Training 9-3:
3rd Friday in September & 2nd Friday in January Pupil Count Reports

WISCONSIN DEPARTMENT OF
Public Instruction
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Welcome to the Wisconsin Department of Public Instruction's training module on 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. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the 3rd Friday in September and 2nd Friday in January Pupil Count Reports.

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The 3rd Friday in September and 2nd Friday in January Pupil Count Reports schools must identify the Choice pupils with an eligible application that meet the attendance requirements. The reports also include the total number of pupils for the school.

The pupils must either be in attendance on the count date or any day before **and** any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must attend the Thursday before and the Monday after the count date. Instead, the pupil must be in attendance any day prior to the count date and any day after the count date within the same school year. Attendance during summer school would not be sufficient to meet this requirement. Pupils meeting the day before and day after requirement may not have been enrolled at any other public or private school in or outside of Wisconsin or have been homeschooled during the period of absence.

There is no special flexibility needed for schools to count students who are being served with virtual or blended instructional models on or around the count date. The student may be counted regardless of the specific setting in which they are receiving instruction.

Pupil Count Requirements & Attendance

- Schools should do the following when determining if a pupil is in attendance for instruction on the count date or any day before and after:
  - Have attendance policies and determine method(s) to document attendance.
  - Use official attendance records to prepare the count reports.
  - Record attendance for in person or virtual instruction.
- Attendance should be taken daily.
- There are multiple options for taking attendance. See notes below on this page for additional information and examples.

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In order for schools to determine if a student is in attendance for instruction on the count date or any day before and after the count, the school must have attendance policies and determine method(s) to document attendance, use official attendance records to prepare the count reports, and record attendance for in person or virtual instruction.

As a reminder, students meeting the day before and day after requirement may not have been enrolled at any other public or private school in or outside of Wisconsin or have been homeschooled during the period of absence.

Each school must have attendance policies for the instructional setting(s) and determine the method(s) for documenting attendance in their official attendance records. Schools must also maintain original classroom records, which are teacher–originated test scores, report cards, progress reports, and attendance records. The school's policy for determining whether a pupil is in attendance and the attendance records must be provided to the school's external auditor as part of the enrollment audits.

The school must use the official attendance records to prepare the report. The official attendance records are a listing of all students, by grade level, who were in attendance on the count date or before and after the count date. Choice pupils must be identified on these records. The official attendance records must come from the school's Student Information System, or SIS. For more information on the SIS please see the Student Information System Training.

The DPI requires Choice schools to record attendance for in person or virtual instruction.

In Person
Standard reporting practices and guidance apply. Attendance should be taken daily. Information on reporting attendance in this scenario can be found on the DPI website under [Attendance: WISEdata.](#)

Virtual Instruction
There are multiple options for taking attendance in virtual (digital, analog, synchronous, asynchronous, or hybrid) instructional settings. Examples of how to do so may include:
- Learning Management System Records,
- Evidence of daily work,
- Submission or completion of assignment, module, or exam,
- System log-in,
- Weekly progress reports,
- Attendance taken in synchronous event(s),
  - Student is present during event,
  - Educator collects evidence that student accessed the event (if recorded),
- Contact or activity logs,
- Pacing charts that track the students' progress towards completing the school's coursework or other methods that track adequate progress completing the assigned coursework,
- Daily check-in with student (virtual meeting, email connection, phone), or
- Regular weekly check-ins with parents/guardians that ensure the students are completing the assigned coursework. As a reminder, schools must ensure that teachers are providing feedback on coursework.

The DPI is also linking to the Wisconsin Digital Learning Collaborative [brief on online attendance](#) for schools seeking additional information on attendance in a virtual environment.

Schools that provide packets of work for virtual instruction may want to consider what information should accompany the work in order for students and parents to understand how much of the packet counts as a daily or weekly amount of work, along with how it will be collected or submitted for attendance purposes. These decisions should translate into what counts as attendance and when attendance reporting is updated in the school's official attendance records.

Attendance may be reported in half or full-day increments, depending upon the school's policy. This policy may differ by grade level or range. The DPI recommends that schools enter attendance daily while providing corrections as appropriate on a weekly basis.

The 3rd Friday in September Pupil Count Report is due by the last weekday in September and the 2nd Friday in January Pupil Count report is due by the last weekday in January. See the important dates document available on the Choice Programs: Information for Schools webpage for specific dates the reports are due.

These reports are submitted using the Online Application System, or OAS.

The school will only be able to count applications in Submitted status on the 3rd Friday in September and 2nd Friday in January Pupil Count Reports.

Schools must submit the Milwaukee Parental Choice Program, or MPCP, and Racine Parental Choice Program, or RPCP, applications to DPI in OAS. DPI will change the status to submitted for the students who have been chosen in the random draw for Wisconsin Parental Choice Program, or WPCP, applications.

Accessing in OAS

Pupil Count
Prelim Enrollment
September Count
January Count

- Select the appropriate count report in the OAS menu bar.

- Read through the instructions.

- Click Accept.

On the left corner in OAS there is a menu bar. Under the "Pupil Count" section, click on the appropriate count report, which would be either September Count or January Count.

The Choice administrator will need to complete a count report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete a count report for all three programs. **This is required even if the school does not have any Choice students for one of the programs**.

REMINDER: **The school's Choice administrator must be the only person in the count report when completing the final review and submission of the report in OAS, and an OAS user must not have the report open in multiple tabs or windows at the same time or work on multiple programs at the same time in OAS.**

The school can navigate through the count report by using the "Back" and "Next" buttons above the student names in OAS. If the school has multiple pages of students, the school must use the number buttons at the top or bottom of the screen to move to the next page of students. Using the "Next" button will move you to the next section of the report not the next page of the student list. The DPI recommends pressing the "save" button regularly so the changes are not lost.

Grade Changes

- Grades can be changed in the count report.

- The grade on the count report will default to the grade entered on the student's application or if the grade was changed in a previous count report it will reflect the revised grade.

- The grade on the count report should be the grade the student was in on the count date.

- Schools are responsible for grade placement for students, and students may repeat a grade. See the Application Verification and Corrections FAQ for additional information on grades.

Schools have the ability to update or correct a grade in the count report prior to submitting the count report.

The grades submitted on the count report must be the grade as of the count date. The grade will default to the application grade or, if the grade was changed on a previous count report, the grade identified on the previous count report.

For additional information on grades, see the grade placement, repeat a grade, incorrect student grade level, and other grade related questions in the Application Verification and Corrections FAQ document available on the Choice Programs: School Application Processing webpage.

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

Grade Changes (cont.)

1,986 students retrieved

Cancel	Save			Check All	Uncheck All	Back	Next

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

Grade on January 12, 2018	App	Student	Date of Birth	Date App Received	Enroll Pd	Present on Count Date
K4 + Outreach (0.6 FTE) / KG - 5 Full days (1.0 FTE) / 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 11 / 12	447074	Anderson, Greg	07/04/2013	02/02/2017	Feb	☐
	447243	Bowmen, Peter	04/25/2013	02/02/2017	Feb	☐
	478925	Clausen, Mary	05/06/2013	03/06/2017	Mar	☐
	478212	Larsen, Mindy	02/26/2013	03/03/2017	Mar	☐
	468546	Lumber, Wendy	10/28/2012	02/16/2017	Feb	☐
	470451	Porter, Philip	06/17/2013	02/17/2017	Feb	☐
	454655	Rodgers, Evelyn	12/28/2012	02/06/2017	Feb	☐
	484733	Ring, Rob	01/06/2013	03/20/2017	Mar	☐
	458331	Weber, Paul	10/05/2012	02/08/2017	Feb	☐

- To change a student's grade, select the grade from the drop-down menu.

- Only the grades listed on the school's Intent to Participate (ITP) or subsequent School Information Update form will be listed.

- After changing the grade, click "save" to save your changes.

- All grade changes must be made on the initial count report "Apps" screen, even if the student did not attend on the count date.

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To change a student's grade on the count report the school will need to choose a grade from the drop down menu. Only the grades that the school reported on the Intent to Participate or subsequent School Information Update form will be listed on the drop down menu. If the correct grade is missing, the school will need to contact DPI.

The grade for all Choice students must be updated on the "App" screen, even if the student is not counted on this screen. Remember to save changes on each page before moving on to the next page. Please be aware that grade changes are only saved by pressing the "Save" or "Next" button.

Students must meet age requirements for K4, KG, and grade 1.

Student Applications Listed on Report Screens

Student applications with a status of "Submitted" or "Verified" in OAS will be on the count report screens in OAS as follows:

- **"Apps" screen** – Student applications with a status of "Submitted"

- **"Before/After" screen** – Student applications with status of "Submitted" that are not marked as "Present on Count Date" on the "Apps" screen of the report

- **"Class List" screen** – Student applications counted on the "Apps" or "Before/After" screen

- **"Not Counted" screen**– Student applications with a status of "Submitted" that are not counted on the "Apps" or "Before/After" screen

- **"Waiting List" screen (MPCP/RPCP only) includes:**
  o Student applications with a status of "Verified"; OR
  o Student applications with a status of "Submitted" that are not counted on the "Apps" screen **and** not marked as "Present Before" and/or "Present After" on the "Before/After" screen

See the notes below on this slide for additional information if a student application is not on one of the count report screens in OAS as expected. See the following slides of this training presentation for additional information on each of the above OAS screens of the count report.

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Student applications with a status of "Submitted" will be on the count report screen(s) in OAS as indicated below:

- **"Apps" screen** – Student applications with a status of "Submitted" will be on the "Apps" screen of the count report. If a student application that the school intends to count on the count report is not on this screen, the school must submit the application in OAS, by clicking "Submit Apps to DPI" on the left OAS menu bar. Schools should not submit applications for students on the school's waiting list. If a student application has a status of "Submitted" and the school does not mark the student as "Present on Count Date" on the "Apps" screen, the same student application will also be listed on the "Before/After" screen. See the Application Process Bulletin available on the Choice Programs: School Application Processing webpage or Training 8-4: Application Verification & Submission Process available on the Choice Programs: On Demand Training webpage for additional information on the verification and submission of applications. See the Identify Students Present on the Count Date slide of this training presentation for additional information. Please note that WPCP students selected in a recent random selection where the student indicates they will attend the school will not have an application with a status of "Submitted" or be listed on the "Apps" screen until the day following the expiration date of the random selection. Schools may view these WPCP student applications and the expiration date on the Intent to Attend Report in OAS.

- **"Before/After" screen** – Student applications with status of "Submitted" that are not marked as "Present on Count Date" on the "Apps" screen will be on the "Before/After" screen of the count report. If a student application is not on the "Before/After" screen that the school intends to mark as "Present Before" and/or "Present After", the student application does not have a status of "Submitted" or the application has a status of "Submitted" and the school
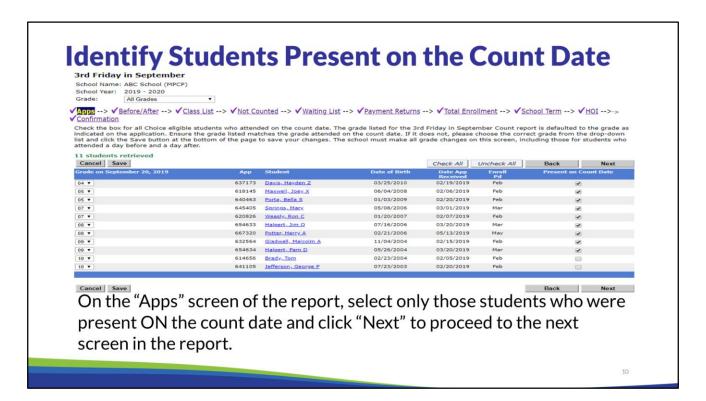
already marked the student as "Present on Count Date" on the "Apps" screen. See the Identify Students Present Before & After Count Date slides of this training presentation for additional information.

- **"Class List" screen** – Student applications that were counted on this report (i.e. student applications marked as "Present on Count Date" on the "Apps" screen or marked as both "Present Before" and "Present After" on the "Before/After" screen) will be on the "Class List" screen. If a student application that the school intends to count is not listed on the "Class List" screen, the school must return to the "Apps" or the "Before/After" screen and count the student application. Please remember that if a school only marks the student as either "Present Before" or "Present After" (i.e. not both), the school did not count the student application and it will not be on the "Class List" screen. If a student application is listed on this screen that the school did not intend to count, the school must return to the "Apps" or the "Before/After" screen and unmark the student application. Please see the Class List slides of this training presentation for additional information.

- **"Not Counted" screen** – Student applications with a status of "Submitted" that were not counted on this report (i.e. not marked as "Present on Count Date" on the "Apps" screen or not marked as both "Present Before" and "Present After" on the "Before/After" screen) will be on the "Not Counted" screen. If a student application is listed on the "Not Counted" screen that the school intends to count, the school must return to the "Apps" or the "Before/After" screen and count the student. If a student application with a status of "Submitted" should be but is not listed on the "Not Counted" screen, the school must return to the "Apps" or the "Before/After" screen and unmark the student. Please see the Student Not Counted slide of this training presentation for additional information.

The following student applications for the MPCP or RPCP with a status of "Verified" or a status of "Submitted" will be on the "Waiting List" screen of the count report:

- **"Waiting List" screen (MPRP/RPCP only)** – Student applications for the MPCP or RPCP with a status of "Verified" and student applications with a status of "Submitted", where the application was not marked as "Present on Count Date" on the "Apps" screen and not marked as both or either "Present Before" or "Present After" on the "Before/After" screen, will be on this screen. The DPI maintains the waiting list for the WPCP. If a MPCP or RPCP student application is not on this screen, the school should check the status of the application and/or check if the application was marked on the "Apps" screen or "Before/After" screen of this report. Please see the MPCP & RPCP Waiting List screen: Missing Application slide of this training presentation for additional information. Please also see the Application Process Bulletin available on the [Choice Programs: School Application Processing](#) webpage or Training 8-4: Application Verification & Submission Process at [Choice Programs: On Demand Training](#) for additional information on the verification of applications.

Please note that student applications originally counted or marked as being on the waiting list on a count report that are later determined to be ineligible will no longer be listed on the count report.

Identify Students Present on the Count Date

3rd Friday in September
School Name: ABC School (MPCP)
School Year: 2019 - 2020
Grade: All Grades

✔**Apps** --> ✔Before/After --> ✔Class List --> ✔Not Counted --> ✔Waiting List --> ✔Payment Returns --> ✔Total Enrollment --> ✔School Term --> ✔HOI -->->
✔Confirmation

Check the box for all Choice eligible students who attended on the count date. The grade listed for the 3rd Friday in September Count report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the grade attended on the count date. If it does not, please choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes. The school must make all grade changes on this screen, including those for students who attended a day before and a day after.

11 students retrieved

Cancel Save   Check All   Uncheck All   Back   Next

Grade on September 20, 2019	App	Student	Date of Birth	Date App Received	Enroll Pd	Present on Count Date
04 ▼	637173	Davis, Hayden Z	03/25/2010	02/19/2019	Feb	☑
05 ▼	618145	Maxwell, Joey X	06/04/2008	02/06/2019	Feb	☑
05 ▼	640463	Porta, Bella S	01/03/2009	02/20/2019	Feb	☑
07 ▼	645405	Springs, Mary	05/08/2006	03/01/2019	Mar	☑
07 ▼	620826	Weasly, Ron C	01/20/2007	02/07/2019	Feb	☑
08 ▼	654633	Halpert, Jim Q	07/16/2006	03/20/2019	Mar	☑
08 ▼	667320	Potter, Harry A	02/21/2006	05/13/2019	May	☑
09 ▼	632564	Gladwell, Malcolm A	11/04/2004	02/15/2019	Feb	☑
09 ▼	654634	Halpert, Pam D	05/26/2004	03/20/2019	Mar	☑
10 ▼	614656	Brady, Tom	02/23/2004	02/05/2019	Feb	☐
10 ▼	641105	Jefferson, George P	07/23/2003	02/20/2019	Feb	☐

Cancel Save   Back   Next

On the "Apps" screen of the report, select only those students who were present ON the count date and click "Next" to proceed to the next screen in the report.

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In the count report, the school must check the box for the students who were present on the count date. Save all changes prior to moving to the next screen. By checking the box labeled "Present on Count Date", the school is including that student on the count report. The official attendance records should be used to prepare this report and must be kept on file to verify Choice pupil attendance.

A student does not have to be in attendance the full day of the count date to be counted. If a student is not in attendance the full day of the count date, the school must ensure that the student was not enrolled in another school or home-based private educational program during the period of absence from the school.

Please see the Student Applications Listed on Report Screens slide on page 9 in this training presentation for tips if students are not listed on this screen that the school intends to check as "Present on Count Date".

Identify Students Present Before & After Count Date

3rd Friday in September - Present Before and/or After

School Name: ABC School (MPCP)
School Year: 2019 - 2020

✓Apps --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓HOI --> --> ✓Confirmation

You have indicated that these students were not present on the actual count date.

If a student was **present before** the count date, please indicate that below.

If the student was **present after**, please indicate that as well, but do not check the box that the student was present a day after the count date if the student was enrolled in another school during his or her absence from your school.

2 students retrieved

Cordell, Sheryl R. DPI

Grade	App	Student	Date of Birth	Present Before		Present After	
				Check All	Uncheck All	Check All	Uncheck All
10	614656	Brady, Tom	02/23/2004	☐		☐	
10	641105	Jefferson, George P	07/23/2003	☐		☐	

- Indicate whether students absent on the count date were present any day before and any day after the count date.
- See the next slide for tips on counting students who are absent on the count date.

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The students in submitted status who were not present on the count date will appear on the Present Before and After screen.

Please see the Student Applications Listed on Report Screens slide on page 9 in this training presentation for tips if students are not listed on this screen that the school intends to check as "Present Before" and/or "Present After".

In order to meet the count requirements, a student must be in attendance either on the count date or any day prior to the count date during the school year and any day after the count date within the same school year. **Please note** the requirement that the pupil be there any day before and any day after does not mean that the pupil must attend the Thursday before and the Monday after the count date. Instead, the pupil must be in attendance any day prior to the count date and any day after the count date within the same school year. Attendance during summer school would not be sufficient to meet this requirement. The student must not have been enrolled in another school or homeschooled during the period of absence. For example, if the student attended your school on Sept. 10 and didn't come back until Sept. 28, the school would need to verify that the student did not attend another school and was not homeschooled between those dates.

A student does not have to be in attendance the full day to be marked present before or present after on the count report. If a student is not in attendance the full day, the school must ensure that the student was not enrolled in another school or home-based private educational program during the period of absence from the school.

Using the official attendance records, the school should determine if the student was in attendance **any day before** the count date during the school year and, if so, check the Present Before box. Then,

the school should determine if the student was in attendance **any day after** the count date during that school year and, if so, check the Present After box. The submitted count report to the DPI will only reflect the students who were identified as being in attendance on the count date in the previous screen or identified as present before <u>and</u> after the count date on this screen.

Similar to the previous screen, if there are multiple pages of students, the report will include numbers above the student names to navigate to each page of students. Schools should save their work regularly by pressing the "Next" and the "Back" button on the screen.

Identify Students Present Before & After Count Date (cont.)

If a Choice student is absent on the count date **and** the student was not enrolled in another school or homeschooled during the period of absence from the school, see the instructions below to complete the count report.

- The requirement the student be there any day before and any day after does not mean that the student must attend the Thursday before and the Monday after the count date. Instead, the student must be in attendance <u>any</u> day prior to the count date and <u>any</u> day after the count date within the same school year.

- Student attends any day before the count date, is absent on the count date, and attends after the count date and before or on the due date of the count report: Mark student as "Present Before" and "Present After".

- Student attends any day before the count date, is absent on the count date, and begins attending again after the due date of the count report: Mark student as "Present Before" but not as "Present After". Work with auditor to count student via applicable enrollment audit.

- Student attends any day before the count date, is absent on the count date, and does not attend for the remainder of the school year: Mark student as "Present Before" but not as "Present After". Do not count student via enrollment audit.

- Student begins attending after the count date but before the due date of the count report: Do not mark student as "Present Before" or "Present After". Do not count student via enrollment audit.

- Student begins attending after both the count date and due date of the count report: Do not mark student as "Present Before" or "Present After". Do not count student via enrollment audit.

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If a Choice student is absent on the count date **and** the student was not enrolled in another school or homeschooled during the period of absence from the school, see the instructions below for information on how to complete the count report. **Please note** the requirement that the pupil be there any day before and any day after does not mean that the pupil must attend the Thursday before and the Monday after the count date. Instead, the pupil must be in attendance <u>any</u> day prior to the count date and <u>any</u> day after the count date within the same school year. Attendance during summer school would not be sufficient to mark a student as "Present Before" or "Present After" on the "Before/After" screen of the count report.

- Student attends any day before the count date during the school year, is absent on the count date, and attends after the count date and before or on the due date of the count report*: The school may count the student by marking the student as "Present Before" and "Present After".

- Student attends any day before the count date during the school year, is absent on the count date, and begins attending again after the due date of the count report within the same school year*: The school may mark the student as "Present Before" but may not mark the student as "Present After". The school may work with the school's auditor to add the student in the applicable enrollment audit**.

- Student attends any day before the count date during the school year, is absent on the count date, and does not attend the school for the remainder of the school year*: The school may mark the student as "Present Before" but may not mark the student as "Present After". This student does not meet the Choice count requirements for the count report and may not be counted via the enrollment audit.

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- Student begins attending the school after the count date but before the due date of the count report*: The school may not mark the student as "Present Before" but may mark the student as "Present After". This student does not meet the Choice count requirements for the count report and may not be counted via the enrollment audit.

- Student begins attending the school after both the count date and the due date of the count report*: The school may not mark the student as "Present Before" or "Present After". This student does not meet the Choice count requirements for the count report and may not be counted via the enrollment audit.

*The count date for the September Count Report is the 3rd Friday in September. The due date of the September Count Report is the last weekday in September. The count date for the January Count Report is the 2nd Friday in January. The due date of the January Count Report is the last weekday in January.

**September Enrollment Audit for the September Count Report and January Enrollment Audit for the January Count Report.

Class List-SNSP Participation

3rd Friday in September – Class List
School Name: ABC School (MPCP)
School Year: 2019 - 2020

✓Apps --> ✓Before/After --> ✓**Class List** --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓HOI --> ✓Confirmation

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year? ○ Yes ● No
2. Are any of the students counted on this report also counted on the SNSP count report? (if not applicable, choose N/A)   ○ Yes ● No ○ N/A

- The top of the class list will include two questions related to the Special Needs Scholarship Program (SNSP).
- Schools not participating in the SNSP should answer no to the first question and N/A to the second question.
- Schools participating in the SNSP should do the following:
  - Review the class listing and ensure none of the pupils counted for the Choice program were also counted as a SNSP pupil for the same count date.
  - If a pupil applied to the Choice program and the SNSP, the department recommends getting a letter from the parent/guardian identifying which program the pupil will participate in. See the SNSP Initial Student Eligibility Bulletin to determine if there are any required notifications to DPI.

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The top of the screen will ask whether the school is also participating in the Special Needs Scholarship Program (SNSP) and whether any of the pupils reported as counted for the Choice program were also counted for the SNSP for the respective count date.

If the school is not participating in the SNSP, the school should answer No and then N/A.

If the school is participating in the SNSP, the school must determine whether any of the pupils counted for the Choice program were also counted for the SNSP for the respective count date. Schools may not receive a SNSP and Choice program payment for the same pupil for the same count date. If a student applies to the Choice program and the SNSP, the department recommends that the school obtain a letter from the parent/guardian indicating which program they would like the pupil to participate in. Additional information on this letter and the required notifications to DPI is available in the first Frequently Asked Question in the SNSP Initial Student Eligibility Bulletin available on the SNSP: Student Applications & Transfer Requests webpage.

Finally, please note that a pupil may be in the Choice program for one count date and the SNSP for the other count date. For example, a pupil participates in the Choice program for the 3rd Friday in September. After the 3rd Friday in September, the pupil applies to and is accepted into the SNSP. The parent determines they would like their child to participate in the SNSP. This pupil would then be counted in the SNSP for the 2nd Friday in January count date as long as they meet the attendance requirements.

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Class List

3rd Friday in September – Class List
School Name: ABC School (MPCP)
School Year: 2019 - 2020

✓Apps --> ✓Before/After --> ✓**Class List** --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓HOI --> ✓Confirmation

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year?   ○ Yes ● No

2. Are any of the students counted on this report also counted on the SNSP count report? (if not applicable, choose N/A)   ○ Yes ● No ○ N/A

9 students retrieved   [Back]   [Next]

Grade	App	Student	4K	4K+	KG.5	KG3	KG4	KG5	01	02	03	04	05	06	07	08	09	10	11	12	Total
04	637173	Davis, Hayden Z										1									1
05	618145	Maxwell, Joey X											1								1
05	640463	Porta, Bella S											1								1
07	645405	Springs, Mary													1						1
07	620826	Weasly, Ron C													1						1
08	654633	Halpert, Jim Q														1					1
08	667320	Potter, Harry A														1					1
09	632564	Gladwell, Malcolm A															1				1
09	654634	Halpert, Pam D															1				1
		Totals:										1	2		2	2	2				9

- The class list provides a summary of the counted students who were present on the count day or who were present a day before and a day after.
- Compare this list to your official attendance records and verify the information is correct.
- If correct, click "next".
- If you need to make changes click "back".

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Once you have identified the pupils who met the count requirements, the class list screen will provide a summary of the students counted on the report.

Reconcile this list with the official attendance records to verify the information entered in the count report is correct. Once the report is submitted, the report will be locked.

Please see the Student Applications Listed on Report Screens slide on page 9 in this training presentation for tips if students are not listed on this screen that the school expected would be on the class list.

Students Not Counted

3rd Friday in September - Students Not Counted

School Name: ABC School (MPCP)
School Year: 2019 - 2020
Grade: All Grades

✔Apps --> ✔Before/After --> ✔Class List --> ✔Not Counted --> ✔Waiting List --> ✔Payment Returns --> ✔Total Enrollment --> ✔School Term --> ✔HOI --> ʈ - ✔Confirmation

Listed below are the students who have **not** been counted. Please review this list to see if any students were overlooked in the previous pages.

NOTE: Be sure to check when the application was accepted - if after the count date, they cannot be counted on this report.

2 students had submitted applications, but were not counted   Back   Next

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd
10	614656	Brady, Tom	02/23/2004	02/05/2019	Feb
10	641105	Jefferson, George P	07/23/2003	02/20/2019	Feb

- This screen provides a list of all students who have a submitted application but were not counted on the report.
- You should double check the attendance records for any students listed on this screen and confirm that they should not be counted as a Choice program pupil.
- If you have made a mistake, click "Back" to go back and count the student; if not, click "Next" to proceed.
- For the WPCP only, schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP.

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The students not counted section shows a list of the students that did not meet the Choice attendance requirements.

Please see the Student Applications Listed on Report Screens slide on page 9 in this training presentation for tips if you have questions about why students are or are not listed on this screen.

The school should verify, with the official attendance records, that the students on this report actually did not meet the attendance requirements or are not participating in the Choice programs.

Using the navigation buttons, the attendance for a student can be changed if a mistake occurred. If all of the students on this list did not meet the count requirements or are not participating in the Choice programs, then click on the next button to move to the next screen.

For the WPCP only, WPCP schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so that the DPI can determine if a student from the waiting list may receive a voucher. See the "WPCP Random Selection - Student Withdrawals:" section of the Application Process Bulletin, which is available on the Choice Programs: School Application Processing, webpage, for additional information.

Intentionally Left Blank – No Notes

3rd Friday in September Pupil Count Report-WPCP Only Requirement

- WPCP includes pupils known as incoming pupils.

- Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.

- Determine if the incoming students were at a different address as of the 3rd Friday in September. If so, the school must:

  - Obtain residency documentation for the pupil's address that meets the DPI's residency documentation requirements . The supporting residency documentation must have the address where the student resided on the 3rd Friday in September and be dated between the 3rd Friday in August and due date of the 3rd Friday in September Pupil Count Report.

  - Determine the resident school district for the address provided above.
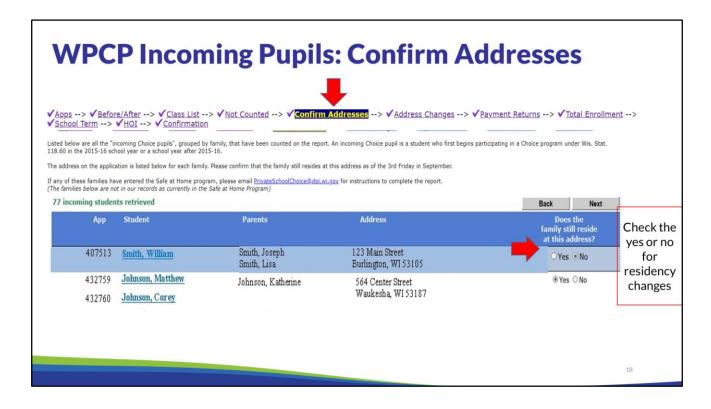
Schools participating in the WPCP are required to determine if WPCP incoming pupils moved as of the 3rd Friday in September. The school must review the incoming pupils and have the parents supply supporting documentation to verify residency if the address has changed. This documentation must have the address where the student resided on the 3rd Friday in September and be dated between the 3rd Friday in August of that school year and the due date of the 3rd Friday in September Pupil Count Report.

If the student's address has changed from when the student originally applied, the school must also determine the resident school district for the address provided. The school must retain the school district verification document identifying the current resident school district for the auditor's review. The auditor will review this document as part of the September Enrollment Audit.

Schools do not need to obtain new residency documentation or update the address on the September Count Report in OAS if the WPCP incoming pupil's address changes after the 3rd Friday in September.

Please see the Residency Bulletin for information on allowed residency documents and how to verify the school district. The Residency Bulletin is available on the Choice Bulletins webpage: Choice Programs: DPI Bulletins.

The Confirm Addresses screen lists students who are WPCP incoming pupils that were counted on the September Count Report and are not participating in the Safe at Home program*.

For the students listed, the address on the applications will be on this screen. The school will need to verify with the parent that the address is still the same. If the address did not change then click the "Yes" radio button. If the address has changed, click the "No" radio button.

Please see the "WPCP Incoming Pupil Address Verification" section of the Residency Documentation Bulletin available on the Choice Programs: School Application Processing webpage for detailed information on this requirement including recommended procedures schools may follow and a list of common residency documents for families that recently moved.
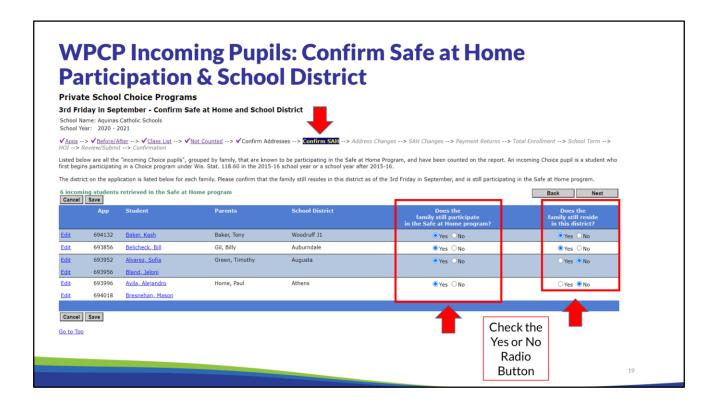
If a WPCP student you are expecting to be on this page is not listed, see below for tips:

- If a WPCP incoming pupil was not marked as "Present on Count Date" on the "Apps" screen or marked as both "Present Before" and "Present After" on the "Before/After" screen, the student will not be listed on this screen. If on the "Before/After" screen the school only marks the WPCP incoming pupil as either "Present Before" or "Present After" (i.e. both not marked), the student is not counted on this report and will not be on this screen.

- Please remember that even if all WPCP students in a family are counted on the count report, all of the students in the family may not be listed on the "Confirm Addresses" screen. This is because families can have some student(s) that are incoming pupils and

other student(s) that are not incoming pupils. Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.

- Schools may use the "Export to Excel" function in OAS to identify which students are Incoming Choice pupils and obtain the address provided on the application for all of the school's student applications. The Export to Excel function is available under the "Applications" section on the left menu bar in OAS.
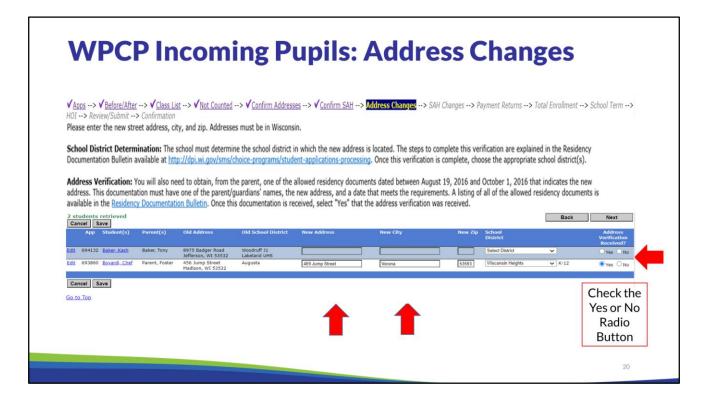
*The Safe at Home program is a statewide address confidentiality program administered by the Department of Justice that provides certain individuals with a legal substitute address in order to safeguard their address. If an incoming pupil identified on the Confirm Addresses screen is now participating in the Safe at Home program, contact the DPI at privateschoolchoice@dpi.wi.gov for instructions on how to complete this report. See next slide for additional information.

WPCP Incoming Pupils: Confirm Safe at Home Participation & School District

Private School Choice Programs

3rd Friday in September - Confirm Safe at Home and School District

School Name: Aquinas Catholic Schools
School Year: 2020 - 2021

✔Apps --> ✔Before/After --> ✔Class List --> ✔Not Counted --> ✔Confirm Addresses --> Confirm SAH --> Address Changes --> SAH Changes --> Payment Returns --> Total Enrollment --> School Term --> HOI --> Review/Submit --> Confirmation

Listed below are all the "incoming Choice pupils", grouped by family, that are known to be participating in the Safe at Home Program, and have been counted on the report. An incoming Choice pupil is a student who first begins participating in a Choice program under Wis. Stat. 118.60 in the 2015-16 school year or a school year after 2015-16.

The district on the application is listed below for each family. Please confirm that the family still resides in this district as of the 3rd Friday in September, and is still participating in the Safe at Home program.

6 incoming students retrieved in the Safe at Home program

Cancel Save   Back   Next

	App	Student	Parents	School District	Does the family still participate in the Safe at Home program?	Does the family still reside in this district?
Edit	694132	Baker, Kash	Baker, Tony	Woodruff J1	●Yes ○No	●Yes ○No
Edit	693856	Belicheck, Bill	Gil, Billy	Auburndale	●Yes ○No	●Yes ○No
Edit	693952	Alvarez, Sofia	Green, Timothy	Augusta	●Yes ○No	○Yes ●No
Edit	693956	Bland, Jeloni				
Edit	693996	Avila, Alejandro	Home, Paul	Athens	●Yes ○No	○Yes ●No
Edit	694018	Bresnehan, Mason				

Cancel Save

Go to Top

Check the Yes or No Radio Button

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The Confirm Safe at Home screen lists students that are WPCP incoming pupils identified as participating in the Safe at Home program that were counted on the September Count Report. This screen will only display if you have WPCP incoming pupils that participate in the Safe at Home Program at your school that were counted on the September Count Report. The school must determine, as reported by the family, if the family still participates in the Safe at Home program as the Third Friday count date. The school can do this by confirming with the parents and reviewing the expiration date of the Safe at Home card. Click the "Yes" radio button if the family still participates. If the family no longer participates in the Safe at Home Program, click the "No" radio button. If the answer is "No," the school will need to complete the steps in the Requirements if an Incoming WPCP Pupil Moved section of the Residency Documentation Bulletin. These families will be listed on the next screen for Address Changes.

The school also needs to determine if the district on the application is the same district where student resides as of the 3rd Friday in September. Click the "Yes" radio button if the family still resides in same school district. If the family does not, click the "No" radio button.

If the family still participates in the Safe at Home program and the parent/guardian notifies the school that the school district has changed, the school must identify the district where the student resides as of the 3rd Friday in September on the Safe at Home Changes screen.
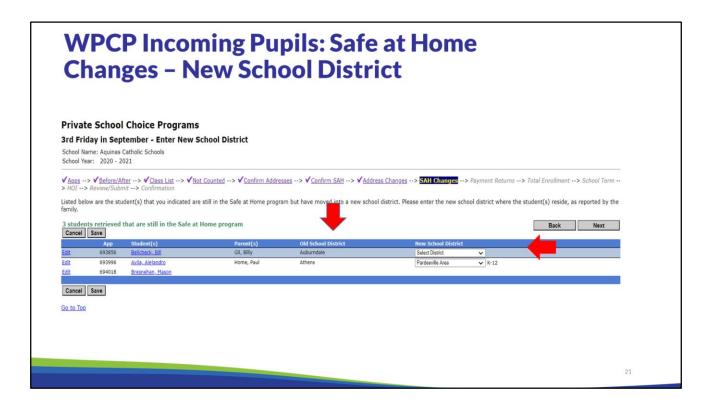
The new address and school district will need to be entered on the Address Changes screen for incoming WPCP pupils with residency changes, once the school receives the new residency documentation that meets the address verification requirements. The "Yes" may not be selected until the documentation is received. This is important so that the address and the current school district are properly identified.

Schools will also see the families on this screen that were confirmed to be **no longer participating in the Safe at Home program**. The new address and the school district will be blank for these families. The address changes will need to be entered on this screen once the school receives the new residency documentation that meets the address verification requirements. Again, the "Yes" should only be selected when the proper documentation is received from parent and the school district is verified to ensure that the address and the current school district are correctly identified.

Please see the "WPCP Incoming Pupil Address Verification" section of the Residency Documentation Bulletin available on the Choice Programs: School Application Processing webpage for detailed information on this requirement including recommended procedures schools may follow and a list of common residency documents for families that recently moved.

School district changes for students that are continuing participants in the Safe at Home program will be reported in a different screen.

WPCP students moving to a school district that is at the student participation limit will not lose their seats because of the limit.

This screen will only display if you have students that participate in the Safe at Home Program who have school district changes.

Listed on the Safe at Home Changes screen are the student(s) that the school indicated are still in the Safe at Home program but have moved into a new school district. Please enter the new school district where the student(s) resides, as reported by the family.

The school does not need to obtain a school district verification document for the school district; the school must have received a copy of the Safe at Home card during the open application period that the student applied.

MPCP & RPCP Waiting List

Intentionally Left Blank – No Notes

Waiting List Students: All Choice Programs

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

- The WPCP waiting list is maintained by the DPI so the school does not need to submit this waiting list in the pupil count reports.

- The MPCP & RPCP waiting list is maintained by the schools.

The Choice waiting list is important because these students do not need to provide income documentation when applying to the Choice program for the next school year.

The waiting list for schools participating in the statewide program, WPCP, is maintained by DPI. Since DPI maintains the WPCP waiting list, the school does not need to submit the students on the WPCP waiting list in the pupil count reports.

Schools participating in the Milwaukee and Racine programs maintain their own school's waiting list.

MPCP & RPCP Waiting List

- Applications on a school's waiting list should stay in "Verified" status. Do not submit applications in OAS for students on a waiting list.

- Schools with a waiting list, on the respective count date, must identify the waiting list students on the 3rd Friday in September and 2nd Friday in January Pupil Count Reports.

- The school's MPCP and RPCP waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat. It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.
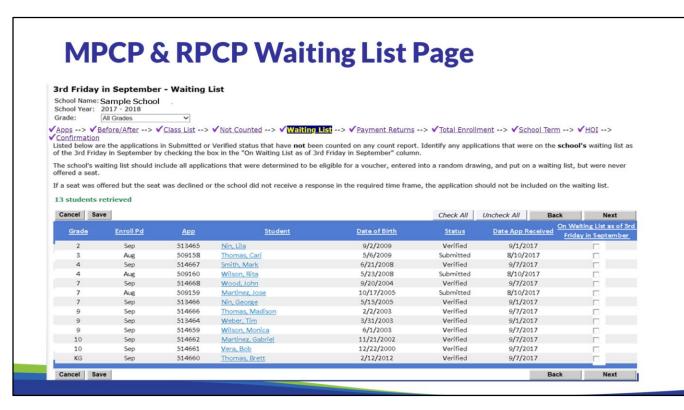
After the close of an open application period, if the number of eligible Choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing shall continue until all available seats are filled and a waiting list order is determined for use in the event a previously filled spot becomes available or the school opens additional seats at a later date.

If a student is placed on a waiting list, the school must send a letter or email notifying the parent/guardian that the student has been placed on the waiting list. The letter or email must indicate the student's number on the waiting list and must be sent within 60 days of the end of the application period during which an application is received.

Applications on a school's waiting list should stay in "Verified" status in OAS. Schools should not submit applications in OAS for students on a waiting list.

Schools with a MPCP or RPCP waiting list must identify the students that remained on the waiting list as of the respective count date. The school's waiting list should include all students who were determined to be eligible for a voucher, were entered into a random drawing and put on a waiting list, but were never offered a seat. It should not include students who were offered a seat but the student/parent/guardian declined the seat or did not respond in the required time frame.

MPCP and RPCP schools will indicate which students are on the school's waiting list in OAS on the "Waiting List" screen of the 3rd Friday in September and 2nd Friday in January Pupil Count Reports.

MPCP & RPCP Waiting List Page

3rd Friday in September - Waiting List
School Name: Sample School
School Year: 2017 - 2018
Grade: All Grades

✓Apps --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓**Waiting List** --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓HOI --> ✓Confirmation

Listed below are the applications in Submitted or Verified status that have **not** been counted on any count report. Identify any applications that were on the **school's** waiting list as of the 3rd Friday in September by checking the box in the "On Waiting List as of 3rd Friday in September" column.

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

If a seat was offered but the seat was declined or the school did not receive a response in the required time frame, the application should not be included on the waiting list.

13 students retrieved

Cancel | Save | | Check All | Uncheck All | Back | Next

Grade	Enroll Pd	App	Student	Date of Birth	Status	Date App Received	On Waiting List as of 3rd Friday in September
2	Sep	513465	Nin, Lila	9/2/2009	Verified	9/1/2017	☐
3	Aug	509158	Thomas, Cari	5/6/2009	Submitted	8/10/2017	☐
4	Sep	514667	Smith, Mark	6/21/2008	Verified	9/7/2017	☐
4	Aug	509160	Wilson, Rita	5/23/2008	Submitted	8/10/2017	☐
7	Sep	514668	Wood, John	9/20/2004	Verified	9/7/2017	☐
7	Aug	509159	Martinez, Jose	10/17/2005	Submitted	8/10/2017	☐
7	Sep	513466	Nin, George	5/15/2005	Verified	9/1/2017	☐
9	Sep	514666	Thomas, Madison	2/2/2003	Verified	9/7/2017	☐
9	Sep	513464	Weber, Tim	3/31/2003	Verified	9/1/2017	☐
9	Sep	514659	Wilson, Monica	6/1/2003	Verified	9/7/2017	☐
10	Sep	514662	Martinez, Gabriel	11/21/2002	Verified	9/7/2017	☐
10	Sep	514661	Vera, Bob	12/22/2000	Verified	9/7/2017	☐
KG	Sep	514660	Thomas, Brett	2/12/2012	Verified	9/7/2017	☐

Cancel | Save | | | Back | Next

The Pupil Count Reports for the MPCP and RPCP will include a "Waiting List" page. This page includes student applications in "Verified" and "Submitted" status that were not counted on a count report. Please note that if a school indicated a student was present before the count date but not after the count date (or vice versa), the student will not be included on the "Waiting List" page in OAS.

If the school does not have any applications that meet these requirements, no applications will be listed on this page.

If the school does not have a MPCP or RPCP waiting list, the school may proceed to the next page of the count report.

MPCP & RPCP Waiting List Page Features

3rd Friday in September - Waiting List
School Name: Sample School .
School Year: 2017 - 2018
Grade: [All Grades ▾]

✔Apps --> ✔Before/After --> ✔Class List --> ✔Not Counted --> ✔**Waiting List** --> ✔Payment Returns --> ✔Total Enrollment --> ✔School Term --> ✔HOI --> ✔Confirmation

Listed below are the applications in Submitted or Verified status that have **not** been counted on any count report. Identify any applications that were on the **school's** waiting list as of the 3rd Friday in September by checking the box in the "On Waiting List as of 3rd Friday in September" column.

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

If a seat was offered but the seat was declined or the school did not receive a response in the required time frame, the application should not be included on the waiting list.

13 students retrieved

| Cancel | Save | | | | | | Check All | Uncheck All | Back | Next |

| Grade | Enroll Pd | App | Student | Date of Birth | Status | Date App Received | On Waiting List as of 3rd Friday in September |

• Schools can filter for a grade or select one of the headers to sort the data by that field.

The "Waiting List" page of the count report includes some helpful features for schools to use to complete the page. Schools can use the grade filter at the top of the page to only view students for a particular grade. Schools may find this helpful if only certain grades have a waiting list.

Additionally, schools can sort the waiting list data by clicking any of the column titles. For example, if some of the school's February applications are on a waiting list, the school could sort by "Enroll Pd" to easily identify the February applications.

Finally, the school can use the "Check All" and "Uncheck All" buttons to select all or none of the students on the page.

MPCP & RPCP Waiting List Page: Missing Applications

								On Waiting List as of 3rd Friday in September
Cancel	Save				Check All	Uncheck All	Back	Next
Grade	Enroll Pd	App	Student	Date of Birth	Status	Date App Received		
2	Sep	513465	Nin, Lila	9/2/2009	Verified	9/1/2017	☐	
3	Aug	509158	Thomas, Cari	5/6/2009	Submitted	8/10/2017	☐	
4	Sep	514667	Smith, Mark	6/21/2008	Verified	9/7/2017	☐	
4	Aug	509160	Wilson, Rita	5/23/2008	Submitted	8/10/2017	☐	
7	Sep	514668	Wood, John	9/20/2004	Verified	9/7/2017	☐	
7	Aug	509159	Martinez, Jose	10/17/2005	Submitted	8/10/2017	☐	
7	Sep	513466	Nin, George	5/15/2005	Verified	9/1/2017	☐	
9	Sep	514666	Thomas, Madison	2/2/2003	Verified	9/7/2017	☐	
9	Sep	513464	Weber, Tim	3/31/2003	Verified	9/1/2017	☐	

- If an application is missing from the "Waiting List" page, determine if the student should still be on the school maintained waiting list. If so, the application must be verified in OAS for it to be included on the "Waiting List" page in OAS.

If a student who is on the school maintained waiting list is not on the "Waiting List" page in OAS, the school should determine if the student should still be on the school maintained waiting list. If the school offered a seat to the student, the student should be removed from the school maintained waiting list. If the student was not offered a seat and the student had an eligible application, the application must be verified in OAS before it will be included on the "Waiting List" page in OAS. In order to complete the verification for any missing students, the school must return to the "App Summary" screen in OAS.

Please see the Student Applications Listed on Report Screens slide on page 9 in this training presentation for tips if students are not listed on this page that the school intends to check as being on the waiting list.

MPCP & RPCP Waiting List Page: Identifying Waiting List Students

Grade	Enroll Pd	App	Student	Date of Birth	Status	Date App Received	On Waiting List as of 3rd Friday in September
2	Sep	513465	Nin, Lila	9/2/2009	Verified	9/1/2017	☐
3	Aug	509158	Thomas, Cari	5/6/2009	Submitted	8/10/2017	☐
4	Sep	514667	Smith, Mark	6/21/2008	Verified	9/7/2017	☐
4	Aug	509160	Wilson, Rita	5/23/2008	Submitted	8/10/2017	☐
7	Sep	514668	Wood, John	9/20/2004	Verified	9/7/2017	☐
7	Aug	509159	Martinez, Jose	10/17/2005	Submitted	8/10/2017	☐
7	Sep	513466	Nin, George	5/15/2005	Verified	9/1/2017	☐
9	Sep	514666	Thomas, Madison	2/2/2003	Verified	9/7/2017	☐
9	Sep	513464	Weber, Tim	3/31/2003	Verified	9/1/2017	☐
9	Sep	514659	Wilson, Monica	6/1/2003	Verified	9/7/2017	☐
10	Sep	514662	Martinez, Gabriel	11/21/2002	Verified	9/7/2017	☐
10	Sep	514661	Vera, Bob	12/22/2000	Verified	9/7/2017	☐
KG	Sep	514660	Thomas, Brett	2/12/2012	Verified	9/7/2017	☐

Cancel | Save | Check All | Uncheck All | Back | Next

- Check the box in the "On Waiting List" column for any students on the waiting list.

- Save your work regularly by pressing the "Save" or "Next" button.

MPCP and RPCP schools will identify students on the waiting list as of the respective count date in OAS by checking the box in the "On Waiting List" column. Schools must use their school maintained waiting list to determine which students to identify.

Schools should save their work regularly by pressing the "Save" or "Next" button on the screen.

The applications for any students that the school identifies as being on the waiting list will be reviewed by the auditor as part of the enrollment audits.

Payments &
Payment Returns for the
September Count Report

Intentionally Left Blank – No Notes

Payments and Count Reports

- *Student counted on both the Preliminary Enrollment Report and September Count Report:* the school will receive 25% of the annual FTE amount for each eligible student in September and November.

- *Student not counted on the Preliminary Enrollment Report is counted on the September Count Report:* the school will receive 50% of the annual FTE amount for each eligible student in November.

- *Student counted on the Preliminary Enrollment Report but is not counted on the September Count Report:* the school's November payment will be reduced by the amount paid for the students counted in the Preliminary Enrollment Report who did not meet the attendance requirements for the 3rd Friday in September. These students are listed on the "Payments Return" screen on the September Count Report. See next slide for additional information.

- *Student counted on the January Count Report:* the school will receive 25% of the annual FTE amount for each eligible student in February and May.

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Schools may view students counted on the Preliminary Enrollment Report, the September Count Report, and/or the January Count Report on the App Summary screen in OAS. On the App Summary screen in OAS, column "P" is for the Preliminary Enrollment Report, column "S" is for the September Count Report, and column "J" is for the January Count Report. The columns will have a "Y" or "N" indicating if a student is counted on the report.

Schools may also use the Export to Excel function in OAS to create an Excel file which includes fields indicating if students were counted on these reports (see Counted Final Headcount and Counted Final FTE fields under the Preliminary Enrollment, 3rd Friday September, and 2nd Friday in January data groups).

The school will receive payment for a student who is counted on the September or January Count Report even if the student withdraws from the school or the Choice program after the count date. For example, if a student who is counted on the September Count Report withdraws from the school or Choice program after the 3rd Friday in September, the school will still receive the November Payment for the student. If a student who is counted on the January Count Report withdraws from the school or Choice program after the 2nd Friday in January, the school will still receive the February and May payments for the student.

Please see Training 9-1: Payment Process, Pupil Count Report & Audit Overview, available on the [Choice Programs: On Demand Training](#) webpage, for additional information on payments. See Training 9-2: Preliminary Enrollment Report, available on the same webpage, for additional information on the Preliminary Enrollment Report.

The Payment returns screen will provide a list of students who were counted on the Preliminary Enrollment Report and not counted on the 3rd Friday in September Pupil Count Report.

The school's November payment will be reduced by the amount paid for the students counted in the Preliminary Enrollment Report who did not meet the attendance requirements for the 3rd Friday in September.

Total Enrollment

Intentionally Left Blank – No Notes

Total Enrollment

- Include ALL pupils in grades K4-12, even if a particular grade is not offered to Choice students.

- If the school provides K4, K5, or any other grade for the public school district, do not include those pupils in the all pupil count.

- As a reminder the attendance requirement is that the pupil either was:
  - In attendance for instruction on the count date; or
  - Absent on the count date, but in attendance on at least one day before *and* one day after the count date *and* was not enrolled in another school or homeschooled during his or her absence.

The Total Enrollment must include all pupils in grades K4 to12 that meet the attendance requirements. The all pupil count must include Choice program and non Choice program pupils. The pupils must be included even if a particular grade is not offered to the Choice students. The exception to this is if the school provides K4, K5, or any other grade for the public school district, those pupils should not be included in the all pupil count.

In order to count the pupils, they must either be in attendance on the count date or any day prior to the count date during the school year and any day after the count date within the same school year. The pupil must also not have been enrolled in another school or homeschooled during the period of absence.

Total Enrollment-K4 & K5 Pupils

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

- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.

- If the school offers K4 or K5 for the Choice program or the SNSP the program must be identified as educational programming.

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If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered daycare students they should not be included in the all pupil count.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

If the school offers K4 or K5 for the Choice program or the SNSP, the program must be identified as educational programming.

Total Enrollment (cont.)

2nd Friday in January	All Students Including Choice	Choice Students
4-Year Old K / 437	0	0
4-Year Old K / 437 + 87.5 Hour Outreach	10	2
5-Year Old K / 437 Hours / Half-time program	0	0
5-Year Old K / 3 Full days per week	0	0
5-Year Old K / 4 Full days per week	0	0
5-Year Old K / 5 Full days per week	10	2
Grades 1-8	10	6
Grades 9-12	0	0
Totals:	30	10

Back   Next

- Enter the **total number** of students who meet the count requirements for each grade level.
- The number must be equal to or greater than the number of Choice students.
- Click "Next" to proceed.

The school must insert the total number of students that attended the school for each grade level. This must include Choice and non-Choice students who meet the attendance requirements.

The all student number must be equal to or greater than the number of Choice students by grade level and in total. If the school is participating in multiple choice programs, the same number must be entered for each program or the school will not be able to proceed.

Click on the "next" button.

Students Counted by
Same School in Multiple Programs and/or
by More than One School

Students Counted in Multiple Programs or by Multiple Schools

School counts student in multiple programs:
- "Counted Other Schools" page of the count report will list the student(s).
- School may not submit count report(s) if a student is counted in multiple programs by the school.
- School must determine which program the student should be counted and update/re-submit the reports.
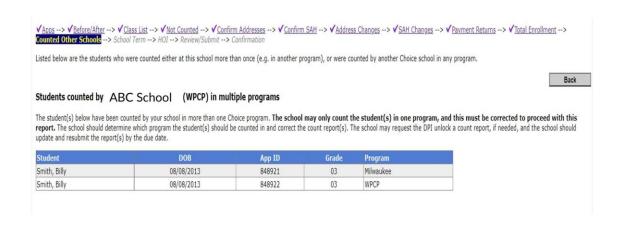
School counts student who is also counted by other school(s):
- "Counted Other Schools" page of the count report will list the student(s).
- Schools can return and view the "Counted Other Schools" page to check if students are counted by other school(s) after the school submits the report.
- School will receive emails from the DPI if other school(s) count student(s) counted by your school.
- School should follow up with the student's parent(s) to determine if the student is enrolled at other school(s).
- If the student remains in the count report submitted by the school, the school will be required to submit student attendance documentation and application materials to the DPI.

See next slides for samples of the "Counted Other Schools" page and additional information.

Students Counted by Same School in Multiple Programs

√Apps --> √Before/After --> √Class List --> √Not Counted --> √Confirm Addresses --> √Confirm SAH --> √Address Changes --> √SAH Changes --> √Payment Returns --> √Total Enrollment -->
Counted Other Schools --> *School Term* --> *HOI* --> *Review/Submit* --> *Confirmation*

Listed below are the students who were counted either at this school more than once (e.g. in another program), or were counted by another Choice school in any program.

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Students counted by ABC School (WPCP) in multiple programs

The student(s) below have been counted by your school in more than one Choice program. **The school may only count the student(s) in one program, and this must be corrected to proceed with this report.** The school should determine which program the student(s) should be counted in and correct the count report(s). The school may request the DPI unlock a count report, if needed, and the school should update and resubmit the report(s) by the due date.

Student	DOB	App ID	Grade	Program
Smith, Billy	08/08/2013	848921	03	Milwaukee
Smith, Billy	08/08/2013	848922	03	WPCP

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Schools that participate in multiple programs, i.e. the WPCP and MPCP, etc. will receive notification in the Report if students are counted in more than one program.

Students counted in more than one program by the same school will be listed twice on the page with the program they participate.

Schools may not count a student across multiple programs.

Schools must count the student in the program which they are eligible.

Students Counted By Other School(s)

School Name: ABC School
School Year: 2021 - 2022

✓Apps --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> **Counted Other Schools** --> School Term --> HOI --> Review/Submit --> Confirmation

Listed below are the students who were counted either at this school more than once (e.g. in another program), or were counted by another Choice school in any program.

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Students Counted by Multiple Schools

The student(s) below have been counted by another school as either present on the count date or present before and after the count date. Check your records to verify the student(s) meet the count requirements for your school.

- If the student(s) do not meet the count requirements for your school, return to the Apps or Before/After page of this report and uncheck the student(s).

- If the student(s) meet the count requirements for your school, follow up with the parent(s) to determine if the student(s) are enrolled at another school. However, a school will not receive payment for student(s) counted on the count date at multiple schools or for student(s) who were counted day before and day after at your school and counted on the count date at another school. If the student(s) remain counted at multiple schools after the due date of the count report, the schools will be required to provide attendance, residency, income (if applicable), and name/date of birth documentation for the student(s) to the DPI. The DPI will then review the documentation to determine which, if any, school may receive payment for the student(s).

Student	DOB	App ID	Grade	Program
Gill, Billy	06/14/2013	848823	01	Milwaukee
Gill, Billy	06/14/2013	848822	01	Milwaukee

* Students highlighted in green, above, have been counted at this school. All other students were counted at other schools.

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If the student(s) meet the count requirements for your school, follow up with the parent(s) to determine if the student(s) are enrolled at another school. A school may submit the report with student(s) who were counted at another school. However, a school will not receive payment for student(s) counted on the count date at multiple schools or for student(s) who were counted day before and day after at your school and counted on the count date at another school. If the student(s) remain counted at multiple schools after the due date of the count report, the schools will be required to provide attendance, residency, income (if applicable), and name/date of birth documentation for the student(s) to the DPI. The DPI will then review the documentation to determine which, if any, school may receive payment for the student(s).

School Term, Meeting Dates & Hours of Instruction (3rd Friday in September Pupil Count Report Only)

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The School Term page includes three parts:

Part A: The first and last day of school for the school year.

Enter the first day of school and the last day of school for students during the current school term. If different grade levels within the school have different start and end dates, the school should enter the earliest first day of school scheduled and latest last day of school scheduled. The dates listed below should not include dates for summer school.

Note: Once the last day of school is set and has been reported to the DPI, schools may not change the last day of school without prior approval from the DPI.

Part B: The meeting dates of the governing board where students that are applying or attending the school, along with their parents and guardians, may attend.

Schools are required to schedule two meetings each year during which the governing body of the school will be present and students and families can meet and communicate with the board. All students who are applying or attending and their parent/guardian must receive written notification of the date, time, and location of these meetings at least 30 days in advance of each scheduled date.

Part C: Identify if the school is a Residential/Boarding school.

If a school operates as a residential or boarding school, you must indicate this in Part C. S. 118.165(1)(f) Wis. Stat. requires that, if the school operates as a residential or boarding school, it must schedule at least two months of vacation during the summer, during which time students return to the homes of parents or guardians, unless the school is licensed as a child welfare agency under s. 48.60 (1), Wis. Stat.

Hours of Instruction Requirements

- Wisconsin Private School Requirement: s.118.165(1)(c), Wis. Stats. The program provides at least 875 hours of instruction each school year.

- Wis. Stat. §§ 118.60(2)(a)8 and 119.23(2)(a)8: Notwithstanding s. 118.165 (1) (c) Wis. Stats., the private school annually provides at least **1,050** hours of direct pupil instruction in grades 1 to 6 and at least **1,137** hours of direct pupil instruction in grades 7 to 12.

Hours provided under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch periods.

Choice schools utilizing virtual instruction (digital, analog, synchronous, asynchronous, or hybrid) or utilizing a combination of traditional in person instruction with virtual instruction, may count instruction under any of these models toward their hours of instruction. Hours of instruction should be based on the time teachers are available to students and the private school's estimate of the amount of time needed to accomplish daily learning objectives.

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Choice schools are required to provide a minimum number of hours of instruction each school year. All private schools in Wisconsin are required to provide at least 875 hours each year. Choice schools have additional requirements.

Choice schools must provide at least 1,050 hours of direct pupil instruction to grades 1 to 6 each year.

Choice schools must provide at least 1,137 hours to grades 7 to 12 each year.

Hours include recess and time for pupils to transfer between classes, but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as requiring 180 days of school.

Hours of Instruction Requirements for K4 and K5

- 437 hours of direct student instruction are required for a 0.5 FTE K4 and a 0.5 FTE K5 program.

- The scheduled *daily hours* for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must match the scheduled daily hours for the full day of first grade, and a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must provide the applicable minimum hours of direct student instruction seen below.*

  - 0.6 FTE program must provide at least 630 hours (students attend 3 full days of instruction each week)

  - 0.8 FTE program must provide at least at least 840 hours (students attend 4 full days of instruction each week)

  - 1.0 FTE program must provide at least 1,050 hours (students attend 5 full days of instruction each week)

  For schools that only offer kindergarten, the required minimum hours are 525 for a 0.6 FTE program, 700 for a 0.8 FTE program, and 875 for a 1.0 FTE program.

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437 hours of direct student instruction are required for a 0.5 FTE K4 and a 0.5 FTE K5 program.

The scheduled *daily hours* for a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must match the scheduled daily hours for the full day of first grade, and a 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program must provide the applicable minimum hours of direct student instruction seen below.*

- 0.6 FTE program must provide at least 630 hours (students attend 3 full days of instruction each week)

- 0.8 FTE program must provide at least at least 840 hours (students attend 4 full days of instruction each week)

- 1.0 FTE program must provide at least 1,050 hours (students attend 5 full days of instruction each week)

For schools that only offer kindergarten, the required minimum hours are 525 for a 0.6 FTE program, 700 for a 0.8 FTE program, and 875 for a 1.0 FTE program.
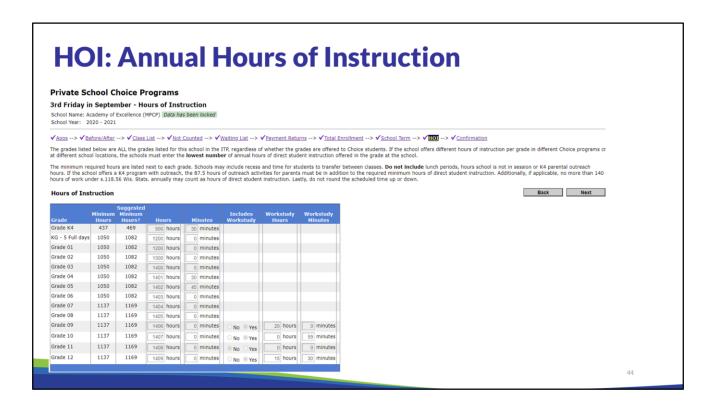
HOI: Annual Hours of Instruction

Private School Choice Programs

3rd Friday in September - Hours of Instruction

School Name: Academy of Excellence (MPCP) *Data has been locked*

School Year: 2020 - 2021

✓Apps --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓**HOI** --> ✓Confirmation

The grades listed below are ALL the grades listed for this school in the ITP, regardless of whether the grades are offered to Choice students. If the school offers different hours of instruction per grade in different Choice programs or at different school locations, the schools must enter the **lowest number** of annual hours of direct student instruction offered in the grade at the school.

The minimum required hours are listed next to each grade. Schools may include recess and time for students to transfer between classes. **Do not include** lunch periods, hours school is not in session or K4 parental outreach hours. If the school offers a K4 program with outreach, the 87.5 hours of outreach activities for parents must be in addition to the required minimum hours of direct student instruction. Additionally, if applicable, no more than 140 hours of work under s.118.56 Wis. Stats. annually may count as hours of direct student instruction. Lastly, do not round the scheduled time up or down.

Hours of Instruction

Grade	Minimum Hours	Suggested Minimum Hours†	Hours	Minutes	Includes Workstudy	Workstudy Hours	Workstudy Minutes
Grade K4	437	469	500 hours	30 minutes			
KG - 5 Full days	1050	1082	1200 hours	0 minutes			
Grade 01	1050	1082	1200 hours	0 minutes			
Grade 02	1050	1082	1300 hours	0 minutes			
Grade 03	1050	1082	1400 hours	5 minutes			
Grade 04	1050	1082	1401 hours	30 minutes			
Grade 05	1050	1082	1402 hours	45 minutes			
Grade 06	1050	1082	1403 hours	0 minutes			
Grade 07	1137	1169	1404 hours	0 minutes			
Grade 08	1137	1169	1405 hours	0 minutes			
Grade 09	1137	1169	1406 hours	0 minutes	○ No ● Yes	20 hours	0 minutes
Grade 10	1137	1169	1407 hours	0 minutes	○ No ● Yes	0 hours	59 minutes
Grade 11	1137	1169	1408 hours	0 minutes	● No ○ Yes	0 hours	0 minutes
Grade 12	1137	1169	1409 hours	0 minutes	○ No ● Yes	15 hours	30 minutes

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Schools will in enter their annual hours of instructions on the hours of instruction page. The page will list ALL the grades identified for this school in the ITP, regardless of whether the grades are offered to Choice students. If the school participates in multiple programs, the number of hours entered must be the same for all programs. If the school does not offer the same number of hours of instruction for all of the students in a grade, the school should enter the lowest number of hours of instruction offered for that grade. For example, if one-school location offers 1,050 for grade 1 and a different school location offers 1,100 hours for grade 1, the school should enter 1,050 for grade 1.

The annual minimum required hours are listed next to each grade. Schools may include recess and time for students to transfer between classes. **Do not include** lunch periods. Additionally, if applicable, annually no more than 140 hours of work-study under s. 118.56, Wis. Stats., may count as hours of direct student instruction. Since only grades 9-12 have the option to include work-study as direct instruction hours, the report will only display and request work-study hours for these grades. Schools may not round scheduled time up or down per statute.

Schools that are new to the Choice programs must also submit a separate Hours of Instruction Report to the DPI in advance of the school year. See Training 3-1 for information on this report. Continuing schools in the program do not need to submit a separate Hours of Instruction Report to DPI; however, continuing schools may wish to download the DPI Hours of Instruction Report, which is available on the Choice Programs: School Submitted Reports webpage, to track their hours and to assist in the completion of this report.

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Submitting the Report

√Apps --> √Before/After --> √Class List --> √Not Counted --> √Waiting List --> √Payment Returns --> √Total Enrollment --> √School Term --> √HOI --> Review/Submit --> Confirmation

Your data is ready to submit to DPI!

- Before submitting the report on or before the due date, the school should confirm that all data for the students counted is correct. If the school is waiting for a change to be made to an application by the DPI, the report SHOULD NOT be submitted. Application changes after the count report has been submitted may need to be made through the Enrollment Audit process.
- It is highly recommended that the school reviews the Class List before submission to ensure all Choice pupils meeting the eligibility requirements are included in the count report.
- Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.
- After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.
- If you have questions, please contact PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732, extension 3.

I HEREBY CERTIFY the following, as the Choice Administrator:

1. The hours included herein are the school's anticipated hours of instruction.
2. I am aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached. I will not end school earlier than the last day of school noted in this report without prior written approval of the DPI.
3. If the school offers more grades than kindergarten, the scheduled daily hours for the 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program, if applicable, matches the scheduled daily hours for the full day of first grade.
4. The school has documented and is able to track its hours of instruction. This documentation can be shared with DPI upon request. The school may use the DPI Hours of Instruction Report to document its hours of instruction.

☑ I, the Choice Administrator, certify the above statements are true.

☑ I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

[Back]   [Will Submit Later]   [Submit]

Click on "Will Submit Later" if there may be changes or updates that may be required prior to submitting. **Remember to double-check** the information BEFORE submitting the report.

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Prior to submitting the count report the school should review the class list and official attendance records to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, **only the Choice Administrator can submit** the count report.

Once the Choice administrator has determined that the information in the report is accurate and complete, he or she must check the box indicating the information is correct, and check the box certifying that the statements are true, then click the Submit button.

REMINDER: **The school's Choice administrator must be the only person in the count report when completing the final review and submission of the report in OAS, and an OAS user must not have the report open in multiple tabs or windows at the same time or work on multiple programs at the same time in OAS.**

How to Make Changes After Submission

Private School Choice Programs
3rd Friday in September - Confirmation
School Name: Sample School
School Year: 2020 - 2021

✔Apps --> ✔Before/After --> ✔Class List --> ✔Not Counted --> ✔Waiting List --> ✔Payment Returns --> ✔Total Enrollment --> ✔School Term --> ✔HOI --> ✔**Confirmation**

This data was submitted on 9/16/2020 12:00:48 PM by GehleCL
It is now locked and cannot be changed unless you contact DPI.

The Class List is available below for your reference. The Class List does **not** need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures.

Note: **The Certification Page is no longer required and has been removed.**

As a reminder, you certified the following regarding the data in this report:

1. The hours included herein are the school's anticipated hours of instruction.

2. I am aware that payments may be withheld if the school moves the last day of class to an earlier date, even if the required hours of instruction have been reached. I will not end school earlier than the last day of school noted in this report without prior written approval of the DPI.

3. If the school offers more grades than kindergarten, the scheduled daily hours for the 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 program, if applicable, matches the scheduled daily hours for the full day of first grade.

4. The school has documented and is able to track its hours of instruction. This documentation can be shared with DPI upon request. The school may use the DPI Hours of Instruction Report to document its hours of instruction.

Class List PDF

Once your report is submitted, it will be locked. If you need to make changes, contact DPI staff for assistance.

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After the report is submitted to the DPI, the report is locked and cannot be changed unless you contact DPI.

Once the report is submitted, a link will be provided for the class list. This is an optional document for the school to print.

How to Confirm Count Report Has Been Submitted

The Instructions screen will have a green box indicating the report is locked.

Private School Choice Programs

School Year: 2020 - 2021
School Name: Sample School

This data was submitted on 9/16/2020 12:00:48 PM by GehleCL.
It is now locked and cannot be changed unless you contact DPI.
However, you may still see the data by clicking the Next button below.

The Confirmation screen will also have a green box indicating the report is locked.

Private School Choice Programs
3rd Friday in September - Confirmation
School Name: Sample School
School Year: 2020 - 2021

✓Apps --> ✓Before/After --> ✓Class List --> ✓Not Counted --> ✓Waiting List --> ✓Payment Returns --> ✓Total Enrollment --> ✓School Term --> ✓HOI --> ✓Confirmation

This data was submitted on 9/16/2020 12:00:48 PM by GehleCL.
It is now locked and cannot be changed unless you contact DPI.

The Class List is available below for your reference. The Class List does **not** need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures.

Note: **The Certification Page is no longer required and has been removed.**

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After the report is submitted to the DPI, the report is locked and cannot be changed unless you contact DPI.

The Instruction and Confirmation screens of the report will have a green box with the language "This data was submitted on mm/dd/yyyy HH:MM:SS AM by UserID. It is now locked and cannot be changed unless you contact DPI." If needed, schools may contact the DPI to request the report be unlocked so the school may make changes and re-submit the report by the due date.

To confirm the count report has been submitted by the school, click on the applicable count report (September Count or January Count) on the left menu bar in OAS and check that the green boxes indicate the report has been submitted and is locked.

Available Resources

- Choice Homepage: https://dpi.wi.gov/parental-education-options/choice-programs
- Choice Bulletins Webpage: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins
- Information for Schools Webpage : https://dpi.wi.gov/parental-education-options/choice-programs/school-information
- On Demand Training Webpage: https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training
- OAS: https://dpi.wi.gov/parental-education-options/choice-programs/oas

Intentionally Left Blank – No Notes

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.