

Training 3-4: School Information Update Form



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 general school requirements.

School Information Update Form

- Allws schools to make changes to information provided on the Intent to Participate (ITP) form and the Student Application Designee form.
- Updates to:
 - School or mailing addresses;
 - School official's and designee's information;
 - Grade levels available to choice students;
 - New Choice Administrator appointed
- Must be submitted on the required DPI form.

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Schools that need mid-year changes or updates to information submitted on the Intent to Participate Form, or ITP, must submit the changes through the School Information Update Form. The School Information Update Form allows a school to make changes to its school address or mailing address, and Choice administrator and administrator contact information. The form also allows schools to update the personal contact information of board members, designees, or choice administrators if they have moved.

I. Reason Completing Form



Wisconsin Department of Public Instruction (DPI)
PRIVATE SCHOOL CHOICE PROGRAMS
(PSCP or Choice)
SCHOOL INFORMATION UPDATE
PCP-115 (Rev. 06-17)

INSTRUCTIONS: Identify the reason(s) the form is being completed in Section I. Then complete the remaining sections identified in Section I. Submit the completed and signed* form to:

PrivateSchoolChoice@dpi.wi.gov

**Note: If the school has a new choice administrator, the signature of the governance board chairperson is required. The board chairperson's signature is not required for changes other than a new administrator.*

Type or print clearly.

Collection of this information is a requirement of Wis. Stats. §§118.60 and 119.23

I. REASON COMPLETING FORM

Place a check in the box next to the reason the school is completing this form. Then, read the *italics* next to the reason or reasons to determine which sections must be completed.

- Updating the school name and/or address *Complete Sections II and VII*
- Updating school official's (Choice administrator, designee, or board member) information *Complete Sections II, III, and VII*
- Updating grade levels served for MPCP and/or RPCP *Complete Sections II, IV, and VII*
- Add new board member *Complete Sections II, III, and VII*
- Changing the Choice administrator *Complete Sections II, V, VI, and VII*



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First, check the box in section ONE, indicating your reason for completing the form:

Either,

- Updating the school name or address, or
- Updating a school official's contact information, or
- Updating grade levels served for MPCP or RPCP schools, or
- Add a new board member, or
- Changing the Choice Administrator.

You will be directed to complete the appropriate section of the form. More than one box may be checked.

II. General Information

II. GENERAL INFORMATION		
Select Program(s) the School Participates in		
<input type="checkbox"/> Milwaukee Parental Choice Program (MPCP) <input type="checkbox"/> Racine Parental Choice Program (RPCP) <input type="checkbox"/> Wisconsin Parental Choice Program (WPCP)		
School Name		Effective Date of the Change(s)
Primary Address for School Location Street, City, State, ZIP Attach additional sheet if the school has more than one location		
School Mailing Address if different than above	Phone Area/No.	Fax Area/No.

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Before submitting the School Information Update form, be sure to have all required fields filled out. All fields under "General Information" are required no matter what change is being made.

III. School Official's Information Update

III. SCHOOL OFFICIAL'S INFORMATION UPDATE		
<p>If a private school is barred or terminated from the PSCP, the choice administrator, a designee and a member of the governing board ("school official") may be determined to be a disqualified person. If this occurs, an order with appeal rights will be sent to the address on the form that was most recently received by the DPI. If a school official moves, he or she should complete this form identifying his or her new address. Failure to complete this form on a timely basis may result in the school official not receiving an order sent by the DPI.</p> <p>I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM, I will report any changes in my contact information to DPI, and if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program, for seven years from the date of the state superintendent's order barring or terminating the private school from the program.</p>		
Choose one:		
<input type="checkbox"/> I am the Choice administrator updating my address	<input type="checkbox"/> I am a new governing board member	
<input type="checkbox"/> I am a designee updating my address	<input type="checkbox"/> I am a governing board member updating my address	
Printed Name <i>First and Last Name</i>	Signature	Date Signed <i>Mo./Day/Yr.</i>
Personal Address <i>Street, City, Zip</i> Must be an address other than the school address		
Email Address		

If a choice school is barred or terminated from the PSCP, the choice administrator, a designee and a member of the governing board may be determined to be a disqualified person. If this occurs, an order with appeal rights will be sent to the address on the form that is not the school address, and was most recently received by the DPI.

If a person moves, he or she should complete this form identifying his or her new address.

If a school adds a new governing board member, submit a School Information Update form and report the information in Section III.

If an individual is no longer a member of the governing board, please send an email to privateschoolchoice@dpi.wi.gov from the choice administrator reporting the change and effective date.

IV. Grade Level Amendment on the School Information Update Form – MPCP & RPCP only

IV. GRADE LEVEL AMENDMENT					
To make an amendment, indicate all grade levels the school is accepting MPCP and/or RPCP students.					
Note: Schools participating in the WPCP may not make any amendments to Choice grade levels served after January 10.					
MPCP			RPCP		
<input type="checkbox"/> K4 (0.5 FTE)	<input type="checkbox"/> 1	<input type="checkbox"/> 7	<input type="checkbox"/> K4 (0.5 FTE)	<input type="checkbox"/> 1	<input type="checkbox"/> 7
<input type="checkbox"/> K4 (0.6 FTE)	<input type="checkbox"/> 2	<input type="checkbox"/> 8	<input type="checkbox"/> K4 (0.6 FTE)	<input type="checkbox"/> 2	<input type="checkbox"/> 8
<input type="checkbox"/> K5 (0.5 FTE)	<input type="checkbox"/> 3	<input type="checkbox"/> 9	<input type="checkbox"/> K5 (0.5 FTE)	<input type="checkbox"/> 3	<input type="checkbox"/> 9
<input type="checkbox"/> K5 (0.6 FTE)	<input type="checkbox"/> 4	<input type="checkbox"/> 10	<input type="checkbox"/> K5 (0.6 FTE)	<input type="checkbox"/> 4	<input type="checkbox"/> 10
<input type="checkbox"/> K5 (0.8 FTE)	<input type="checkbox"/> 5	<input type="checkbox"/> 11	<input type="checkbox"/> K5 (0.8 FTE)	<input type="checkbox"/> 5	<input type="checkbox"/> 11
<input type="checkbox"/> K5 (1.0 FTE)	<input type="checkbox"/> 6	<input type="checkbox"/> 12	<input type="checkbox"/> K5 (1.0 FTE)	<input type="checkbox"/> 6	<input type="checkbox"/> 12

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If the school wants to change the grades it has available for MPCP or RPCP students, the school must indicate in the “Grade Level Amendment” section of the form.

The school may only remove a grade if it does not have any applications that are pending an eligibility determination or have already been determined eligible in that grade.

Schools participating in the state-wide WPCP may not make any changes to the grade levels after January 10.

Changes to Available WPCP Student Seats

- No changes to the number of choice seats available are made with this form.
- For WPCP seats, schools notify DPI on the Intent to Participate Form (ITP) due January 10, how many choice seats the school can fill for the next year.
- Please be sure to plan for enough seats to accommodate your returning choice students.

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For schools in the statewide WPCP program, no changes to the number of Choice seats available are made with this form.

For WPCP seats, schools notify DPI on the Intent to Participate Form (ITP) due January 10, how many choice seats the school can fill for the next year.

Please be sure to plan for enough seats to accommodate your returning Choice students.

We will allow updates to available WPCP seats in the beginning of May through a separate process using the Online Application System (OAS).

Changes to Available MPCP and RPCP Student Seats

- MPCP and RPCP schools will indicate the ***total*** choice seats available on the Intent to Participate form, but you are not required to notify DPI if the number changes throughout the school year.

Choice schools in the Milwaukee and Racine programs will indicate the **total** choice seats available on the Intent to Participate form, but you are not required to notify DPI if the number changes throughout the school year.

Changes to Available MPCP and RPCP Student Seats, continued

- If a school needs to change the number of choice seats available, do the following:
 - Changes must be made before the start of the next open application period. Choice schools must be able to inform parents or DPI how many choice seats are available in each class, and how many are on the waiting list, if applicable.
 - Schools must fill open seats from the waiting list, if applicable.

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If a Milwaukee or Racine school needs to change the number of choice seats available, do the following:

Changes must be made before the start of the next open application period. Choice schools must be able to inform parents or DPI how many Choice seats are available in each class, and how many are on the waiting list, if applicable. Schools must fill open seats from the waiting list, if applicable.

It is not necessary to notify DPI of changes, unless requested.

Remember, you may never exceed a capacity limit that may have been placed on your facility by your local municipality.

Change of Choice Administrator

- If a new Choice Administrator is appointed, notify DPI using the School Information Update form.
- The form must be signed by the chair of the school's governing board.
- Choice Administrators must meet the following program requirements:

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If a new Choice Administrator is appointed, notify DPI using the School Information Update form.

The form needs to be signed by the chair of the school's governing board, and the new administrator must meet certain requirements, including completion of required training.

Change of Choice Administrator, continued

- Choice Administrator Requirements:
- Must either be the sole owner of the school or appointed by the operating organization of the school.
- Must have at least a bachelor's degree from an accredited institution of higher education or hold a teaching or administrator's license issued by the DPI.
- Choice administrators of new schools must complete all of the required fiscal management training.
- Newly appointed choice administrators of continuing schools must also complete training.
- May not be a disqualified person.

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The Choice Administrator is limited to either the sole owner of the school or someone appointed by the operating organization of the school.

The Choice Administrator must have at least a bachelor's degree from an accredited institution or have a Wisconsin teaching or administrator's license.

Check the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs website for a list of accredited institutions. A link to the website is in the Resources tab at the top of the training screen.

Newly appointed Choice administrators must complete training.

See the Training webpage for more information on which trainings are applicable to you.

V. New Choice Administrator Information

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V. NEW CHOICE ADMINISTRATOR INFORMATION		
Choice Administrator's Name First and Last Name	Salutation Mr., Mrs., Ms., etc.	Choice Administrator's E-Mail Address
Choice Administrator's Personal Mailing Address: Street, City, State, Zip <small>Must be an address other than the school address</small>		
<small>Under Wis. Stat. §§ 119.23(2)(a)6.b. and 118.60(2)(a)6.b. administrators of private schools participating in the PGCP must have at least a bachelor's degree from an accredited institution of higher education or a current teacher or administrator license from the DPI. Check which of the requirements the administrator meets and complete the information under the applicable requirement. A private school that does not comply with the requirement is ineligible to participate in or receive funding under the PGCP. If any of the information provided in answer to this question is found to be incorrect or misrepresented, the private school will not be eligible to participate in or receive funding under the PGCP.</small>		
<input type="checkbox"/> At least a bachelor's degree from an accredited institution of higher education		<input type="checkbox"/> DPI License
Name of Accredited Institution of Higher Education	City and State	Type of License Check one <input type="checkbox"/> Administrator <input type="checkbox"/> Teacher
Degree Type <small>Select one from dropdown below</small>	Date Received Mo./Yr.	Entity (License) Number
		Date License Expires Mo./Yr.

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When a school appoints a new choice administrator, the School Information Update form must be submitted. All information in section V must be completed.

List the administrator's **professional** school email address,

but include the administrator's **personal** mailing address that is different from the school's address. This is required in the event that legal notice must be given to the administrator. If the address should ever change, be sure and report the new address to DPI by submitting another School Information Update form.

All choice administrator's must have at least a bachelor's degree from an accredited institution, or a Wisconsin license.

Report the details of the college degree in section V: the name of the institution, city and state where located, degree type, and date received.

If the choice administrator has a Wisconsin teacher or administrator license, check the box and report the type of license, license number, and date the license expires.

VI. Governance Board Authorization for New Choice Administrators

VI. GOVERNANCE BOARD AUTHORIZATION FOR NEW CHOICE ADMINISTRATORS	
<i>If the school has a new choice administrator, the signature of the governance board chairperson is required. The board chairperson's signature is not required for changes other than a new administrator.</i>	
I ATTEST, BY SIGNING THIS FORM, the governing board of the school has appointed the individual listed above to serve as the school's Choice administrator. This change is to take effect on the date indicated in section II.	
Governance Board Chairperson Name	
Governance Board Chairperson's Signature	Date Signed Mo./Day/Yr.
	

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If the school has a new choice administrator, the signature of the governance board chairperson is required.

The board chairperson's signature is not required for changes other than a new administrator.

The chairperson name, signature and date signed are entered in Section VI.

VII. Agreement/Signatures

VII. AGREEMENT / SIGNATURES

THE PRIVATE SCHOOL AGREES that compliance with all of the requirements in Wis. Stats. §§118.60 and/or 119.23 and Administrative Codes PI 35 and/or PI 48 constitute a condition of receipt of funds under the above-referenced program, and that this notice of intent to participate is binding upon the school, its successors, transferees and assignees for the period during which the school is a participant in the program. The school assures that all contractors, subcontractors, subgrantees, and others with whom it arranges to provide services or benefits to its students in connection with this program are not in violation of the stated statutes, regulations, guidelines, and standards. In the event of failure to comply with PSCP requirements, the school understands that its participation in the program can be terminated.

I, THE UNDERSIGNED, am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's operating organization, and I am not a disqualified person as defined under Wis. Stats. §§119.23(1)(ag) or 118.60(1)(ag). A disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrative designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. By signing this form, I acknowledge that if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in, serving as an officer, director, trustee, administrator, or administrator designee or person responsible for administrative, financial or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for seven years from the date of the state superintendent's order barring or terminating the private school from the program.

Wis. Stats. §§118.60 and 119.23 and Wis. Admin Codes PI 35 and PI 48, are subject to statutory and administrative rule change. I have read the notice, statutes (Wis. Stats. §§118.60 and/or 119.23) and administrative rules (Wis. Admin Codes PI 35 and PI 48) and guarantee that the school will comply with all its provisions.

School Name	Choice Administrator Name
Choice Administrator's Signature >	Date Signed Mo./Day/Yr.

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All School Information Update forms must be signed on the back of the form by the Choice Administrator.

Print or type the School Name, Choice Administrator name, Date signed, and add the Choice Administrator's signature.

Scan and email the form to DPI

- Submit the completed and signed form to the email address at the top of the form:

privateschoolchoice@dpi.wi.gov

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Submit the completed and signed form to the email address at the top of the form:

privateschoolchoice@dpi.wi.gov

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



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.