Private School Choice Programs
Fiscal Management Training

Schedule 2:
Anticipated Enrollment

School Finance Auditors
Parental Education Options

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

Welcome to the Wisconsin Department of Public Instruction's training module for the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training.

The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. This training is based on the requirements in these statutes and rules. Provisions of this training module are subject to statutory and rule changes.

This section of the training will explain entering the anticipated enrollment in Schedule 2-1 and 2-2.

Completion of Budget Excel Document

- This training will explain how to input information into the budget and cash flow report (budget) Excel document.
- You must enter this information into your Excel document unless otherwise noted.
- Please pause the training if you need additional time to review the example or check your Excel document.
- In order to receive credit for having participated in this training, which is required for all Choice administrators, you will be required to upload the completed budget Excel document into the training quiz.

2

This training will explain how to input information into the budget and cash flow report Excel document. We will refer to the budget and cash flow report as the budget throughout this training. You must enter this information into your Excel document unless otherwise noted. Please pause the training if you need additional time to review the example or check your Excel document.

As a reminder, in order to receive credit for having participated in this training, you will be required to upload the completed budget Excel document as part of the quiz you will complete after all the trainings are finished. The budget that you upload into the quiz must include all of the examples for Holy Love that are provided in each of the trainings. Completion of this training is required for all Choice administrators of schools that are first time participants in the Choice program.

If you have any questions as you complete this training, please note them. The department is providing live virtual Q&A sessions. The webpage where this presentation was available has information on these sessions and a copy of the PowerPoint slides with the notes. You can ask questions on any of the trainings at the live Q&A sessions or email them to us at dpichoiceauditreports@dpi.wi.gov.

Pupil Count Reports

- Pupil count reports are used to count students by grade for purposes of Choice state aid payments.
- Schools complete three pupil count reports each year located in the Online Application System (OAS):
  - Preliminary Enrollment Report due by the last weekday of August.
  - 3rd Friday in September Pupil Count Report due by the last weekday of September.
  - 2nd Friday in January Pupil Count Report due by the last weekday of January.

***Training modules 9-2 & 9-3 include information on how to complete these reports. Information on these trainings is listed at the end of this training.**

3

Pupil count reports are used to count students by grade for the purpose of calculating and paying the school's Choice state aid.

Schools must complete 3 pupil count reports during each school year. Schools enter the information in the Online Application System, known as OAS.

The Preliminary Enrollment report is due by the last weekday of August. The 3rd Friday in September count report is due by the last weekday of September. The 2nd Friday in January count report is due by the last weekday of January.

Trainings 9-2 and 9-3 are available on the DPI website with instructions on how to complete these reports.

Preliminary Enrollment Report

- Schools must provide the total number of All Pupils and Choice Pupils enrolled at the school.
- Schools identify students as Choice students on the Preliminary Enrollment Report if they meet all of the following requirements:
  - The student has an eligible Choice application.
  - The student is enrolled at the school at the beginning of the year.
  - The student has not withdrawn from the school and is not expected to withdraw by the 3rd Friday in September.

4

In the Preliminary Enrollment Report, the school must provide the total number of pupils, referred to as the All Pupil count, and the total number of Choice Pupils enrolled at the school.

The Choice pupils in this report should include any that have an eligible Choice application and who are enrolled at the school at the beginning of the year, unless they have withdrawn from the school or are expected to withdraw from the school by the 3rd Friday in September.

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

- Identify the following for each Choice pupil as of the applicable count date:
  - The grade the pupil was in; and
  - Whether the pupil met the count requirements.
- Provides the total number of All Pupils and Choice Pupils at the school.

5

In the 3rd Friday in September and 2nd Friday January Count Reports, the school will identify the grade each Choice pupil is in and if the Choice pupil met the count requirements.

The school will also be required to identify the total number of all pupils enrolled in K4-12th grade educational programming at the school.

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

- A pupil meets attendance requirements if either of the following apply.
  - The 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 in or out of Wisconsin, including another private school, homeschooled, or a charter school.

6

A student meets Choice attendance requirements if either of the following apply:

1) The pupil was in attendance for instruction on the count date, or

2) The pupil was absent on the count date but attended the school at least one day prior to the count date and at least one day after the count date. The student must also have not been enrolled in another school in or out of Wisconsin. This includes: a public school, another private school, charter school, or being homeschooled.

Full Time Equivalent

- Students in grades 1-12 are counted as 1.0 FTE.
- Five-year-old kindergarten (K5) students 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 5 full days a week.

7

Choice payments are calculated using Full Time Equivalent, or FTE.

Students in grades 1 through 12 count as 1.0 FTE.

The FTE for pupils in 5 year old kindergarten, or K5, is dependent on how many full days a week a pupil is attending.

Generally, K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year.

Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE.

If the school provides K5 instruction for 5 full days a week, then the pupils are counted in the 1.0 FTE category.

Full Time Equivalent (cont)

- Four-year-old kindergarten (K4) students are counted as follows:
  - K4 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 K4 students, the school may count the students as 0.6 FTE.

8

4 year old kindergarten, or K4, students are generally counted as 0.5 FTE.

However, if the school provides 87.5 hours of outreach activities for the parents of the K4 students, the school can then count the students as 0.6 FTE.

Private School Choice Programs Payment

- During the school year, the department pays the maximum voucher amount for each student. Choice payments are made based on eligible pupils and are not a reimbursement of expenses.
- The budget uses the expected Choice payment rates for the budget year. If the payment rates are not yet known, the payment rate is based on the most recent Choice program payment rates known at the time the budget and cash flow report is provided. The payment rates used in the budget are identified in the revenue section of the Instructions (cont) tab of the budget.
- Payment information, including the final payment rates once known, is available on our website at: https://dpi.wi.gov/parental-education-options/choice-programs/payment-amounts-frequently-asked-questions.

9

DPI pays Choice schools the maximum voucher amount for each student. The amount is not a reimbursement of your school's expenses.

The budget uses the expected Choice and Special Needs Scholarship Program payment rates for the budget year. If the payment rates are not yet known, the payment rate is based on the most recent Choice program payment rates known at the time the budget and cash flow report is provided. The payment rates used in the budget are the most recent Choice program and Special Needs Scholarship Program payment rates known at the time the budget and cash flow report is provided. In order to determine what rates are used in the budget, please refer to the Instructions (cont) tab of the budget. The rates are identified in the Revenue section of this tab.

The current payment amounts and frequently asked questions on payments are available on our webpage.

Payment Process

- Choice payments are sent to eligible schools in September, November, February, and May.
  - The September payment is 25% of the annual Choice payment amount for each student on the Preliminary Enrollment Report.
  - The November payment is 50% of the annual FTE Choice payment for each eligible student on the 3rd Friday in September Pupil Count Report, less the September payment for each student on the Preliminary Enrollment Report. The summer school payment, if applicable, is sent at the same time through a separate ACH.
  - February and May payments are each 25% of the annual FTE Choice payment amount for each student on the January Pupil Count Report with an eligible application.

10

Choice payments are sent to eligible schools 4 times a school year, during the months of September, November, February, and May.

The September payment is equal to 25% of the annual FTE Choice payment amount. Schools receive a September payment for each Choice student on the Preliminary Enrollment report.

The November payment is then a true up payment. The November payment is calculated based on the number of Choice pupils on the 3rd Friday in September Pupil Count Report, multiplied by 50% of the annual payment, less the payments received in September. Additionally, the school will receive a payment in November for any Choice student that was eligible for summer school in the preceding summer.

Lastly, the February & May payments are each 25% of the annual FTE amount for each student with an eligible application on the school's January Count Report.

Schedule 2-1: Choice Pupils

ALL PUPILS ANTICIPATED ENROLLMENTS						
Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
1	4-Year-Old K/437 Hours		-	-	0.5	-
2	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
3	5-Year-Old K/.5 Day		-	-	0.5	-
4	5-Year-Old K/3 Day		-	-	0.6	-
5	5-Year-Old K/4 Day		-	-	0.8	-
6	5-Year-Old K/5 Day		-	-	1.0	-
7	Grades 1-8		-	-	1.0	-
8	**TOTAL K4-8 ALL PUPILS**	-	-	-		-
9	Grades 9-12		-	-	1.0	-
10	**TOTAL ALL PUPILS**	-	-	-		-
CHOICE PUPILS ANTICIPATED ENROLLMENTS						
Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
11	4-Year-Old K/437 Hours		-	-	0.5	-
12	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
13	5-Year-Old K/.5 Day		-	-	0.5	-
14	5-Year-Old K/3 Day		-	-	0.6	-
15	5-Year-Old K/4 Day		-	-	0.8	-
16	5-Year-Old K/5 Day		-	-	1.0	-
17	Grades 1-8		-	-	1.0	-
18	**TOTAL K4-8 CHOICE PUPILS**	-	-	-		-
19	Grades 9-12		-	-	1.0	-
20	**TOTAL CHOICE PUPILS**	-	-	-		-
CHOICE PUPILS BY PROGRAM						
Line	A Count Category	MPCP Count	VPCP Count	RPCP Count	E High Count	F Difference
21	4-Year-Old K				0	-
22	5-Year-Old K				0	-
23	Grades 1-8				0	-
24	Grades 9-12				0	-
25	**TOTAL CHOICE PUPILS**	-	-	-	0	-

11

This slide shows Schedule 2-1 of the budget. We will be discussing each part of this schedule in the next slides. First we will discuss the all pupil counts, then we will discuss the Choice pupil counts and the Choice pupils by program. We will end by discussing the Choice summer school counts.

Schedule 2-1: All Pupil Count

		ALL PUPILS ANTICIPATED ENROLLMENTS				
		B	C	D		
Line	A Count Category	Preliminary Enrollment	3rd Friday Sept Count	2nd Friday Jan Count	E FTE Factor	F Average FTE
1	4-Year-Old K/437 Hours		-	-	0.5	-
2	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
3	5-Year-Old K/.5 Day		-	-	0.5	-
4	5-Year-Old K/3 Day		-	-	0.6	-
5	5-Year-Old K/4 Day		-	-	0.8	-
6	5-Year-Old K/5 Day		-	-	1.0	-
7	Grades 1-8		-	-	1.0	-
8	**TOTAL K4-8 ALL PUPILS**	-	-	-		-
9	Grades 9-12		-	-	1.0	-
10	**TOTAL ALL PUPILS**	-	-	-		-

- Include the total number of pupils the school anticipates will enroll in K4-12th grade educational program at the school.

12

The school must complete the all pupil count on Schedule 2-1 by inputting the total number of all pupils the school anticipates will enroll in K4-12th grade educational programming at the school.

These columns correspond to the reports we just talked about earlier. Column B is based on the number of pupils you expect to have enrolled at the school at the end of August. Columns C and D are based on the number of pupils you expect to have on the September and January count dates. The determination of whether a pupil is included in the September and January counts is based on the attendance requirements we discussed earlier.

For new Choice school budgets, the anticipated preliminary enrollment, 3rd Friday in September, and 2nd Friday in January counts are generally the same, so the schedule has been set up so that that Columns C and D, the anticipated September and January count columns, will automatically fill with the numbers that you enter into Column B. However, the cells are yellow. This means that you can modify them if you anticipate having a different pupil count for a count date.

Schedule 2-1: All Pupil Count

- Include all pupils enrolled at your school attending K4-12th, even if a particular grade is not offered to Choice students.
- If your school offers any grade, such as K4, for a public school district, do **not** include:
  - The pupils in the all pupil count,
  - The costs for the pupils in the eligible education expenses (the costs will still be in total costs), or
  - The revenue from the district as offsetting revenue.

13

The all pupil count should include all students enrolled in your school that are attending K4 through 12th grade, even if a grade is **not** offered to Choice students.

If the school provides educational programming for a public school district, do not include these students in the all pupil count. Additionally, the eligible education expenses for students enrolled in a public school district should not be included in your school's eligible education expenses, nor should the revenue from the district be included as offsetting revenue for your school.

Schedule 2-1: All Pupil Count

- If your school has kindergarten age students enrolled in day care, they should not be included in the all pupil count.
- If K4 or K5 are available grades for the Choice program or SNSP, the grades must be identified as educational programming.
- If your school is providing educational programming, the K4 or K5 grades are preaccredited or accredited*, your school meets the required number of hours of instruction, and the pupils are age eligible, then the K4 or K5 pupils should generally be included in the all pupil count.

***The K4 or K5 grade must be fully accredited if the rest of the elementary grades are fully accredited, or preaccredited if the other elementary grades for the school are preaccredited.**

14

If there are 4 or 5 year old children attending your school, your school may determine if the children are considered enrolled in educational programming or daycare.

If your school determines the children are enrolled in daycare, the children should **not** be included in the all pupil count and the costs for these children should not be identified as eligible education expenses.

However, if K4 or K5 are available grades for Choice or SNSP, the grades must be identified as educational programming.

Generally, if a school is providing educational programming to K4 or K5 children, the K4 or K5 grades are preaccredited or accredited, the school meets the required hours of instruction, and the students are age eligible, then the students in K4 or K5 should be included in the all pupil count. The K4 or K5 grade must be fully accredited if the rest of the elementary grades are fully accredited, or preaccredited if the other elementary grades for the school are preaccredited.

Schedule 2-1: Choice Pupils

		CHOICE PUPILS ANTICIPATED ENROLLMENTS				
Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
11	4-Year-Old K/437 Hours		-	-	0.5	-
12	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
13	5-Year-Old K/.5 Day		-	-	0.5	-
14	5-Year-Old K/3 Day		-	-	0.6	-
15	5-Year-Old K/4 Day		-	-	0.8	-
16	5-Year-Old K/5 Day		-	-	1.0	-
17	Grades 1-8		-	-	1.0	-
18	TOTAL K4-8 CHOICE PUPILS	-	-	-		-
19	Grades 9-12		-	-	1.0	-
20	TOTAL CHOICE PUPILS	-	-	-		-

- Include the expected number of Choice pupils the school anticipates will attend the school in Columns B, C, & D.
- The Choice counts included on this schedule will determine the Choice revenue included in the budget.

15

In the next section, the expected number of Choice students that your school anticipates will attend should be entered into Column B. As with the all pupil counts, Columns C and D will automatically fill with the numbers you enter into Column B since the preliminary enrollment, the 3rd Friday in September count, and the 2nd Friday in January count are generally the same for budgetary purposes for new schools.

Since the open application period for WPCP is prior to the start of the school year, the counts will generally be the same in all three columns if the school is only participating in the Wisconsin program. The RPCP has open application periods through September and the MPCP has open application periods until January. Since the open application period for the MPCP and RPCP extends into the current school year, it is possible that the number of Choice pupils may slightly increase in Columns C and D. If the school anticipates that Column C or D will be different than Column B for any grade categories, the school must update the applicable cell to the anticipated pupil count.

Private School Choice Programs revenue will automatically be calculated in the budget based on the Choice pupil counts in this section.

Schedule 2-1: Choice Pupils By Program

CHOICE PUPILS BY PROGRAM						
Line	A Count Category	B MPCP Count	C WPCP Count	D RPCP Count	E High Count	F Difference
21	4-Year-Old K				0	-
22	5-Year-Old K				0	-
23	Grades 1-8				0	-
24	Grades 9-12				0	-
25	TOTAL CHOICE PUPILS	-	-	-	0	-

- The "High Count" (Column E) will automatically populate with the highest number of anticipated Choice pupils in Lines 11-19, Columns B, C, and D.
- Indicate which program the students are in for the high count in Lines 21-24.
- After completing Columns B, C, and D, the Difference Column (Column F) must be zero (0) or you will have an error on the Error Report.

16

The third section of Schedule 2-1 deals with Choice Pupils by program. Lines 21 through 24 of Column E, labeled High Count, will automatically populate with the highest number of anticipated Choice Pupils that were previously input in lines 11-19 for the respective grades.

The number of students expected to participate in each program in columns B, C, and D should be entered into lines 21 through 24, columns B, C, and D.

After completing columns B, C, and D, the Difference column, column F, should be zero. If it is not, you will have an error on the Error Report.

Review Question

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

Pupils participating in the Choice program	
Tuition paying pupils	
Pupils in day care	
Pupils on scholarship	
Pupils in second grade if the school does not provide second grade as an option for the Choice program.	

17

Let's now have a knowledge check.

Which of the following students should be included in the all pupil count? Remember that this is the total number of students attending the school. I will give you a moment to review this slide before I go over the answers. If you need additional time, please pause the video.

The answers are as follows.

Students participating in the Choice Program would be included in the all pupil count.

Tuition paying students would also be included in the all pupil count.

Daycare is not considered educational programming so these children would not be part of the all pupil count.

Students on scholarship would also be included in the all pupil count.

{click}Lastly, students enrolled in second grade, even if that grade is not offered to Choice students, would be included in the all pupil count.

Schedule 2-1: Summer School

CHOICE 202X SUMMER SCHOOL PUPILS				
Line	A Line Description	B Grades K-8	C Grades 9-12	D Payment Amount
26	Total Pupils			-

- If your school will have Choice summer school, include the number of Choice pupils that will participate in summer school on Line 26.
- The summer included in the budget will always be for the summer prior to the start of the school term for the budgeted school year. The header will identify the specific year.
- The Choice summer school revenue and cash payment will automatically be calculated and included in the budget. Do not include anticipated Choice summer school revenue separately elsewhere.

18

The last section of Schedule 2-1 is related to summer school. If your school will be offering Choice summer school, the estimated number of Choice pupils that will participate in summer school should be entered in columns B and C of line 26. The summer included in the budget will always be for the summer prior to the start of the school term for the budgeted school year. It will be identified in the header for the section.

As mentioned earlier, the summer school Choice revenue will be automatically calculated and included in the budget. Do not include anticipated revenues related to Choice summer school elsewhere. This will be discussed in future training sessions.

Class Activity: Complete Schedule 2-1

Category	All Pupil Count	MPCP Pupil Count	WPCP Pupil Count
4-Year-Old K/437 Hours	18	8	2
4-Year-Old K/437 Hours + 87.5 Hrs. Outreach			
5-Year-Old K/.5 Day			
5-Year-Old K/ 3 Day			
5-Year-Old K/ 4 Day			
5-Year-Old K/5 Day	20	13	5
Grades 1-8	60	35	5
Grades 9-12	25	10	5

- Use the same numbers for the Preliminary Enrollment Report, 3rd Friday in September, and 2nd Friday in January.

19

Let's now return to the Holy Love example budget.

This slide contains Holy Love's anticipated all pupil and Choice pupil counts, broken down by grade level. The first column is the school's all pupil count. The second and third columns contain the number of pupils the school anticipates to have participating in MPCP and WPCP, respectively.

Also, the pupil counts are the same for the Preliminary Enrollment Report, 3rd Friday September, and 2nd Friday in January.

Remember you have to enter the number of: All pupils, Choice pupils, and Choice pupils by program.

Be mindful of the column headers, as each section of Schedule 2-1 will require you to enter different information.

Now, please pause the video and take some time to fill out Schedule 2-1 of your budget.

Class Activity: All Pupils Schedule 2-1

		ALL PUPILS ANTICIPATED ENROLLMENTS				
Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
1	4-Year-Old K/437 Hours	18	18	18	0.5	9.00
2	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
3	5-Year-Old K/.5 Day		-	-	0.5	-
4	5-Year-Old K/3 Day		-	-	0.6	-
5	5-Year-Old K/4 Day		-	-	0.8	-
6	5-Year-Old K/5 Day	20	20	20	1.0	20.00
7	Grades 1-8	60	60	60	1.0	60.00
8	TOTAL K4-8 ALL PUPILS	98	98	98		89.00
9	Grades 9-12	25	25	25	1.0	25.00
10	TOTAL ALL PUPILS	123	123	123		114.00

20

Now that you have completed Schedule 2-1 of you budget, let us review the answers. We will start by reviewing the all pupil count section.

In Column B, line 1, you should have entered 18 for the number of students anticipated to be enrolled in K4. As mentioned previously, Columns C and D should have automatically filled in with the amount entered in Column B.

On line 6, you should have entered 20 for the number of anticipated K5 students, and on line 7 you should have entered 60 for the number of students anticipated to be enrolled in grades 1 through 8.

Finally, on line 10, you should have entered 25 as the number of anticipated 9th through 12th grade students.

Once this information has been entered, you should see that the K4 through 8th all pupil count and the total all pupil count are automatically calculated on lines 8 and 10, respectively.

Class Activity: Choice Pupils Schedule 2-1

CHOICE PUPILS ANTICIPATED ENROLLMENTS

Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
11	4-Year-Old K/437 Hours	10	10	10	0.5	5.00
12	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
13	5-Year-Old K/.5 Day		-	-	0.5	-
14	5-Year-Old K/3 Day		-	-	0.6	-
15	5-Year-Old K/4 Day		-	-	0.8	-
16	5-Year-Old K/5 Day	18	18	18	1.0	18.00
17	Grades 1-8	40	40	40	1.0	40.00
18	TOTAL K4-8 CHOICE PUPILS	68	68	68		63.00
19	Grades 9-12	15	15	15	1.0	15.00
20	TOTAL CHOICE PUPILS	83	83	83		78.00

CHOICE PUPILS BY PROGRAM

Line	A Count Category	B MPCP Count	C WPCP Count	D RPCP Count	E High Count	F Difference
21	4-Year-Old K				10	10.00
22	5-Year-Old K				18	18.00
23	Grades 1-8				40	40.00
24	Grades 9-12				15	15.00
25	TOTAL CHOICE PUPILS	-	-	-	83	83.00

21

In the next section, you should have entered the anticipated enrollment for all Choice programs on each line. This will require you to add together the MPCP and WPCP columns on slide 19 and enter them on their respective line. For example, as Holy Love anticipates there will be 8 K4 students participating in MPCP and 2 K4 students participating in WPCP, you should have entered 10 in column B of line 11.

Similarly, on Line 16, you should have entered 18, Line 17 should have 40, and Line 19 should have 15 pupils.

Please pause the video and take a moment to ensure this section has been completed correctly. When you are ready, press play to continue.

Class Activity: Choice Pupils Schedule 2-1

CHOICE PUPILS ANTICIPATED ENROLLMENTS

Line	A Count Category	B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count	E FTE Factor	F Average FTE
11	4-Year-Old K/437 Hours	10	10	10	0.5	5.00
12	4-Year-Old K/437 Hours + 87.5 Hrs. Outreach		-	-	0.6	-
13	5-Year-Old K/.5 Day		-	-	0.5	-
14	5-Year-Old K/3 Day		-	-	0.6	-
15	5-Year-Old K/4 Day		-	-	0.8	-
16	5-Year-Old K/5 Day	18	18	18	1.0	18.00
17	Grades 1-8	40	40	40	1.0	40.00
18	TOTAL K4-8 CHOICE PUPILS	68	68	68		63.00
19	Grades 9-12	15	15	15	1.0	15.00
20	TOTAL CHOICE PUPILS	83	83	83		78.00

CHOICE PUPILS BY PROGRAM

Line	A Count Category	B MPCP Count	C WPCP Count	D RPCP Count	E High Count	F Difference
21	4-Year-Old K				10	10.00
22	5-Year-Old K				18	18.00
23	Grades 1-8				40	40.00
24	Grades 9-12				15	15.00
25	TOTAL CHOICE PUPILS	-	-	-	83	83.00

22

In this next section, you should have entered the number of Choice pupils per program and grade category on each line in Columns B and C.

On line 21, you should have entered 8 in column B for the MPCP pupil count and 2 in column C for the WPCP count.

On line 22, you should have entered 13 in column B and 5 in column C.

On line 23, you should have entered 35 in column B and 5 in column C.

Lastly, on line 24, you should have entered 10 in column B and 5 in column C.

At this point, the sum of the numbers you entered in columns B, C, and D should equal the High Count in column E for lines 21 through 24. There should no longer be any red-colored differences in column F. If you still have differences in red in column F, please pause the video and take a moment to review and correct your entries before continuing on to the next slide.

Schedule 2-2: SNSP Counts

- Schools participating in the Special Needs Scholarship Program (SNSP) complete Schedule 2-2.
- SNSP students may only be included on Schedule 2-2 if the school is a current participant in SNSP or the school has already completed the Intent to Participate for SNSP for the school year the budget is for.

*Additional information on this program is available at: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-information

23

Schools that are currently participating in the Special Needs Scholarship Program must complete Schedule 2-2.

SNSP students may only be included in Schedule 2-2 if the school is a current participant in SNSP or if the school has already completed the Intent to Participate for SNSP for the school year the budget is for.

Choice & SNSP Count vs All Pupil Count Error

SCHEDULE 2-1, 2-2, AND 2-3			
[?]	4	Prelim, 3rd Fri Sept, and/or 2nd Fri Sept Choice and SNSP enrollment is more than the all pupil enrollment	OK

- The Choice and SNSP pupils in the budget cannot be more than the All Pupil Count. Otherwise, you will receive an error.

24

Once Schedules 2-1 and 2-2 are completed for your school, you will want to review the Error Report tab. The Choice & SNSP count cannot be more that the all pupil count. If it is more, you will see an error.

On your school's own budget, any errors should be corrected before the budget is submitted to DPI. If you have any issues correcting these errors, please reach out to DPI for assistance.

Schedule 2-3: K4 Outreach Activities Summary

- List all activities that will be provided, what the educational component is for the K4 parents, the dates of the activity, and the hours of outreach provided for a K4 parent.

K4 OUTREACH ACTIVITIES

If the school has included pupils in the K4 with outreach (.6 FTE) category, the following schedule must be completed. All activities must have an educational component for the K4 parents in their role as a K4 parent. The school must explain in column B how the outreach activity assists the K4 parent/caregiver in their parental role or the outreach activity will not be allowed. Activities that take place during the normal school day, including volunteering in the classroom, are not acceptable K4 outreach activities. Fundraising is also not an allowable K4 outreach activity. For guidance on outreach activities, see the Outreach Activities bulletin located at http://dpi.wi.gov/sms/choice-programs/bulletins and http://dpi.wi.gov/sms/special-needs-scholarship-program/bulletins. If additional space is needed put "See additional sheet" in line 21 and put the total hours from the sheet.

Line	A Outreach Activity Description	B K4 Parent Educational Component for Role as K4 Parent	C Date(s) of Activity	D Hours
1				
2				
3				

25

Let us now take a look at Schedule 2-3.

If your school has K4 pupils included in the K4 with outreach category (0.6 FTE), you must identify the K4 parental outreach activities on Schedule 2-3 that your school intends to provide to parents of K4 students.

For each activity, you must include a description of the outreach activity, identify the educational component for the K4 parents, identify the date or dates of the activity, and identify the number of hours of outreach provided for the parents.

Schedule 2-3: K4 Parental Outreach Activities

- See the K4 Parental Outreach training (Training 1-3) for information on the K4 parental outreach requirements: https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training
- See the K4 Parental Outreach Activities Bulletin: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins

26

Training 1-3 on the DPI website provides information on the K4 parental outreach requirements.

There is also a K4 Parental Outreach Bulletin. The K4 Parental Outreach Bulletin explains the requirements and provides examples of activities that may or may not be used.

K4 Outreach Error

The total of all K4 outreach activities must be at least 87.5 hours or you will receive an error if you have included students in the “K4 with Outreach” category on Schedule 2-1.

27

For schools that have identified students in the K4 with Outreach Category, the outreach activities must total at least 87.5 hours, or the school will receive an error on the Error Report.

Available Resources

On Demand Trainings

- K4 Parental Outreach (Training 1-3)
- Auditor Authorization Form (Training 3-3)
- Surety Bond and New School Budget & Cash Flow Report (Training 3-5)
- Financial Audit Requirements (Training 5)
- Fiscal & Internal Control Practices (Training 6)
- Payment Process, Pupil Count Report, & Audit Overview (Training 9-1)
- Count Reports (Training 9-2 & 9-3)

https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training

Bulletins

- Financial Audit and PSCP/SNSP Reserve Balance Bulletin
- PSCP Eligible Education Expenses Bulletin
- K4 Parental Outreach Activities Bulletin
- Student Tuition and Fees Bulletin
- Criminal Background Checks Bulletin
- Staff Credentials Bulletin
- Insurance and Fidelity Bulletin
- Summer School Bulletin
- Accreditation Bulletin

https://dpi.wi.gov/parental-education-options/choice-programs/bulletins

28

The department has on demand trainings and bulletins available to help schools understand programmatic requirements. You are encouraged to review these trainings and bulletins throughout the year when you have questions on Choice program requirements.

The trainings that relate to enrollment counts and pupil FTE include the K4 Parental Outreach Training, the Payment Process, Pupil Count Report, & Audit Overview training, and the Count Reports training.

Additionally, the K4 Parental Outreach Activities Bulletin and the Summer School Bulletin describe parental outreach activities and Choice summer school requirements.

Questions?

Budget questions should be sent to:

dpichoiceauditreports@dpi.wi.gov

General program questions should be sent to:

privateschoolchoice@dpi.wi.gov

29

Questions on this training, including questions on the budget and cash flow report, should be directed to dpichoiceauditreports@dpi.wi.gov, rather than a specific auditor. This mailbox is monitored by all of the Choice program auditors.

If you have general Choice program questions, they should be directed to the Choice program consultants at privateschoolchoice@dpi.wi.gov.