had a break in attendance.
- The pupil was identified as a duplicate by the auditor.

- The attendance related procedures will be explained in the Enrollment Audit training.

50

50

Knowledge Check

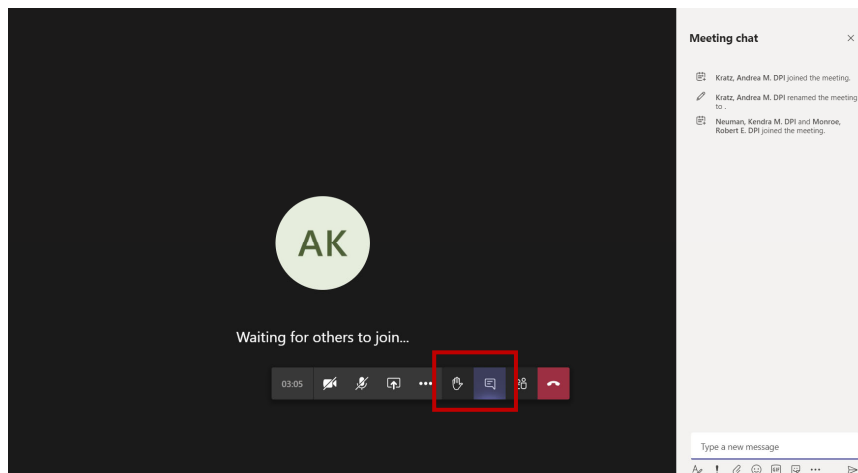
If, as part of the Enrollment Audit procedures, the auditor determines the school owes money back to the DPI due to ineligible pupils, how must the school pay back the DPI for the overpayment?

- Send a check to the DPI no later than the due date of the Enrollment Audit.
- Wait until the DPI sends the certification letter to the school. The certification letter will identify how the amount must be paid back to the DPI.
- Complete an electronic funds transfer no later than the due date of the Enrollment Audit.

51

51

Questions?



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

OR

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52

52

Application and Transfer Request Receipt Overview

53

SNSP Student Applications, Transfer Requests & Scholarship Continuance

- Schools may accept SNSP applications and transfer requests for that school year from July 1st to June 30th.
- The application or transfer request must have been determined eligible by the count date for the student to be eligible for the count date.
- Once a student is eligible for a count date, he or she continues to be eligible until the student withdraws from the SNSP or fails to meet one of the continuing SNSP student requirements.

54

54

Scholarship Continuance

- A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:
 - The student graduates from high school;
 - The student turns 21;
 - The student no longer resides in Wisconsin;
 - The student enrolls in another school or a home-based educational program;
 - The student is not made available for a reevaluation; or
 - A partial scholarship student leaves the SNSP school that he or she is attending.

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Application and Transfer Request Processing

- Only SNSP Administrators and SNSP designees may process SNSP applications and transfer requests.
- SNSP student applications and transfer requests must be accepted in the order that they are received.
- Exception: Sibling Preference



56

56

Sibling Preference Exception

If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. Preference may only be given if:

- The sibling's application or transfer request is determined eligible prior to the date that the eligibility determination must be made for any student who submitted an earlier application or transfer request; and
- The school has not (a) sent the IEP/services plan verification email for any student applicants who submitted an application earlier; or (b) sent the acceptance letter to any applicants who submitted a transfer request earlier.

57

57

Sibling Preference Exception Example

- Mary Sue's application is received July 15. This means the eligibility determination must be completed by August 5 (within 21 days).
- Lisa Morgan's application is received July 20. She is a sibling of a student currently attending the school.
- The school may give preference to Lisa Morgan over Mary Sue if the school:
 - Determines that Lisa Morgan's application is eligible by August 5.
 - Has not sent the IEP/services plan verification email for Mary Sue.

58

58

SNSP School Waiting List

- If the school receives more applications and transfers than scholarships it has available, the students must be placed on a SNSP waiting list.
- If a scholarship becomes available, the school determines if it will offer the available SNSP scholarship.
- If the school decides to offer available SNSP scholarships, the scholarships must be offered based on the waiting list order.
- A new waiting list is created each school year. Students on the waiting list who aren't given a scholarship must reapply in the following school year.
- No procedures are required for pupils on the SNSP waiting list.

59

59

Choice & SNSP Applications

- Students can apply to both programs.
- Students cannot receive a payment for the Choice program and the SNSP.
- If a student is accepted into both programs, the parent should provide a written document identifying which program the student will participate in.
- The Initial Student Eligibility Bulletin on the SNSP webpage has a frequently asked question that explains the required notifications to the Department when this occurs.
- If the audit identifies a pupil was counted for Choice & SNSP for the same count date, the auditor must obtain a letter/email from the parent identifying which program the parent wants their child to participate in. The pupil must be found ineligible for the other program.

60

60

Ineligibility Reason

- The school received a payment for the student from the SNSP and the Choice program. The parent/guardian did not elect the SNSP.
- The application or transfer request was received after the count date.

61

61

Knowledge Check

When can a student apply for the SNSP for the 2024-25 school year?

- a. From July 1, 2024 to June 30, 2025.
- b. During any of the open application periods the school selected on the Intent to Participate.
- c. At any time during the school year until all of the school's SNSP scholarships are filled.

62

62

Knowledge Check

- True or False: A school can give preference to students applying to the SNSP who currently attend their school.

63

63

Student Application Requirements

64

SNSP Student Eligibility

IEP or Services Plan. The student has an Individualized Education Program (IEP) or services plan in effect.

Wisconsin Resident. The student resides in Wisconsin.

- These requirements are explained in the Initial Student Eligibility Bulletin

65

65

SNSP School and School Year Applying To



Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)
 APPLICATION PI-SNSP-0002 (Rev. 06-24)

INSTRUCTIONS: The parent or guardian must complete this application. Type or print clearly in ink.
 Return completed form and current residency documentation to the school.

This collection is a requirement of Wis. Stat. § 115.7915.

School Applying To <i>No abbreviations</i>			School Year Applying For: 2024-25		
STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
Check One		Check all that Apply			

66

66

Student Information on the Application

- The student's legal first and last name, date of birth, and grade level are required fields on the application. Race, ethnicity, middle initial, and suffix are not required fields.
- In order for a school to take an application for a grade, the grade must have been identified as a SNSP available grade in the Intent to Participate or subsequent School Information Update form.

STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
<input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	
<input type="checkbox"/> Not Hispanic/Latino		<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander		

67

67

Age Eligibility

- Age Eligibility Requirements are as follows. Please note there is no early admission option for the SNSP.
 - K4 pupils must be 4 by September 1
 - K5 pupils must be 5 by September 1
 - 1st graders must be 6 by September 1
- Pupils may not be 21 as of the date they apply or September 1, whichever is later.

68

68

General Ineligibility Reasons

- The student is too young for the grade he or she attended.
- The student is too old to participate in the program.
- The student is listed as the parent/guardian but is not eligible to apply themselves.

69

69

Knowledge Check

The school has a policy to allow for early admission for accelerated learners. For the 2024-25 school year, the school has a SNSP pupil in 5-year-old kindergarten (K5) that has a date of birth of September 10, 2019. The official attendance records indicate the pupil attended K5 on the 3rd Friday in September. Which of the following is true?

- a. The pupil is not eligible for the SNSP because they attended a grade they are not age eligible for on the count date.
- b. The pupil is eligible for the SNSP because the school has an early admission policy so the pupil can be counted in K5 as a SNSP pupil.

70

70

Student Eligibility: IEP or Services Plan

- A SNSP applicant must have an IEP or services plan in effect.
 - IEP = An IEP is a written statement that outlines an educational plan for a student with a disability who is enrolled in a **public school**.
 - Services Plan = A services plan is a written statement that describes the special education and related services that a public school will provide to a parentally-placed student with a disability enrolled in a **private school** when the student has been designated and is eligible to receive special education services.

71

71

IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
 - Public school districts
 - Independent charter schools

72

72

IEP or Services Plan “In Effect”

Definition for when an IEP or services plan is considered in effect for the 2024-25 school year:

- The student’s IEP or services plan is currently being implemented, **or**
- The student’s IEP or services plan was developed no earlier than September 15, 2021 **and** there has not been a more recent reevaluation that determined the student no longer had a disability.

73

73

IEP/Services Plan on the Application

IEP OR SERVICES PLAN REQUIREMENT		
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented or (2) an IEP or services plan that was developed no earlier than September 15, 2021, AND have not subsequently been determined to no longer have a disability.		
Check which one the student has:	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation
<input type="checkbox"/> IEP <input checked="" type="checkbox"/> Services Plan (for student parentally placed at a private school)		
<input type="checkbox"/> Yes <input type="checkbox"/> No Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability ?		

- The date of the last evaluation/reevaluation is the date an evaluation or reevaluation last occurred for the pupil.
- The annual review of the IEP or services plan would not be considered an evaluation/reevaluation.
- If a reevaluation was waived, the waiver date would be inserted.
- If the school is unsure of the correct date, contact the LEA that developed the IEP/services plan.

74

74

Family & Residency Information on the Application

- All information in the family information section is required except the telephone number, middle initials, and suffixes.
- A student’s resident school district is the district where the student resides. This may be different than the LEA that developed the IEP or services plan.

FAMILY INFORMATION						
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.		
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>		
Home Street Address			City	State	Zip	

75

75

Parent Certifications

- One of the parents/guardians on the application must put his or her initials certifying that he or she received:
 - The comparison document, which is a document that compares the rights of students with disabilities under state and federal special education laws to their rights in SNSP private schools.
 - The private school’s special education profile.
- These initials can be typed.

PARENT OR GUARDIAN CERTIFICATION	
Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.	
Initial here certifying that you have received a profile of the private school’s special education program.	
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents / guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
>	

76

76

Parent Signatures

- Adding the parent signature or date signed is not a correctable error after the LEA verification email or resident school district notification email is sent.

PARENT OR GUARDIAN CERTIFICATION	
Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.	
Initial here certifying that you have received a profile of the private school's special education program.	
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents / guardians listed above.</i>	Date Signed Mo./Day/Yr.

77

77

Date Application Received

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	Date Application Received Mo./Day/Yr.

- An application is considered to be “received” when the school obtains all of the following: (a) the student’s SNSP application; and (b) the required residency documentation.
- The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.
- 2024-25 applications may only be received from July 1, 2024 to June 30, 2025 so the date received must be during this date range.

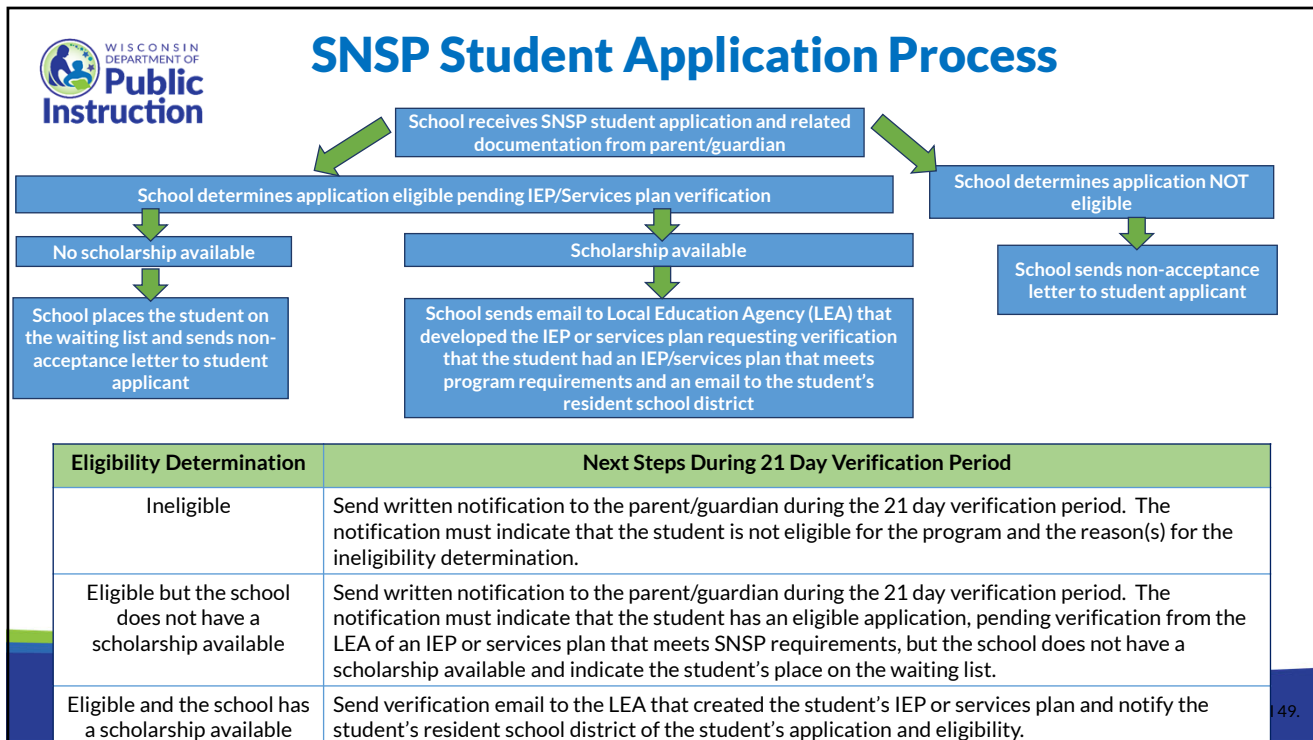
78

78

School Application Review

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	Date Application Received <i>Mo./Day/Yr.</i>

- Within **21 days** of the date the application is received the SNSP administrator or designee must:
 - Determine if the application is eligible.
 - Receive any missing or incomplete documentation.
 - Send the applicable notifications described in the following slides.



IEP or Services Plan Verification

- If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the LEA that developed the IEP or services plan requesting the following within five (5) business days:
 - (a) A copy of the IEP or services plan if the student has an IEP or services plan that meets program requirements or
 - (b) An email or written correspondence indicating the pupil does not meet the eligibility requirements.
- The department provides the IEP/services plan verification email that schools should use. Note the email is year specific. Schools using an email for the incorrect year is a common ineligibility reason.

81

81

IEP or Services Plan Verification & Resident School District Emails (cont)

- The IEP/services plan verification email must be sent to the LEA that developed the IEP/services plan.

IEP OR SERVICES PLAN REQUIREMENT					
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented or (2) an IEP or services plan that was developed no earlier than September 15, 2021, AND have not subsequently been determined to no longer have a disability.					
Check which one the student has:	<table border="1"> <tr> <td><input type="checkbox"/> IEP</td> <td rowspan="2">Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i></td> <td rowspan="2">Date of Last IEP or Services Plan Evaluation or Reevaluation</td> </tr> <tr> <td><input type="checkbox"/> Services Plan (for student parentally placed at a private school)</td> </tr> </table>	<input type="checkbox"/> IEP	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation	<input type="checkbox"/> Services Plan (for student parentally placed at a private school)
<input type="checkbox"/> IEP	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation			
<input type="checkbox"/> Services Plan (for student parentally placed at a private school)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability ?				

- The resident school district email must be sent to the student's resident school district if different than the LEA that developed the IEP/services plan.

FAMILY INFORMATION				
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>

82

Resident School District Notification Email

- If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the student's resident school district notifying them that, pending the verification that an IEP or services plan is in effect, the student will receive a SNSP scholarship.
- This can be included in the verification email sent to the LEA that developed the IEP or services plan, if the LEA and resident school district are the same.
- The department provides the resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district.

83

83

IEP or Services Plan Verification & Resident School District Emails

- The following are available in the Application and Transfer Request Bulletin and as a separate document online:
 - IEP/services plan verification email (Appendix A)
 - The resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district (Appendix B)
- Schools must update these emails with the information applicable for the pupil.

84

84

LEA Verification Email

Dear <LEA contact first name> <LEA contact last name>.

This email is to notify you that the following student has been found eligible by our school to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that meets one of the following requirements. You are receiving this email because the student's SNSP application identified that your LEA developed the IEP or services plan. The information for this applicant is as follows:

Application School Year: 2024-25 School Year
 Student First and Last Name:
 Date of Birth:
 Date Application Received:
 Student Resides in Your District: Yes/No <Private school selects Yes or No before sending email>
 Name of Private School Applying To:
 Private School Phone Number:

The above individual must meet one of the following to be eligible:

- The student has an IEP or services plan that is being implemented as of the date application received listed above; or
- The student has an IEP or services plan that was developed no earlier than September 15, 2021 AND the student has not had a more recent reevaluation since the plan was developed that determined that he or she no longer had a disability.

Wis. Stat. 115.7915 (3) (bm) and Wis. Admin. Code PI 49.05 require that the LEA that developed the IEP or services plan verify the student meets the above requirement within five (5) business days of receiving this verification request from the private school. **Please reply to this email within five (5) business days with one of the following:**

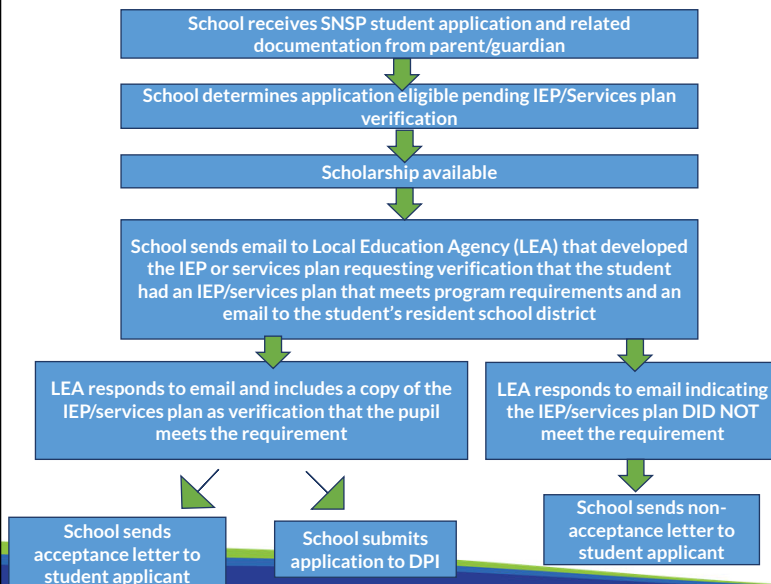
- If the student meets the above requirements, provide a copy of the student's most recent IEP or services plan.
- If the student does not meet the above requirements, indicate the LEA has no record that the student meets the above requirements.

If you have any questions, please reply to this email or call the school phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications> that has information on the SNSP in general and the LEA's verification that the student has an IEP or services plan that meets the SNSP requirements.

Thank you,
 <Private School SNSP Administrator or Designee>

85

SNSP Student Application Process



- Within 7 days of receiving a copy of the IEP or services plan from the LEA or receiving notification from the LEA that the pupil is not eligible in response to the verification email, a school must notify the student whether he or she is eligible.
- If the applicant is not eligible, the notice must state the reason the student is ineligible.
- The school must maintain a copy of the verification email from the LEA, including the IEP or services plan that was received from the LEA, in the student's file for their auditor's review.

86

86

IEP or Services Plan Incorrect Verification

- If the LEA does not have record of an IEP/services plan and the parent has documentation that leads the school to believe that the student has an IEP/services plan that meets the requirements, the parent should talk to the LEA.
- The 7-day notification requirements still apply.

87

87

Eligibility Determination and Signature

FOR SCHOOL USE ONLY		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.
		Date Application Received Mo./Day/Yr.
The LEA provided a copy of the following in response to the request that the LEA verify that the student had an IEP or services plan that meets the requirements described in the IEP or services plan requirement section. <i>Retain a copy of the verification from the LEA with the application.</i>		
<input type="checkbox"/> IEP (the student is eligible) <input type="checkbox"/> Services Plan (the student is eligible)		
<input type="checkbox"/> Neither an IEP or a Services Plan or the student was determined to no longer have a disability (the student is not eligible)		
I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.		
Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed Mo./Day/Yr.
➤		

- The SNSP Administrator or a designee must indicate the response from the LEA in the middle of the “For School Use Only” section. This must be based on the response from the LEA to the IEP/services plan verification request. The response must provide the IEP or services plan if the pupil met the SNSP requirement or indicate the student did not meet the requirement.

88

88

Eligibility Determination and Signature (cont)

I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.

Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed Mo./Day/Yr.
>		

- Either the SNSP Administrator or a SNSP designee may determine if the application is eligible and accept the SNSP application.

89

89

Application & Transfer Request Signatures

- The signatures on the application and transfer requests must be completed using one of the following options:
 - Handwritten signatures: The signatures do not need to be original signatures if the application or transfer request form is provided to the school electronically.
 - Digitally signed using DocuSign: If this option is used, the DocuSign Certificate of Completion should be retained in the student file.
 - Digital signature completed using Adobe PDF: Signatures completed by Adobe will show with the Adobe logo as follows:

Signature of Parent or Guardian *MUST be the same name as one of the parents / guardians listed above.*

> John Smith

Digitally signed by John Smith
Date: 2022.06.30 10:02:01 -05'00'

90

90

IEP/Services Plan Related Ineligibility Reason

- The school did not receive the required verification that an IEP or services plan was in effect.
- This is an uncorrectable reason.

91

91

91

Knowledge Check

True or False:

1. Even if the school already has a copy of the services plan or IEP for a student, it must obtain the IEP/services plan from the LEA that developed the IEP/services plan through the IEP/services plan verification process.
2. A student can be eligible for the SNSP if the student was evaluated by a district and found to have a disability but did not have an IEP or services plan developed.
3. A services plan includes a plan developed by the private school regarding what services it will provide to a student who has a disability.

92

92

Knowledge Check

Which of the following is **not** a procedure the school must do to determine whether an application is eligible for the SNSP?

- a. Receive a copy of the IEP or services plan from the parent showing they are eligible for the program.
- b. Receive a copy of the paper SNSP application and residency documentation from the parent/guardian and determine if the pupil meets the requirements.
- c. Send an email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- d. Receive the IEP/services plan from the LEA in response to the verification request.

93

93

Knowledge Check

The student application lists one school district as the resident school district and a different school district as the LEA that developed the IEP or services plan. If the application is determined eligible other than the IEP/services plan requirement, what emails need to be sent to the school districts to process the application?

- A. The LEA Verification Email, which is in Appendix A in the *Student Application and Transfer Request Information Bulletin*.
- B. The LEA Verification Email and the Resident School District notification emails, which are in Appendix A and B of the *Student Application and Transfer Request Information Bulletin*.
- C. The Resident School District notification, which is in Appendix B in the *Student Application and Transfer Request Information Bulletin*.
- D. No emails need to be sent.

94

94

Knowledge Check

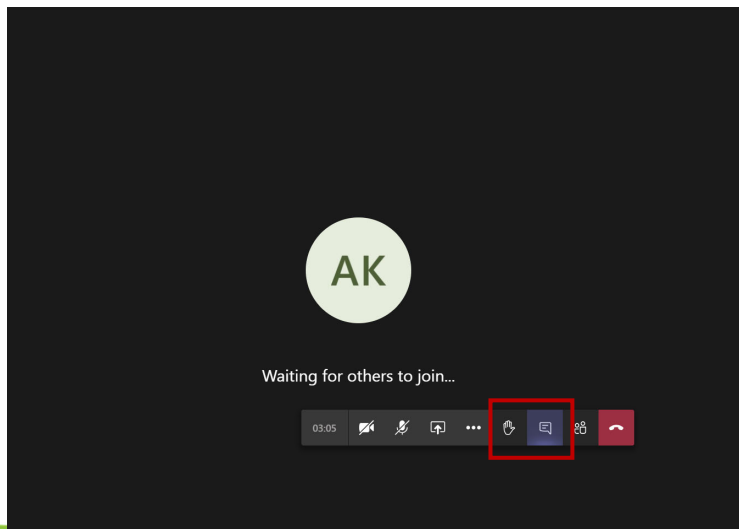
Place the following application processing steps in the order they must be completed:

- School receives IEP/services plan from the LEA as verification that the student meets program requirements.
- School receives paper SNSP application and residency documentation from parent.
- School sends the email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- School determines whether the paper application and residency documentation meets program requirements, other than the IEP/services plan requirement.

95

95

Questions?



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

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

96

96

Transfer Request Forms Requirements

97

Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school.
 - Does not apply to SNSP students who have been determined to no longer have a disability.
- The transfer applicant must continue to attend their current SNSP school until their transfer application is determined eligible and accepted by the new school.
- Students applying to transfer to another SNSP school must complete the Transfer Request Form available on the SNSP Student Applications webpage.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.

98

98

Transfers (cont.)

- Transfer request forms, including the supporting documentation, should be submitted to the new private school during the school year that the student would like to attend a different private school participating in the SNSP.

School Transferring To



Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)
TRANSFER REQUEST
 PI-SNSP-0014 (Rev. 06-24)

*This data collection is a requirement of Admin. Code.
 § PI 49.05(5).*

INSTRUCTIONS: Students currently participating in the SNSP may transfer to a different participating school, except if they were determined to no longer have a disability during an IEP reevaluation.

The parent or guardian must complete this transfer request and return the form, current residency documentation, and the student's IEP or services plan to the school. The student must remain at their current SNSP school until the transfer request is accepted by the new school.

Type or print clearly in ink.

School Transferring To <i>No abbreviations</i>	School Year Applying For 2024-25
--	--

Student Information

- The top part of the student information section is the same as the application.
- The applicant must identify the SNSP school where the pupil is currently enrolled.

STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
Check One		Check all that Apply			
<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander		<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White	
Name of SNSP School Where Currently Enrolled					

101

101

IEP or Service Plan

IEP OR SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
<p><i>If the response to the question above is yes, complete the following:</i></p> <input type="checkbox"/> Yes <input type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes.	<p><i>If the response to the question above is no, complete the following:</i></p> Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school)
<p><i>If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.</i></p> Name of school district that completed the IEP reevaluation <i>No abbreviations</i>	Name of LEA that developed the IEP or services plan <i>No abbreviations</i>

102

- The parent/guardian must provide a copy of the student's most recent IEP or services plan with the Transfer Request Form.
- What section he or she completes is based on if there has been a reevaluation/waiver of a reevaluation or not **since the student was accepted into the SNSP.**

102

IEP or Service Plan (cont)

IEP OR SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
If the response to the question above is yes , complete the following: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.	If the response to the question above is no , complete the following: Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school)
Name of school district that completed the IEP reevaluation <i>No abbreviations</i> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Name of LEA that developed the IEP or services plan <i>No abbreviations</i> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

- If "No" is checked in the first section, the student is not eligible for the SNSP.
- This means the student was determined to no longer have a disability, so they were not able to transfer to a different school and retain the SNSP scholarship.

103

103

IEP or Service Plan (cont)

IEP OR SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
If the response to the question above is yes , complete the following: <input type="checkbox"/> Yes <input type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.	If the response to the question above is no , complete the following: Which document below was most recently developed by a Local Education Agency (LEA) for the student? <input type="checkbox"/> Individualized Education Program (IEP) <input type="checkbox"/> Services Plan (parentally placed at a private school)
Name of school district that completed the IEP reevaluation <i>No abbreviations</i> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	Name of LEA that developed the IEP or services plan <i>No abbreviations</i> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

104

104

Family Information

- The family information section is the same as the application.

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>	
Home Street Address			City	State	Zip

105

105

Parent Certifications

- The initials required in the parent or guardian certification section are the same.

PARENT OR GUARDIAN CERTIFICATION	
	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
	Initial here certifying that you have received a profile of the private school's special education program.
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents/guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
>	

106

106

Parent Certifications (cont)

- Adding the parent/guardian signature or date signed is not a correctable error after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

PARENT OR GUARDIAN CERTIFICATION	
	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
	Initial here certifying that you have received a profile of the private school's special education program.
<p>I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. I ALSO UNDERSTAND that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents/guardians listed above.</i> >	Date Signed <i>Mo./Day/Yr.</i>

107

107

Transfer Request Eligibility Determination - 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible transfer request but the school does not have a scholarship available and the student's place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Once the school has determined the transfer applicant is otherwise eligible, the school must complete the Transfer Request Verification form. The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the school complete the form no later than two (2) weeks after the Transfer Request form is received.

108

108

Signature and Date

- The date transfer received is the date that the school receives the transfer request form, the residency documentation, and the student’s most recent Individualized Education Program (IEP) or services plan.
- The date transfer received cannot be added after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

FOR SCHOOL USE ONLY		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Based on the information provided by the parent or guardian and the email provided by the DPI identifying whether the pupil was counted on the previous count date, the student is eligible.
		Date Transfer Received <i>Mo./Day/Yr.</i>
<p>I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the transfer request and have determined that it is properly and completely filled out to the best of my knowledge.</p>		
Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>

109

109

Transfer Request Uncorrectable Ineligibility Reasons

- The student was not eligible for a transfer because the student was determined to no longer have a disability.
- The student was not eligible for a transfer because the student was not continuously enrolled in a SNSP school.

110

110

Transfer Request Ineligibility Reasons that May be Correctable

- The school did not obtain the most recent IEP or services plan for a transfer request form.

111

111

Knowledge Check

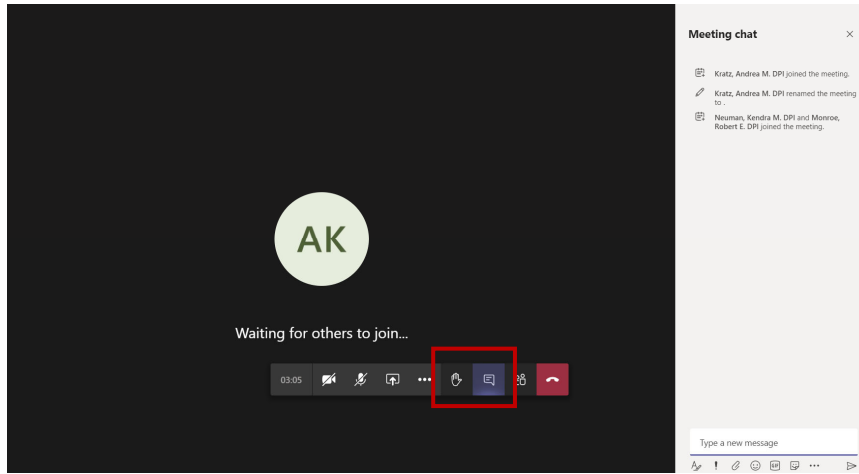
Who can process SNSP applications and transfer requests (there may be more than one correct answer)?

- a. SNSP Administrator
- b. DPI
- c. SNSP Designee
- d. Secretary who is not a SNSP administrator or designee.
- e. Choice Designee
- f. The school's auditor

112

112

Questions?



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

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

113

113

Residency Requirements

114

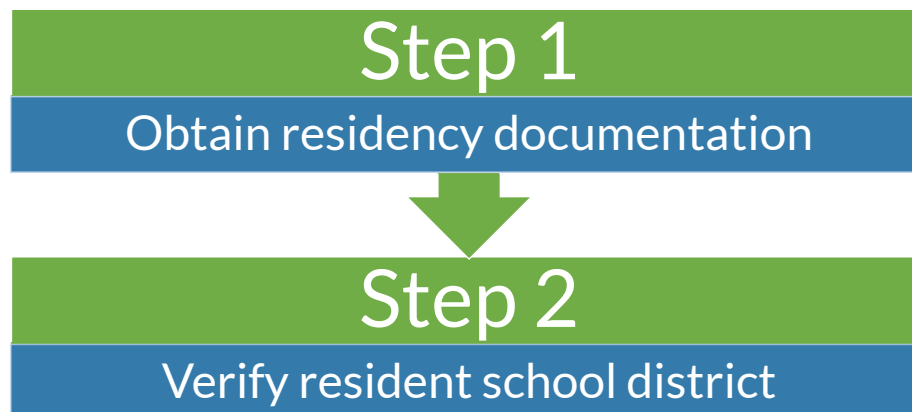
Student Eligibility - Residency

- A SNSP student must live in Wisconsin.
- The address on the application or transfer request form is based on where the student applicant resides at the time the form is received.
- A bulletin discussing the required residency documentation and residency verification process is available on the SNSP bulletins webpage.

115

115

Residency Verification



116

116

Residency Information on the Application and Transfer Request

FAMILY INFORMATION					
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone Area/No.	
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District <i>No abbreviations</i>	
Home Street Address		City	State	Zip	

- The address on the form is based on where the student applicant resides at the time the form is received.
- The current resident school district is the school district where the address is located.

117

117

Step 1: Obtain Required Documentation

- Wage statement or a W-2 year-end earnings statement from the previous year.
- Water, sewer, gas, electric, cable, satellite, or landline phone bill.
- Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application or transfer request.
- Lease agreement whose lease term meets the required dates explained later.

118

118

Step 1: Obtain Required Documentation (cont)

- Government correspondence.
- A homeless family may provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location.
- Safe at Home card if the family participates in the Wisconsin Safe at Home Program.

119

119

Step 1: Obtain Required Documentation (cont)

- If the school uses a document that is not identified in the prior slides, the document must:
 - Contain the name of a parent on the application or transfer request form (form).
 - Have an address that matches the address where the student resides. This address must also be on the form and the school district verification document.

120

120

Matching Address Components

- The law requires that the address on the residency documentation match the address where the student resides and the school district verification documentation.
- DPI's guidance related to which elements of the address should match is below.

If element below is listed on the School District Verification Document in Step 2	Address Components Should Match?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are ok)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are ok)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City AND State -OR- Zip Code	Yes (abbreviations are ok for city and state)

121

121

Residency Documentation Required Date

- Dated within three (3) months prior to the date the application or transfer request form is received.
- If a lease agreement with a term is obtained, the date the form is received must fall within the term of the lease.
- The start date of a month to month lease must be dated within three (3) months prior to the date the form is received.

122

122

Parent Name Match

- The residency documentation must contain the parent name on the application or transfer request. DPI's guidance is that the first and last name of the parent on the residency documentation match the name of one of the parents on the application or transfer request form.

123

123

Parent Name: Legal Name Change

- The parent's first and last name on the application or transfer request should be the parent's legal first and last name.
- A parent should provide additional documentation to verify their legal name when all of the following apply:
 - The parent's name has legally changed;
 - The parent's legal name is not on the supporting residency documentation; and
 - The parent does not have other residency documentation with their current, legal name.

124

124

Other Parent Name Differences

- If the name on the residency documentation is not the legal name of the parent due to a misspelling, nickname, or multiple last names, the school or auditor may determine a letter or email may be needed stating what the correct legal name for the parent is and that the name on the residency documentation is the parent's misspelled or abbreviated name. Alternatively, the school may choose to get new residency documentation with the parent's legal name. An example of language that could be used in a letter or email is:
 - "My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation."
- If the residency documentation is in someone else's name, the application or transfer request would not be correctable using this method.

125

125

Alternative Residency Form

- DPI's guidance is that the Alternative Residency Form should be used when:
 - The parent does not have a form of residency documentation in their own name.
 - The parent does not live with the student.
- The Alternative Residency Form is available on the SNSP Student Application and Transfer Request webpage.

126

126

Alternative Residency Form (cont)

- The form should be fully completed, including being signed by the household occupant and the parent.
- The documentation from the household occupant and parent must be provided with the form.

127

127

Residency Verification

- Things to remember:
 - Names must match.
 - Addresses must match.
 - Residency documentation must include a date and meet the date requirement.
- The Residency Documentation Bulletin, which discusses the required residency documentation and residency verification process, is available on the SNSP *School Application and Transfer Request Processing* webpage.

128

128

Step 2: Verify Resident School District

- The address on the school district verification document is the address that needs to be on the application/transfer request and on the residency documentation.
- Verify that the resident school district is correct using one of the following methods:
 - MapIt or Milwaukee Elections Commission (if in Milwaukee)
 - Public school district website
 - Property tax bill
 - My Vote Wisconsin
 - County/City Clerk or County/City Assessor websites
 - Statewide parcel service

129

129

Milwaukee Address – Map It

Official Website of the City of Milwaukee
CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

My Milwaukee Home

My Milwaukee Home provides the user with a wide variety of facts about their residence and its surrounding area. By entering a valid City of Milwaukee street address, users can obtain information about their home and their neighborhood including: property's details, street parking restrictions, nearest public schools, location of nearby Choice and Charter schools, ... Much more.

Please enter your home address

House Number: Direction: Street:

Other Property Links

- [Map Milwaukee](#)
- [COMPASS](#)
- [Address Range Lookup](#)

City of Milwaukee
Mayor Tom Barrett
Common Council
Departments
Calendar
Residents
Business
Visitors
Web & Email Policies
Web Contact Us
Design by City of Milwaukee

130

130

Milwaukee Address – Map It (cont.)

Official Website of the City of Milwaukee
CALL for Action (414) 286-CITY | Click for Action

Directory Residents Business Visitors

My Milwaukee Home

My Property Street/Parking Info Child Education Business Info Services Elected Officials Special Interest Owner Information Registration Owners Other Links

Start Over

My Property Information
 My Property: 101 W PLEASANT ST #110 53212
 Tax Key: 3611844000
 Property Owner of Assessment Record: 101 WEST PLEASANT LLC , C/O THE BREWERY WORKS INC
 Current Assessment: \$5,496,100.00 [View City Assessor's details](#)
 Year Built: Unknown
NOTE: Assessments change annually in April. Please see [City Assessor's details](#) for specific date.
 Special Assessments: [see details](#)
 Property Registration, Code Violations, Service Requests and Permits: [see details](#)
 POLLING LOCATION: [see details](#)
To access tax record information online [Munis Self-Service Tax Information](#)
 Census 2010 tract: 11400 Census 2000 tract: 11400
 Census 2010 Block: 1020 Census 2000 Block: 1017
 Neighborhood Name: SCHLITZ PARK

Indicates in City of Milwaukee

City of Milwaukee
 Mayor Tom Barrett
 Common Council
 Departments
 Calendar
 Residents
 Business
 Visitors
 Web & Email Policies
 Web Contact Us
 Design by City of Milwaukee

131

131

Residency Reverification

- SNSP students who are continuing in the program are required, on an annual basis, to provide residency documentation to their school.
- Must be provided to the student's school on or before the last weekday in September.
- Must be dated between the third Friday in August and the last weekday in September.

132

132

Residency Reverification (cont)

- Residency changes must be reported to the DPI in the 3rd Friday in September Pupil Count Report.
- The new resident school district must be determined if the student has moved.
- The residency documentation requirements are the same for the reverification as they are for the initial application, except for the date requirement.
- As part of the Enrollment Audit, the auditor must review the residency documentation and resident school district verification.

133

133

Alternative Residency Form for Continuing Students

- The Alternative Residency Form may be used for the continuing student annual residency reverification. If it is being used for this, the second box must be checked in Section III of the form.

III. REASON DOCUMENTATION IS BEING PROVIDED

Select the reason the documentation is being provided.

- Residency Verification for an Application or Transfer Request. *The documentation from the household occupant in Section IV must be dated within three months of when the application or transfer request is received by the school.*
- Annual Residency Verification for a Continuing Student. *The documentation from the household occupant in Section IV must be dated between the third Friday in August and and last weekday in September of the school year.*

134

134

Uncorrectable Residency Ineligibility Reason

- The address is not in Wisconsin.

135

135

Residency Ineligibility Reasons that may be Correctable

- The address is a PO Box.
- The school did not have a residency document that: a) contains the parent name on the application or transfer request and b) has an address that matches the application or transfer request and school district verification document.
- The residency documentation provided was: a) a residency documents, other than a lease, that did not meet the date requirements, b) was a lease that did not include any terms or had terms that did not include the required date, or c) was a month-to-month lease that did not meet the date requirements based on the beginning date of the lease.

136

136

Residency Ineligibility Reasons that may be Correctable (cont)

- The address on the application/transfer request does not match the residency documentation.
- The residency documentation does not contain the parent/guardian name on the application or transfer request and a completed Alternative Residency form or similar document was not provided.

137

137

Residency Ineligibility Reasons that may be Correctable for Continuing Students

- The parent/guardian name on the DPI Pupil Information Report does not match the residency documentation and an Alternative Residency form or similar document was not completed.

138

138

Quiz

- Would DPI's guidance be that schools use the below items for SNSP residency documents?

Document	Yes	No
Cell phone bill		
Cable bill		
Rent receipt		
Gas bill		
Bank statement		
Insurance bill		
Property tax bill		
Change of Address Letter		

139

139

Quiz (cont)

- Would DPI's guidance be that schools use the below items for SNSP residency documents?

Document	Yes	No
Supplemental Security Income Statement		
Mortgage statement		
W-2		
Driver's license		
Expired lease when the parent still lives at the address		
Letter/bill from a 3 rd party loan service provider for a loan with the Department of Education		

140

140

Knowledge Check

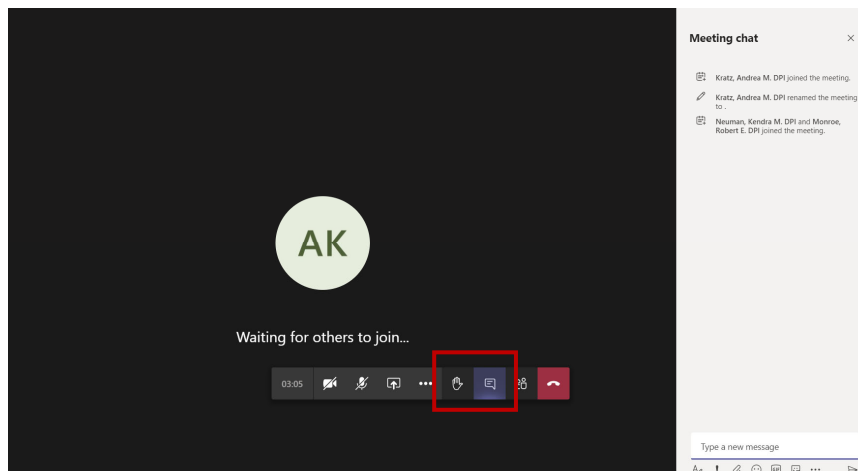
Which of the following options could a school use to verify an address in Dane County (there may be more than one answer)?

- a. Dane County assessor website (AccessDane)
- b. Property tax bill for the address that lists the school district name
- c. Zillow.com
- d. Greatschools.org
- e. Google Maps

141

141

Questions?



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

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

142

142

Application Corrections & General Ineligibility Reasons

143

Application and Transfer Request Form Corrections

- ~~Strike through~~ line of incorrect information
- SNSP Administrator or designee initials on all corrections
- Supporting documentation for change
- Do NOT use whiteout

144

144

Application and Transfer Request Form Corrections (cont.)

- DPI's guidance is that the following changes cannot be made to an application after the schools send the IEP/services plan verification email to the LEA or notification email to the resident school district; or to a transfer request form after the school sends a letter of acceptance or denial to the parent:
 - Adding the parent signature or date signed to the application, transfer request form, or Alternative Residency form.
 - Adding the date the application/transfer request was received.
 - Any changes that result in the application or transfer request being ineligible.

145

145

Application and Transfer Request Form Corrections (cont.)

- Student grade changes can be made when completing:
 - Preliminary Enrollment Report;
 - 3rd Friday in September Count Report; or
 - 2nd Friday in January Count Report.
- If a grade change is missed in a count report the school must notify the auditor so it can be included in an Enrollment Audit.

146

146

Submitting Eligible Applications and Transfer Requests to DPI

- Once an application is determined to be eligible by the school and the LEA has verified that the student application has an IEP or services plan that meets the requirements, the school will need to submit the application to the DPI.
- Transfer requests are submitted after they are determined eligible by the school.
- Students on the waiting list should not be submitted to the DPI.

147

147

Submitting Eligible Applications and Transfer Requests to DPI (cont)

- Student applications and transfer requests are submitted using the SNSP Portal by SNSP Administrators and designees.
- The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. All eligible applications and transfer requests that are not on a waiting list must be submitted by the next submission deadline.
- If data is entered incorrectly, the SNSP administrator or designee will be able to correct the data until the last weekday in August, the 3rd Friday in September, or the 2nd Friday in January, whichever comes first, by clicking on the student's name in the Student Summary.

148

148

Application and Transfer Request Form Corrections

- If, between September 1 and the 3rd Friday in September, the school identifies the resident school district is incorrect on a 2024-25 application or transfer request submitted to DPI by August 30, 2024, send an email to snsp@dpi.wi.gov with the student's application id from the Portal and the correct resident school district.
- If any other inaccuracies are noticed after the submission deadline, notify the school auditor.
- All changes to the application or transfer request form must be included by the school's auditor in the September or January Enrollment Audit.

149

149

Uncorrectable General Ineligibility Reasons

- The school does not have an application or transfer request form, as applicable, on file.
- The application or transfer request was missing the date application/transfer request received, parent/guardian signature, or parent/guardian date signed.
- The individual who signed the application/transfer request form was not the SNSP administrator or a designee at the time the application or transfer request was approved.

150

150

General Ineligibility Reasons that may be Correctable

- Sections of the paper application or transfer request were not properly completed or corrected.

151

151

Knowledge Check

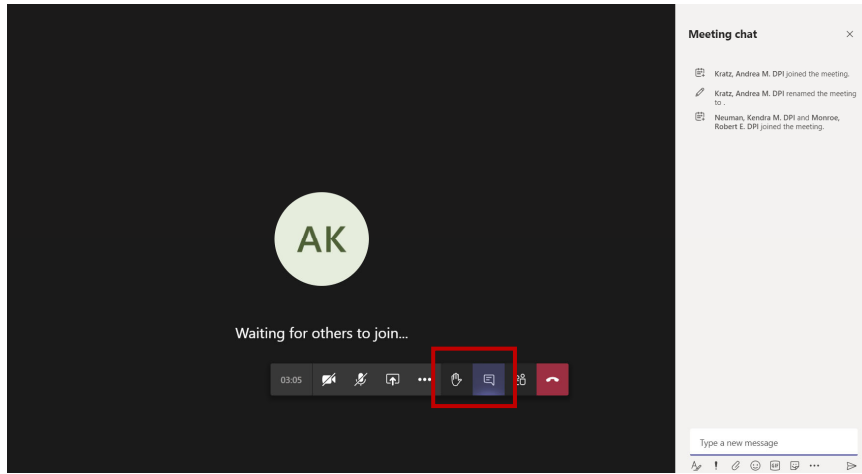
Which of the following can be added to an application after the IEP/services plan verification email is sent to the LEA that developed the IEP or services plan?

- a. The date the application was received.
- b. The parent/guardian signature or signature date.
- c. The name of the school the student is applying to.

152

152

Questions?



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

OR

2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

153

153

IEP/Services Plan Implementation & IEP Reevaluations

154

IEP or Services Plan Implementation

- SNSP schools are required to implement:
 - The most recent Individualized Education Program (IEP) or services plan, as modified by agreement between the school and the student's parent, and
 - Related services agreed to by the school and the student's parent that are not included in the IEP or services plan.

155

155

Agreed to Services Requirement

- The private school and the parent must have agreed to the services to be provided to the pupil. The private school must have a signed agreement with the parent indicating what services will be provided by the count date. **Both the private school and parent must sign and date the agreement.**
- If the private school does not have a signed agreement with the parent by the count date, the private school will not be eligible for a payment for that count date.
- Once there is an agreement for a student, the agreement does not need to be modified unless there is a change in the services that need to be provided.

156

156

Agreement of Services Template

- The Agreement of Services template is optional. The school may use the template text and add it to a document with school letterhead, if desired.
- The template provides four available sections in addition to the signature blocks:
 - General Information
 - Services Provided to Student
 - General Classroom Accommodations
 - Additional Information

157

157

Special Needs Scholarship Program: Agreement of Services

Special Needs Scholarship Program: Agreement of Services

This optional template is being provided by the Department of Public Instruction for the private school and parent or legal guardian ("parent") to document the services the parent and the private school have agreed the private school will provide for the student. If desired, the private school may insert its letterhead in the header. The private school and the parent must agree to the services that will be provided to the SNSP student. In determining the services that will be provided by the private school, the private school and parent should refer to the Individualized Education Program (IEP) or services plan developed by the local education agency. If applicable, this document should include services provided by the private school through a contracted service provider. The services outlined in an IEP or services plan will not be provided by the private school unless they are included below. This document does not include services that are provided by the public school district through a services plan; if the student has a services plan from the public school district, those services are outlined in the services plan from the public school district, which is a separate document.

The school and the parent must agree to the services that will be provided for a student before the school will be eligible to receive a SNSP payment for the student.

A. General Information	
Private School Name	
Student Name	Student Date of Birth:
<small>Private School Special Education Program Overview Below, the school may provide information about general services the private school offers to students with disabilities that will be available for the student. This should describe general services offered by the school rather than specific services that will be provided for the student.</small>	

The top of the template clarifies that this is for an agreement between the parents and the private school.

The school may use the top block to identify the school name, the student name, and the student's date of birth.

The Private School Special Education Program Overview provides space for the school to describe generally available services for students at the school.

158

158

Agreement of Services Template (cont.)

B. Services Provided to Student	
<p>In this section, the private school and parent should identify:</p> <ol style="list-style-type: none"> Aids, services and other supports that will be provided to enable the student to be educated with nondisabled children. Examples of these types of services include: an aide, specific assistive technology devices (specify the type that will be used), any staff support for personal care or during school transitions, or any other similar commitment of resources by the private school to educate the student. Specially designed instruction, regardless of where the instruction is conducted, that is provided to meet the unique needs of a child with a disability, including instruction in physical education. Examples of these types of services may include: a curriculum that is designed to meet the unique needs of a child with a disability or providing additional tools/resources as part of the learning curriculum (such as a specialized computer program to help a child with a subject). Related services such as transportation or such developmental, corrective, and other supportive services as may be required to assist the child in benefiting from special education. Examples of these types of services include: speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, social work services, school nursing services designed to enable a child with a disability to receive an education, counseling services, including rehabilitative counseling, or orientation and mobility services. 	
<input type="checkbox"/> None	
Description	Frequency & Amount

Section B provides space for the school to identify specific services. This section provides similar categories to an IEP, so the school can identify services from a student’s IEP that the school provides. The school may choose to provide services that were not included in the student’s IEP.

This section should only include services being provided by the private school, either directly or from a contracted provider. It should not identify services provided by the public school district.

Agreement of Services Template (cont.)

C. General Classroom Accommodations	
<p>In this section, the private school and parent may include accommodations to the general curriculum that the student needs to meet the educational standards that apply to all students. Examples of these include extra time for examinations, the option to type an assignment rather than handwrite, oral recitation of examination questions or assignments, retelling assignment instructions, etc.</p>	
<input type="checkbox"/> None	
Description	Frequency & Amount

- If the school provides accommodations in the general classroom for the student, such as retelling assignment instructions or extra time for examinations or certain kinds of assignments, the school can describe those here.

Agreement of Services Template (cont.)

D. Additional Information

If there are any other items the school and parent have agreed will be provided for the student, identify them below. In this section, identify any activities that will be provided directly to school personnel to help the school personnel meet the needs of the student, if applicable. An example of this would be school personnel attending a training on how the school personnel can meet the needs of the student related to their disability.

Description

Section D provides space for the school to describe any other items that the parent and the private school have agreed upon.

If the school and parent agree the school will provide specific training or resources for staff to help meet the needs of this particular student – that information can be provided here.

161

161

Agreement of Services Template (cont.)

- The last two sections provide space for the school and parent signatures.
- The private school must have a signed agreement with the parent indicating what services will be provided by the count date. **Both the private school and parent must sign and date the agreement.**

E. Parent/Legal Guardian Signature

Printed Name of Parent or Legal Guardian Signing Below

Signature of Parent or Legal Guardian

Date Signed *Mo./Day/Yr.*

F. School Representative Signature

Printed Name of School Representative Signing Below

Signature of School Representative

Date Signed *Mo./Day/Yr.*

162

162

Agreed to Services Requirement

- A student who does not have an agreement will remain on the school's count reports until the student withdraws from the program or is no longer eligible for a scholarship.
- The school must notify the department when a student withdraws or is no longer eligible.

163

163

Agreed to Services Ineligibility Reasons

- The school and the parent/guardian did not agree to the services to be provided by the count date.
- This is an uncorrectable reason.
 - If the school is able to obtain the required documentation by the next count date, it can include the student in the next count.
 - It is important that the auditor always checks for **all** ineligibility reasons. If the student is determined ineligible for this reason or a different reason that does not impact the underlying application/transfer request eligibility, the school can use the same application or transfer request on the next count date. Failure to identify all items that need to be corrected on an application or transfer request can impact the future eligibility of the student.

164

164

Reevaluation

- In order for a student to be able to continue his/her participation in the SNSP, the student must be made available for a reevaluation by the resident school district within sixty (60) days of a reevaluation request from the resident school district.
- If the student is attending a private school in a nonresident district, the nonresident district can conduct the reevaluation if the parent provides written consent.

165

165

Reevaluation (cont)

- School districts may only conduct a reevaluation once every three (3) years from the student's most recent evaluation or reevaluation for SNSP eligibility purposes.
 - Generally the reevaluation requirement date for SNSP purposes will be the same as the reevaluation requirement date the public school district is required to follow.

166

166

Reevaluation Waiver

- Waivers are permissible.
- Must have a signed Waiver Agreement.
- 3-year reevaluation clock continues from the date of the Reevaluation Waiver Agreement.
- The school must retain the Reevaluation Waiver Agreement for auditing purposes.

NOTICE OF AGREEMENT THAT A
THREE-YEAR REEVALUATION NOT NEEDED
Form RE-3 (Rev. 05/2018)

SCHOOL DISTRICT

(If you need this notice in a different language or communicated in a different way, or have questions about this notice, please contact _____ at _____.)

Dear _____ Date _____

Under federal special education law, school districts are required to reevaluate children with disabilities once every three years unless the child's parent and school district agree a reevaluation is not needed.

We agree a reevaluation to determine whether your child _____ continues to be a child with a disability (impairment and a need of special education) and your child's educational needs is not necessary at this time. We base this on the following reason(s):

Other options, if any, related to the above action which were considered and the reason(s) they were rejected, including a description of any other relevant factors include:

None

On _____ we [met or spoke on the phone or exchanged emails] and you agreed with district staff that a reevaluation was not necessary at this time. If at any time in the future, you believe a reevaluation is necessary, please contact your child's special education teacher.

You and your child have protection under the procedural safeguards (rights) of special education law. The school district must provide you with a copy of your procedural safeguards once a year. Enclosed is a copy or earlier this year you received a copy of your procedural safeguard rights in a brochure about parent and child rights. If you would like another copy of this brochure, please contact the district at the telephone number above. In addition to district staff, you may also contact _____ at _____ if you have questions about your rights.

Sincerely,

Name and Title of District Contact Person

167

Partial Scholarship Student

- If during an IEP team reevaluation a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship beginning in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
 - Partial scholarship students are SNSP students, not Choice students.
 - A partial scholarship student will not retain his/her eligibility if he or she transfers to another school.

168

168

Partial Scholarship Student (cont)

- IEP reevaluations completed in the previous school year are reported in the Preliminary Enrollment Report.
- The auditor will determine that the IEP reevaluation determinations and dates were correctly reported in the Preliminary Enrollment Report as part of the September Enrollment Audit.

169

169

Knowledge Check

Which of the following is NOT true regarding the requirement for the agreement of the services that will be provided for a SNSP student.

- a. The agreement must be writing.
- b. The agreement must be signed and dated by the parent/guardian.
- c. The agreement must be completed by the count date for the school to be eligible for payment for that count date.
- d. The agreement must state the services the private school will provide for the SNSP pupil.
- e. If the school will implement the IEP or services plan as written, nothing in writing from the parent is required.

170

170

Knowledge Check

The following information is included in the agreement of services to be provided for a student. Which of the following would be sufficient to describe the services that will be provided for a pupil?

- a) The school will work to achieve the goals in the IEP or services plan for Johnny Smith. The school is not required to provide any specific services for the student.
- b) The school will provide a one-on-one aid for the Melissa Johnson for the full school year.
- c) Antonio Gomez will meet the following goals by the end of the school year: (1) Read with 75% accuracy; and (2) Understand mathematical concepts such as how to use a multiplication chart.

171

171

Knowledge Check

Which of the following should **not** be reported as an IEP reevaluation in the 2024-25 Preliminary Enrollment Report?

- a. A pupil who had a required reevaluation date of November 5, 2025, , who had an IEP reevaluation completed February 3, 2024.
- b. A pupil who had a required reevaluation date of March 5, 2024, who had an IEP reevaluation completed July 5, 2024.
- c. A pupil who had a required reevaluation date of April 8, 2024, who had the IEP reevaluation waived on April 6, 2024.
- d. A pupil who had a required reevaluation date of October 25, 2023, who had an IEP reevaluation completed October 6, 2023.

172

172

Document Retention

SNSP schools must retain the following records for at least 5 years from the end of the school year in which a student applies to participate in the SNSP or 5 years from when a SNSP student no longer attends the school, whichever occurs later:

- Copies of pupil applications and transfer requests, including supporting documentation;
- Copies of all acceptance or nonacceptance notices;
- IEPs or service plans; and
- Copies of all IEP/service plan implementation and progress reports.

173

173

Document Retention

Auditors must retain the workpapers for the enrollment audits and financial audits for at least 5 years from the due date of the related financial audit for that school year.

174

174

Available Resources

- School Application & Transfer Request Processing Page at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing>:
 - Initial Student Eligibility Bulletin
 - Residency Documentation Bulletin
 - Student Application & Transfer Request Information Bulletin
 - Student Application Checklist
 - Transfer Request Checklist

175

175

Available Resources (cont)

- Bulletins Webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>
 - K4 Parental Outreach Bulletin
 - Continuing & Transfer Student Eligibility Bulletin
- Payments webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments>
- 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>

176

176

Questions

SNSP Webpage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship>

Email: snsp@dpi.wi.gov or andrea.kratz@dpi.wi.gov

Phone: 608-267-1291

177

177

Application and Transfer Request Activity

178

Sample Student Application & Transfer Requests

- Is the student eligible to participate in the SNSP or transfer to another SNSP school? Why or why not?
- Are the identified errors correctable?
- Use the [Student Application Checklist](#) and [Transfer Request Checklist](#) to help you with your review

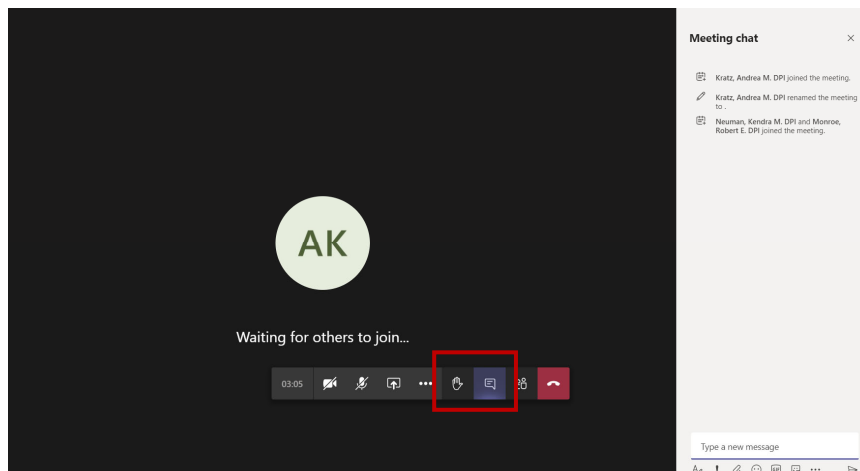
Example School Name	SNSP Available Grades Based on ITP and School Information Update form (if applicable)
A Choice School	K5-8
The Falcon School	K4-8
Detective School	1-6
Linus School	5-8

Training Participant First Name	Application or Transfer Request	Applicant Reviewing
L-O	Application	Bruce Banner
P-Z	Application	Shaggy Rogers
A-F	Transfer Request	Charlie Brown
G-K	Application	Katniss Everdeen

1/7

179

Questions?



- 1) Enter questions in the chat by pressing the speech bubble icon and typing in your question.
- OR
- 2) Raise your hand and we will enable your mic so you can ask a question. (You will need to unmute yourself once your mic is enabled.)

180

180