



**Private School Choice Programs  
Fiscal Management Training**

**Schedule 2:  
Anticipated Enrollment**

School Finance Auditors  
Parental Education Options  
2022-23 School Year

 WISCONSIN DEPARTMENT OF  
**Public Instruction**  
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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.

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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 in the quiz you complete after all the trainings are done. 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 during the month of March. 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](mailto:dpichoiceauditreports@dpi.wi.gov).

## Pupil Count Reports

- Pupil count reports are used to count students by grade for purposes of payment of Choice state aid.
- 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.
  - 3<sup>rd</sup> Friday in September Pupil Count Report due by the last weekday of September.
  - 2<sup>nd</sup> Friday in January Pupil Count Report due by the last weekday of January.

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



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. The school enters the information in the Online Application System also known as OAS.

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

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

## Preliminary Enrollment Report

- Provide the total number of All pupils and Choice pupils enrolled at the school.
- Includes the students with an eligible Choice application who are enrolled at the school at the beginning of the year who have not withdrawn from the school and are not expected to withdraw by the 3<sup>rd</sup> Friday in September.

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The Preliminary Enrollment Report provides the total number of all Pupils and Choice Pupils enrolled at the school.

This report should include the students that have an eligible Choice application and who are enrolled at the school at the beginning of the year.

The Preliminary Enrollment Report should not include students who have withdrawn from the school or are expected to be withdraw from the school by the 3<sup>rd</sup> 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.
- Provide the total number of All Pupils and Choice Pupils at the school.



The school will identify the grade each Choice pupil is in and if the Choice pupil met the count requirements in the 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday January Count Reports.

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

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

- A pupil meets the attendance requirements if one 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.



A student meets the Choice attendance requirements if 1 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 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.

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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.

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4-year-old kindergarten students are generally counted as .5 FTE.

However, if the school provides 87.5 hours of outreach activities for the parents of the 4k students, the school can then count the students as .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 is based on the 2022-23 payments rates:
  - The K4-8 payment rate in the budget is \$8,399 per FTE, and
  - The 9-12 payment rate in the budget is \$9,045 per FTE.
- Payment information is available on our website at <https://dpi.wi.gov/parental-education-options/choice-programs/payment-amounts-frequently-asked-questions>.



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

The budget is based on the 2022-23 payments rates. The K4-8 payment rate in the Budget and Cash Flow Report is \$8,399 per FTE and the 9-12 payment rate in the Budget and Cash Flow Report is \$9,045 per FTE.

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.
  - September payment is 25% of the annual Choice payment amount for each student on the Preliminary Enrollment Report.
  - November payment is 50% of the annual FTE Choice payment for each eligible student on the 3<sup>rd</sup> 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 & 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.

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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 3<sup>rd</sup> 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	<b>TOTAL K-8 ALL PUPILS</b>	-	-	-	-	-
9	Grades 9-12				1.0	-
10	<b>TOTAL ALL PUPILS</b>					
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	<b>TOTAL K-8 CHOICE PUPILS</b>	-	-	-	-	-
19	Grades 9-12				1.0	-
20	<b>TOTAL CHOICE PUPILS</b>					
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	<b>TOTAL CHOICE PUPILS</b>	-	-	-	-	-
CHOICE 2022 SUMMER SCHOOL PUPILS						
Line	A Line Description	B Grades K-8	C Grades 9-12	D Payment Amount		

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This a screen shot of the tab labeled 2-1.

In the following slides we will be discussing each section in red.

First, we will discuss the "All Pupil Count" section. Then, we will go through the "Choice Pupil Count" and "Choice Pupils by Program". Lastly, we will go through the summer school section at the bottom.

## Schedule 2-1: All Pupil Count

Line	A Count Category	ALL PUPILS ANTICIPATED ENROLLMENTS			E FTE Factor	F Average FTE
		B Preliminary Enrollment	C 3rd Friday Sept Count	D 2nd Friday Jan Count		
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	<b>TOTAL K4-8 ALL PUPILS</b>	-	-	-		-
9	Grades 9-12				1.0	-
10	<b>TOTAL ALL PUPILS</b>	-	-	-		-

- Include the total anticipated pupils enrolled in K4-12<sup>th</sup> grade educational program at your school.

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The all pupil count on Schedule 2-1 includes the total amount of anticipated pupils enrolled in K4-12<sup>th</sup> grade educational program at the school whether they are Choice or private pay students.

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. Generally, the number of pupils in each column for a particular school will be the same for the new Choice school budgets.

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

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

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

## Schedule 2-1: All Pupil Count

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

\*The K4 or K5 grade is fully accredited (if the rest of the grades are fully accredited) or the grade is preaccredited (if the other elementary grades for the school are preaccredited).

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

If the school determines the children are enrolled in daycare, the children should **not** be included in the all pupil count. In addition, 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.

Lastly, if a school is: providing educational programming, 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 generally be included in the all pupil count.

## 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 who are anticipated to attend in Columns B, C, & D.
- The Choice counts included on this schedule will determine the Choice revenue included in the budget.

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The expected number of Choice students who are anticipated to attend the school should be included in columns B, C, and D.

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

As mentioned earlier, the pupil counts in each column are generally the same for 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.

## Schedule 2-1: Choice Pupils By Program

Line	A Count Category	CHOICE PUPILS BY PROGRAM			E High Count	F Difference
		B MPCP Count	C WPCP Count	D RPCP Count		
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.



The last section of Schedule 2-1 deals with Choice Pupils by program. 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 listed on lines 21-24.

For the expected high count, the School should input the number of students the school expects to participate in each program in columns B, C, and D.

After completing columns B, C, and D, the Difference column or column F must be zero or 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.	

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Now let's answer the following questions to check our knowledge.

Which of the following students should be included in the all pupil Count. Remember this is the total number of students attending the school.

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.

Lastly, students attending the second grade even if that grade is not offered to choice students would also be part of the all pupil count.

## Schedule 2-1: Summer School

CHOICE 2021 SUMMER SCHOOL PUPILS				
Line	A Line Description	B Grades K-8	C Grades 9-12	D Payment Amount
26	Total Pupils			-

- If the school will have Choice summer school in 2022, include the number of Choice pupils that will participate in summer school on Line 26.
- The Choice summer school revenue and cash payment will automatically be included in the budget. Do not include it separately elsewhere.



If the school will be offering Choice summer school in 2022, the estimated number of Choice pupils that will participate in summer school should be entered in line 26 of Schedule 2-1.

As discussed earlier, the summer school Choice revenue will be automatically included and calculated in the budget. It 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, 3<sup>rd</sup> Friday in September, and 2<sup>nd</sup> Friday in January.

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Now we have another class activity.

The 1<sup>st</sup> column of this slide is the school's all pupil count. The 2<sup>nd</sup> column identifies the number of MPCP pupils the school anticipates at the school. The 3<sup>rd</sup> column identifies the number of WPCP pupils the school anticipates at the school.

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

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

So be mindful of the labels for each of the 3 columns at the top of this slide.

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

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In this slide, we will review the answers for the all pupil count.

As you can see, we have completed columns B through D with the Holy Love example information from the previous slide. Additionally, each of the columns in the all pupil count section must be completed for the applicable grades the school offers or you will receive an error message. Please note that the 9<sup>th</sup>-12<sup>th</sup> grade counts should be entered on line 9.

For line 1, we entered 18 for 4k students in each count date in columns B, C, and D. For line 6, the 5k students, we entered 20 in each column. For line 7, which represents grades 1-8, we entered 60 in each column. Next, we entered 25 students for grades 9-12 on line 9.

Lines 8 and 10 are in white because the budget automatically calculates the total for grades K4-8 and then K4 through 12. In our example, the all pupil count total on line 10 is 123.

If you need extra time to review this information, please feel free to pause your presentation.

## 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

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Similar to the last slide, we next filled in the student count for the school's Choice Pupils in columns B, C, and D for lines 11, 16, 17, and 19. If you are unsure of how the numbers were derived for the Choice pupil count please refer to the previous slide that provided the pupil count data. The 2 columns to the right of that slide are labeled MPCP and WPCP for the Milwaukee and Wisconsin programs. In order to get the total Choice count, you have to first add each line for these programs on the previous slide. For example, the data slide provided a 4k student count of 8 for the Milwaukee program and a student count of 2 for the Wisconsin program. Adding 8 plus 2 equals 10 and this is the value that was included on line 11 for columns B, C, and D.

Now please pause the slide and enter the amounts for the last section called Choice Pupils by Program which is at the bottom part of this slide. Please note column B, C, and D for lines 21-24 are requesting the pupil count for each program.

For line 21-24 at the bottom of this slide, we need to record how many Choice pupils will participate in each Program. Columns B, C, and D represent the 3 choice programs in this section. The values entered in columns B, C, and D must equal column E which is labeled High Count. The high count is derived from the highest value in lines 11-17 and 19 from columns B, C, and D. If input is done correctly, column F for lines 21-25 will not contain a value that is red in color.

## Schedule 2-2: SNSP Counts

- Schools participating in the Special Needs Scholarship Program (SNSP) complete Schedule 2-2.
- Registration for the SNSP for the 2022-23 school year was due by March 1, 2022.
- SNSP students may only be included in Schedule 2-2 if the school completed the 2022-23 Intent to Participate for the SNSP by March 1, 2022.

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



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

Schools may only include SNSP pupils on this schedule if the school is registered to participate in the SNSP for the 2022-23 school year.

## 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.



The Choice & SNSP count cannot be more that the all pupil count or you will receive an error.

## 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 K4 Parental Outreach Activities Bulletin:  
<https://dpi.wi.gov/parental-education-options/choice-programs/bulletins>



Schedule 2-3 is for schools that offer K4 Parental Outreach Activities.

Training 1-3 on the DPI website provides more information on K4 Parental Outreach.

In addition, 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.

## Schedule 2-3: 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 <a href="http://dpi.wi.gov/sms/choice-programs/bulletins">http://dpi.wi.gov/sms/choice-programs/bulletins</a> and <a href="http://dpi.wi.gov/sms/special-needs-scholarship-program/bulletins">http://dpi.wi.gov/sms/special-needs-scholarship-program/bulletins</a> . 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				



In Schedule 2-3, the school must list all K4 Parental Outreach activities that will be provided to parents of K4 students.

For each activity the list must also include: what the educational component is for the parents, the dates of the activity, and the hours of outreach provided for the parents.

## 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.



Lastly, for schools that have identified students in the K4 Outreach Category, the outreach activities must be at least 87.5 hours or the school will receive an error.

## 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 Overview, Audit Overview (Training 9-1)
- Count Reports (Training 9-2 & 9-3)
- Report Cards, Student Information System, and WISEdata (Training 4-1)

<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
- Tuition and Fees Bulletin
- Criminal Background Check Bulletin
- Staff Credentials Bulletin
- Insurance Bulletin
- Summer School Bulletin
- Accreditation Bulletin

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



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

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

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

## Questions?

### Auditors for the Choice Program

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**Budget questions should be sent to:**  
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**General program questions should  
be sent to:**  
[privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

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The contact information for each of the Choice program auditors is listed on the screen. Questions on this training, including questions on the budget and cash flow report, should be directed to [dpichoiceauditreports@dpi.wi.gov](mailto: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](mailto:privateschoolchoice@dpi.wi.gov).