# Training 8-2: Residency Requirements

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 Choice payment process, the pupil count reports, and the enrollment audits.

## Program Residency Requirements

- MPCP: Resident of the city of Milwaukee.
- RPCP: Resident of the Racine Unified School District.
- WPCP: Each applicant's home must be located in the school district listed on the Choice application and the applicant's home must be in Wisconsin but **not** located within the boundaries of the city of Milwaukee or the Racine Unified School District.
  - Schools must complete residency verification every year for ALL applicants.

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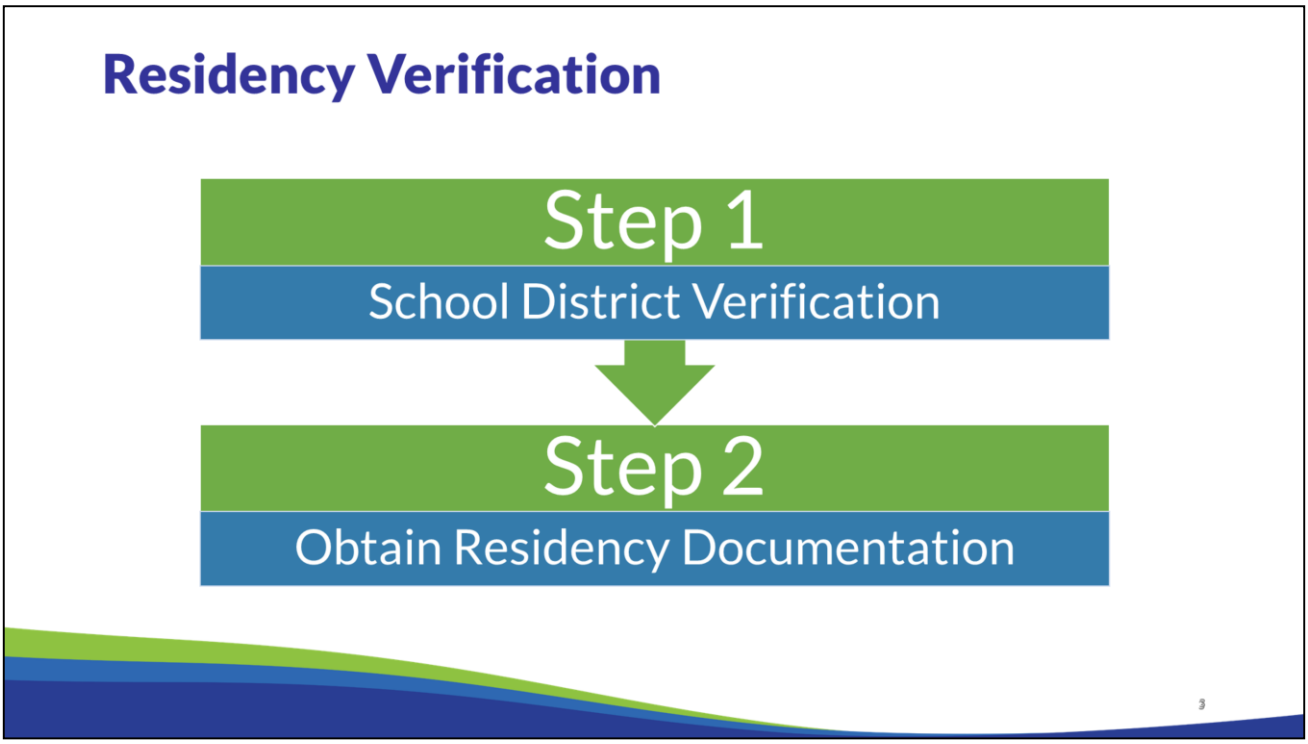
Students who reside in the City of Milwaukee, must apply to the Milwaukee Parental Choice Program or MPCP.

Students who reside in the Racine Unified School District, must apply to the Racine Parental Choice Program or RPCP.

Students who reside in Wisconsin, but do not reside in either the City of Milwaukee or the Racine Unified school district, must apply to the Wisconsin Parental Choice Program or WPCP.

The parent or guardian who applies will be required to provide documentation showing that he or she currently resides at the address on the application. For purposes of this training, parent will refer to either the parent or guardian of the student.

All applicants must provide proof of residency each year as part of their annual application for the Choice program and the schools must verify residency every year for all applicants.




Once a Choice student application is received by the school in the Online Application System or OAS, the school needs to verify the application in OAS. The residency verification process is a two step process. In the first step, the school will determine the school district for the address on the application and confirm that the applicant lives in the required school district. The school district the parent selected on the application will be identified on the OAS Application Verification screen. In the second step, the school will need to obtain residency documentation from the parent.

## Step 1- School District Verification

- Determine what school district the address is in using one of the following:
  - MapIt or Milwaukee Elections Commission (for MPCP)
  - Public school district website
  - Property tax bill
  - My Vote Wisconsin
  - County/City Clerk or County/City Assessor websites
  - Statewide parcel service
  - RUSD transportation website (for RPCP)

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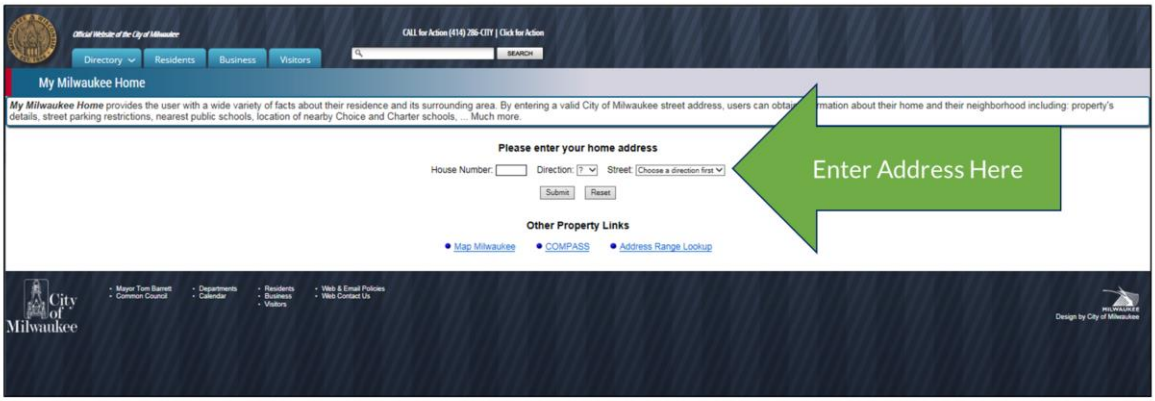
In Step 1 of the residency verification process, the Choice Administrator will need to determine what school district the address is in. Verification of the school district must be completed using one of the following methods:

- MapIt or Milwaukee Elections Commission (if the address is in Milwaukee)
- Public school district website
- The school may obtain a copy of the property tax bill showing the district for the applicant.
- My Vote Wisconsin
- County/City Clerk or County/City Assessor websites
- Statewide parcel service
- Racine Unified School District transportation website for the Racine Parental Choice Program

The following slides discuss how some of these residency verification websites work. Information about the application requirements and process can be found on the Choice School Application Processing webpage. Resources about the Choice School Application Processing can be found at: https://dpi.wi.gov/parental-education-options/choice-programs/student-

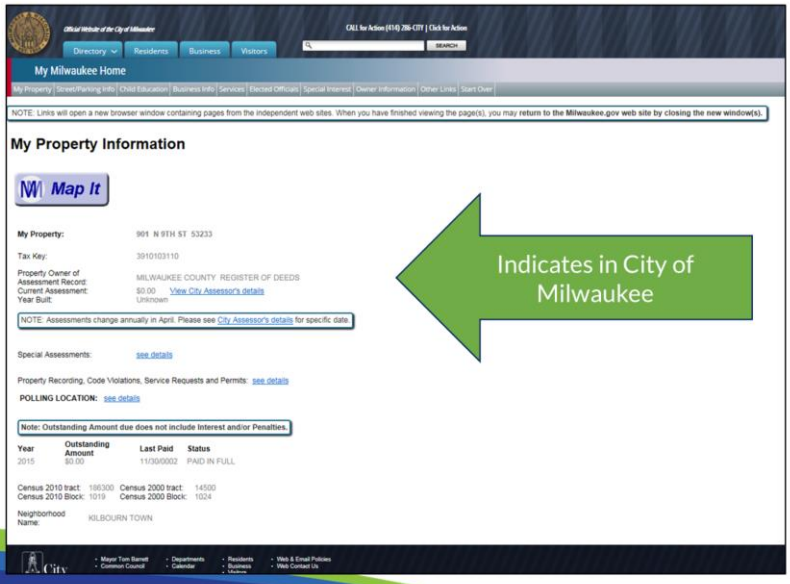
applications-processing.

# City of Milwaukee Address – Map It (MPCP)



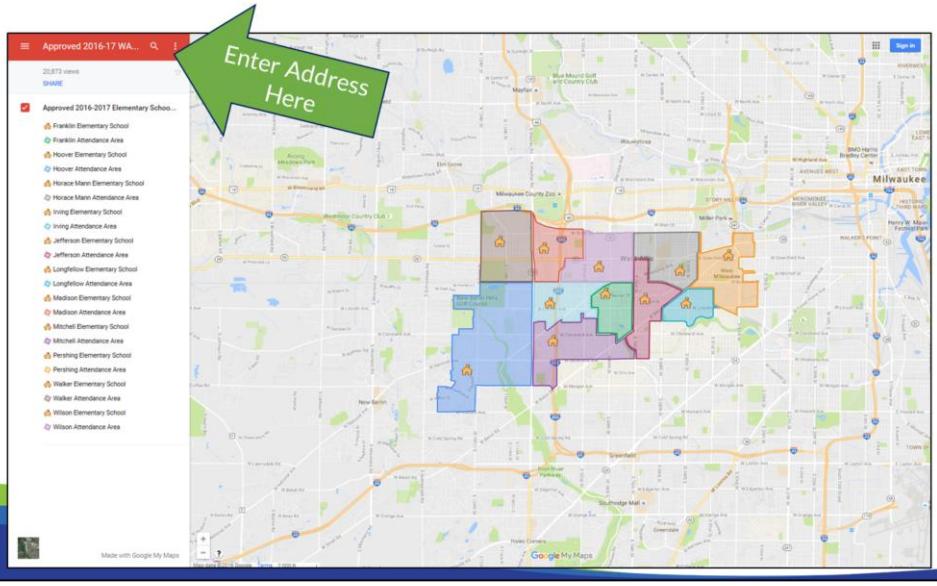

The school may use Map It to verify the student's school district for MPCP applications. The Map It website will require the school to enter the student's house number, select a direction (e.g., North, West, South, East, etc.) and select a street name. After entering the address, the school will need to click on the "Submit" button.

# City of Milwaukee Address – Map It (MPCP cont.)




If the student's address is included in Map It, then the address is in the City of Milwaukee. The application must be for the MPCP. If it is not, the parents may correct the school district in the parent application if it is still during the same open application period, otherwise the application is ineligible. The school must print this screen and save it in the student's Choice file for auditing purposes.

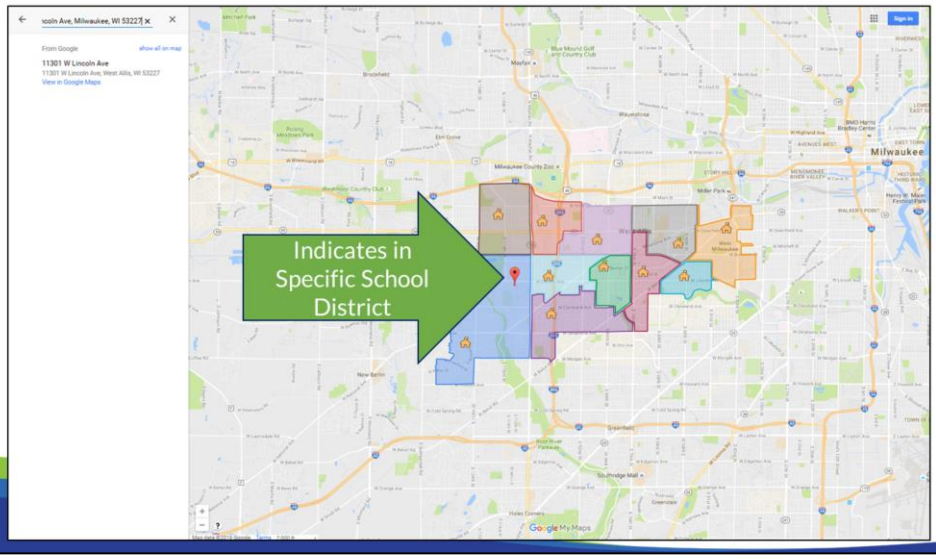
# West Allis-West Milwaukee School District Attendance Area Site




Many public school districts have interactive boundary maps. If a public school district has an online interactive map website that displays the parent's address and has a notation on the map (pin, flag, dot, etc.) showing the address is located within the school district, these sites can be used by a school to verify the school district. Some examples of these sites are the Kenosha Unified School District Interactive Boundary Map and the West Allis-West Milwaukee School Attendance Area site.

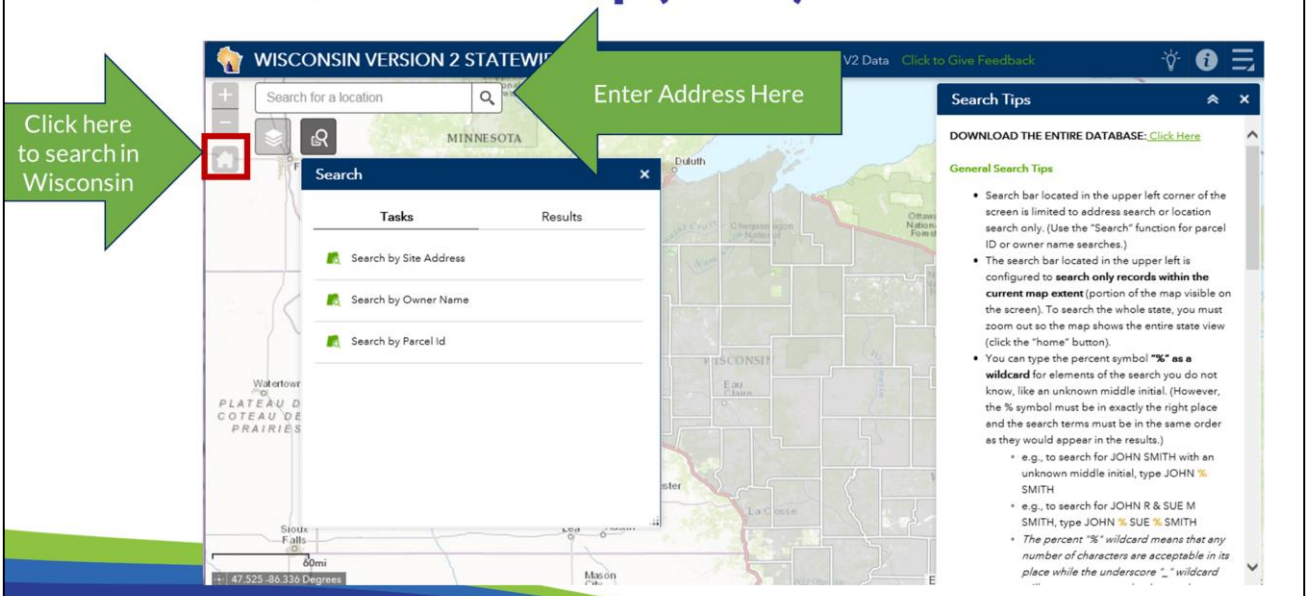
For example, to check to see if an address is in the West Allis-West Milwaukee School District boundaries using the Attendance Area Site, the Choice school will need to enter the student's address and click "Search."

# West Allis-West Milwaukee School District Attendance Area Site



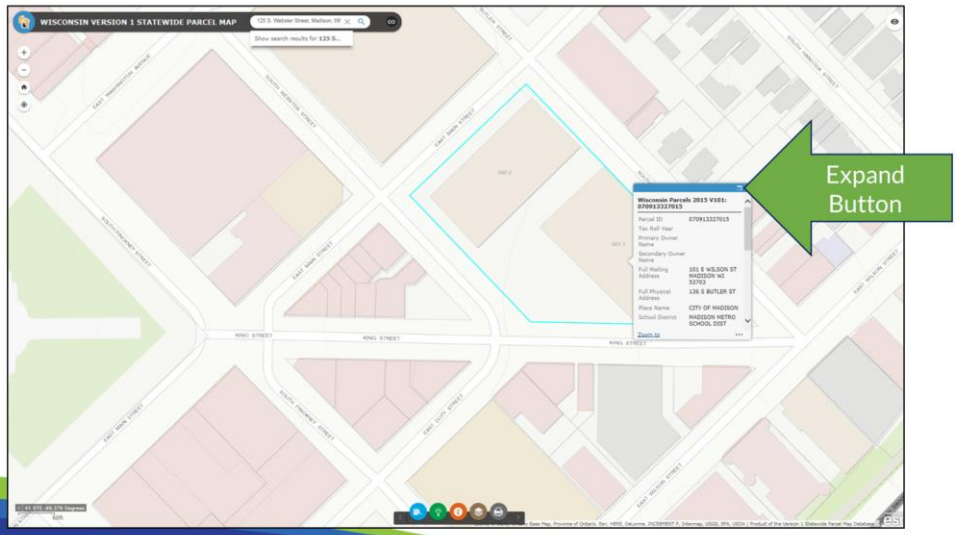

If the student's addresses is within the public school district's boundaries, then a pinpoint, flag, dot, etc., will be displayed on the map. The school must print this screen and save it in the student's Choice file for auditing purposes.

# Statewide Parcel Map (cont.)




The Statewide Parcel Map may be used to verify the address of any Choice student in Wisconsin. The first time you use this webpage, read through the search tips. Then click the house button to set the default search area to Wisconsin. In order to locate a specific address, the school will need to enter the student's full address in the box labeled "Search for a location." Once you start typing the address, address options will display below the box. Click on the address you are searching for.

# Statewide Parcel Map (cont.)

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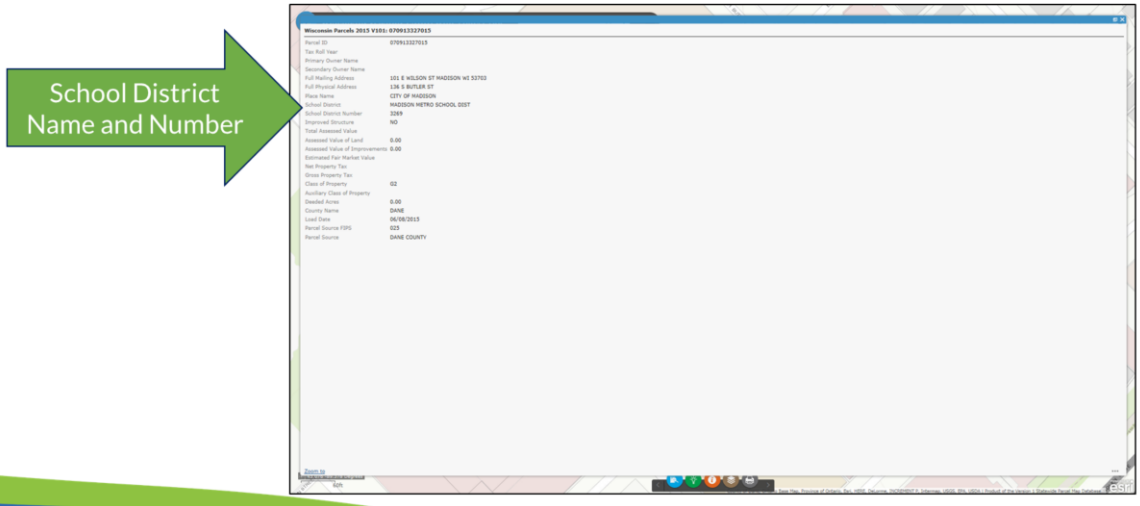
After a student's address has been entered into the Statewide Parcel Map, the map will display a blue dot near the address. The school will need to click on the gray parcel close to the blue dot to find the parcel for the specific address. The parcel information will then be displayed. The school must click on the screen expand button to display the full screen view.

# Statewide Parcel Map (cont.)




If the public school district name is identified on the Statewide Parcel Map full-screen view, then the school may print the full parcel information to verify the district is correct.

If the school district number only is identified, the school should cross reference the school district name on the School District Domain Directory and write the school district name on the printout.

If the school district number and/or name are not displayed, then the school will need to use an alternative verification option.

## Confirm Address is in Required School District

Confirm the address is correct for the program the student has applied to:

- MPCP: Resident of the city of Milwaukee.
- RPCP: Resident of the Racine Unified School District.
- WPCP: Each applicant's home must be located in the school district listed on the Choice application and the applicant's home must be in Wisconsin but **not** located within the boundaries of the city of Milwaukee or the Racine Unified School District.

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Once the school has determined what school district the address on the application is in, confirm that the application is for the correct program. If the application is not for the correct program based on the criteria listed on this slide, the parents may correct the school district in the parent application if it is still during the same open application period; otherwise the application is ineligible.

For example, if the student's residence is in Wauwatosa but the student applied to the MPCP, during the open application period, the parent could go into the online parent application and correct their application to apply to the WPCP.

## WPCP School District Incorrect

- If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school district can be corrected as follows:
  - Prior to April 20th: The parent must log back into the application, correct the school district, and resubmit the application.
  - After April 20th: The school must email privateschoolchoice@dpi.wi.gov as soon as possible and identify the required change. This email must include the student's name, student's date of birth, and the correct school district.

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For the WPCP it is important the correct school district is identified. If the school district on the OAS Application Verification screen for a WPCP application is incorrect and the correct school district is in Wisconsin but not in the City of Milwaukee or RUSD, the school should correct the school district.

For WPCP applications, if this is determined prior to the 3rd Thursday in April, the parent must log back into the application, correct the school district, and resubmit the application. If this is identified after 3rd Thursday in April, the school must email privateschoolchoice@dpi.wi.gov as soon as possible and identify the required change. This email must include the student's name, student's date of birth, and the correct school district.

## Step 2: Obtain Required Residency Documentation

- The school must obtain a copy of one of the required residency documents in the name of the parent or legal guardian listed on the application.
- The residency documentation must:
  - Be dated between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received and;
  - Be submitted to the school within the same open application period that the application is received.

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In Step 2 of the residency verification process, the school will need to obtain a permitted residency document from the parent showing the address where the student resides at the time of application. The document must also include the name of one of the parents or guardians on the application.

The residency documentation must be dated between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received. It must also be submitted to the school within the same open application period that the application is received. The OAS Application Verification screen will identify the date range the residency documentation must be within.

## Acceptable Residency Documentation (all inclusive list)

- Wage statement or a W2 year-end earnings statement from the previous year.
- Current water, sewer, gas, electric, cable, satellite, or landline phone bill.
- Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.
- Lease agreement whose lease term includes the date the parent is applying. If a month-to-month lease is used, the start date must meet the date requirement.
- Recent government correspondence.
- Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
- Alternative residency form and all required documentation.

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For Step 2 of the residency verification process, the following list is an all inclusive list of permitted residency documents:

- Wage statement or a W2 year-end earnings statement from the previous year. W-2 year-end earnings statements are only acceptable for applications received from February to April since this is the only time period when they would meet the date requirements.
- Current water, sewer, gas, electric, cable, satellite, or landline phone bill. No other utility bills are acceptable residency documentation. For example, cell phone bills are not an acceptable proof of residency. Online bills are acceptable if they include the date of the bill, address, and parent name.
- Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to an address on the application for service at that address.
- Lease agreement whose lease term includes the date the student is applying. If a month-to-month lease is used, the start date must be between the required dates.
- Recent government correspondence. Any documentation that is from a

government agency is an acceptable proof of residency. Please note that correspondence from a third party service provider acting for the government agency is not considered sufficient residency documentation. Schools can use current benefits statements from access.gov as residency documentation if the print-out includes the parent's name and a date.

- Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
- The last option is the Alternative residency form and all required documentation. We will discuss when this form may be used and the requirements to use this form shortly.

If the document is not on this list, then it is not an acceptable type of residency documentation. This list is also provided in the Residency Bulletin on the Choice Bulletins webpage: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins.

# Lease Agreements

- General Requirements
  - Lease agreement must be complete and legible
  - Expired leases are not acceptable
- Lease agreement whose lease term includes the date the parent is applying.
- If a month-to-month lease is used, the start date must be between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

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If a lease agreement is used as the supporting documentation for residency, it must meet the following criteria: The lease agreement must be complete and legible. Expired leases are not acceptable residency documentation. The term of the lease agreement must include the date the applicant is applying. For example, if the application was received on March 15 the lease term must include March 15.

If a month-to-month lease is used, the start date must be between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

# Unacceptable Residency Documentation

- Common Examples of Unacceptable Residency Documentation:
  - Report card;
  - Bank statement;
  - Letter from landlord;
  - Any envelope;
  - Rent or lease receipt;
  - Expired leases;
  - Cell phone bill; or
  - Tax return.

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If a school receives a document that is not on the prior list of acceptable documents, the school cannot accept the document as proof of residency. Some common examples of unacceptable residency documentation that a school may receive include a report card, bank statement, a letter from landlord indicating the individual still resides at the address, any envelope, a rent or lease receipt, an expired lease, a cell phone bill, or a tax return.

If a school receives one or these, or another unacceptable document, the school must ask the parent to provide a residency document that is on the all inclusive list of permitted residency documents. The school should not return the incorrect residency documentation to the parent. This is important because having something from the parent with the parent's name and an address will allow for the school to make corrections at a later date, even if the documentation provided did not meet the Choice program requirements.

# Alternative Residency Form

- Allows students to apply where:
  - The parent does not have an acceptable form of residency documentation in his/her own name.
  - The parent does not live with the student.

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If a student does not live with his/her parent or if a parent does not have an acceptable form of residency in his/her own name, then the parent can use the Alternative Residency Form to provide a residency document in another household occupant's name.

The Alternative Residency Form is available on the Choice Student Application webpage: https://dpi.wi.gov/parental-education-options/choice-programs/student-applications.

# Alternative Residency Form (cont.)

**I. GENERAL INFORMATION**

Include all students applying to the program on the application below. Note: A separate application and residency form must be completed for students that reside at different addresses or have different parents or legal guardians.

| **Student Applicant Name(s)** *First, MI, Last* | **Student Applicant Name(s)** *First, MI, Last* |
|---|---|
| 1 | 5 |
| 2 | 6 |
| 3 | 7 |
| 4 | 8 |

**II. EXPLANATION OF LIVING SITUATION**

In order to use the Alternative Residency form, one of the following situations must apply. **If neither of the situations below apply, this form may not be used.** Select which reason is applicable:

- ☐ The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address on the application.
- ☐ The pupil does not live with his or her parent or legal guardian.

**III. REQUIRED ATTACHMENTS**

A household occupant that lives with the pupil must provide one of the following that includes the address on the Choice Program application (this person must also complete section V). Unless otherwise noted, the document must be dated between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period. *Check which document is being provided.*

- ☐ Wage statement or W2 end-of-year earnings statement.
- ☐ Water, sewer, gas, electric, cable, satellite, or landline phone bill.
- ☐ Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application.
- ☐ Lease agreement with a term that includes the date the parent or legal guardian applies to the school (must be complete and legible). Month-to-month leases with a start date between three (3) months prior to the start of the open application period in which the parent or legal guardian submits the online application to the school and the end of that open application period.
- ☐ Governmental correspondence.

**—AND—**

The parent or legal guardian on the application must provide one of the following documents. *Check which document is being provided.*

- ☐ A driver's license, state ID, school ID, passport, or a government-issued photo ID. *Expired IDs may be used for this support.*
- ☐ One of the allowed residency documents (listed above) with an address other than an address on the application.

- All information on the form must be provided.

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When completing the Alternative Residency Form, all sections of the form must be filled in. Each student name must be included in the general information section of the form. The parent must indicate the reason why he/she is using the Alternative Residency Form and sign and date the form. The parent must provide identification, as explained on the form, or an allowed residency document with a different address on it.

A household occupant that lives with the student must provide one of the allowed residency documents that meets all of the requirements, except for having the parent's name on it.

# Alternative Residency Form (cont.)

- Both the parent and the household occupant providing the residency documentation must:
  - Provide documentation; and
  - Sign and date the form.

| IV. PARENT OR LEGAL GUARDIAN SIGNATURE | |
|---|---|
| **I HEREBY CERTIFY,** as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student(s) applying to the Choice Program currently reside(s) with the household occupant signing this form. | |
| Printed Name of Parent or Legal Guardian Signing Below | |
| Signature of Parent or Legal Guardian<br>➢ | Date Signed *Mo./Day/Yr.* |
| **V. HOUSEHOLD OCCUPANT SIGNATURE** | |
| The following must be completed by the household occupant who provided one of the allowed residency documents in Section III.<br>I **HERBY CERTIFY** that the above named student applying for the Choice Program resides with me. I further **CERTIFY** that the explanation provided of the living situation is accurate. | |
| Printed Name of the Household Occupant Signing Below | |
| Signature of Household Occupant<br>➢ | Date Signed *Mo./Day/Yr.* |

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When completing the Alternative Residency Form, both the parent and the household occupant providing the residency documentation must provide required documentation as previously discussed, and both must sign and date the form.

## Alternative Residency Form (cont.)

- May **not** be used :
  - To submit a driver's license as the only proof of residency.
  - As a supplement when the parent is refusing to provide a residency document.
  - Circumvent the residency requirement when the parent has documentation that shows a different address.

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The Alternative Residency form may not be used to:

- Submit a driver's license for the parent on the application as the only proof of residency, even if the address matches the application.
- Provide residency documentation in situations where the parent has the documentation but is refusing to provide it.
- Satisfy the residency requirement if the parent has documentation that shows a different address and the remaining requirements in the form are not completed.

# Address Match

- The school district verification print screen must match:
  - The address on the residency documentation and
  - The OAS Application Verification screen.
- The street number, street name, city, and state must be included on all 3.
- The street suffix (ave, dr, etc), and street direction (N, S, E, W) must be included on the residency documentation and in OAS if it is on the school district verification print screen.

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The school must determine that the address on the school district verification print screen obtained in Step 1 exactly matches the address on the residency documentation AND the address on the OAS Application Verification screen.

The street number, street name, city, and state must be included on the residency documentation and in the OAS Application Verification screen. Additionally, the street suffix and street direction must be included on the residency documentation and in OAS if it is on the school district verification print screen. Examples of street suffixes include avenue, drive, and street. The street directions are North, South, East and West. If the street suffix or street direction are NOT on the school district verification print screen, they should not be on the residency documentation or in the OAS Application Verification screen.

# Address Components

| | Match Required? |
|---|---|
| Street Number | Yes |
| Street Direction (North, South, etc.) | Yes (abbreviations are allowed) |
| Street Name | Yes* |
| Street Suffix (Lane, Road, Avenue, etc.) | Yes* (abbreviations are allowed) |
| Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.) | No |
| City | Yes* |
| State (must be on the residency documentation) | Yes (Wisconsin or abbreviation) |
| Zip Code | No |

*If the street name, street suffix, or city is misspelled on the residency documentation, the documentation may be accepted if the parent emails or provides a signed letter to the school stating the correct address (which must match OAS) and that the street name, street suffix, and/or city is misspelled on the documentation. Schools must keep the email or signed letter from the parent for their auditor review. OAS must have the correct address information.

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Let's walk through the components of an address and discuss the criteria for the address components matching the school district verification. Listed on the left of the slide are the components of the address.

The components of an address that much match are as follows:

1. The street number must match.
2. The street direction much match and abbreviations are allowed. So for example North spelled out, N alone or N. would all be acceptable.
3. The street name must match.
4. The street suffix must match and abbreviations are allowed. So for example Street spelled out, St alone or St. would all be acceptable.
5. City must match.
6. State must match and be Wisconsin or an abbreviation of Wisconsin

Address components that do not need to match are Unit/Apartment number or zip code.

For items starred (Street name, Street Suffix and City), if these items are misspelled on the residency documentation, the documentation may be accepted if:

1. The correct address is in OAS, and
2. The parent emails or provides the school a signed letter stating that the street name, street suffix and/or city is misspelled on the document.

The school must keep the email or signed letter from the parent for the auditor to review.

# Parent Name Match

| | Match Required? |
|---|---|
| First Name | Yes |
| Middle Initial | No |
| Last Name | Yes |
| Suffix (III, Junior, etc.) | No |

- The parent name must be the parent's current legal name.
- The middle initial and suffix do not need to be reviewed. Changes to the middle initial and suffix are not made to OAS.

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The parent name must be the parent's current legal name. The parent's first and last name on the student application must match the first and last name on the residency documentation. If two parents are listed on the application, only one of the parent's names needs to be on the residency documentation. The middle initial and suffix for the parent, if any, do not need to match.

# Parent Name: Legal Name Change

- For cases where:
  - The parent's first or last name has legally changed; and
  - OAS has the correct legal name; and
  - The parent's legal name is not reflected on the supporting residency documentation.
- The parent must provide additional documentation to verify their legal name (i.e. birth certificate, marriage certificate, divorce decree, certificate of naturalization, certificate of citizenship, etc.).

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In situations where the parent's first or last name has legally changed and their correct name is reflected in the OAS, but the parent does not have residency documentation that reflects the name change, the parent must provide additional documentation to verify their legal name. The documentation can include a birth certificate, marriage certificate, divorce decree, certificate of naturalization or a certificate of citizenship.

# Parent Name: Typo

- For cases where:
  - The parent's name is incorrect on the supporting residency documentation; and
  - OAS has the correct legal name.
- The parent must email or provide a signed letter to the school stating "My correct legal name is (name in OAS). The name on my residency documentation is (name on documentation). My name is incorrectly spelled on the documentation and correct on the online parent application."
- **If the residency documentation is in someone else's name, the application would not be correctable using this method.**

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If the parent's name is incorrect on the supporting residency documentation and has the correct name in OAS, the parent must email or provide a signed letter to the school stating "My correct legal name is (insert name in OAS). The name on my residency documentation is (insert name on documentation). My name is incorrectly spelled on the documentation and correct on the online parent application."

If the name on the residency documentation provided is in someone else's name, the application is not eligible.

# Parent Name Differences

- The required documentation described in the legal name change and typo slides CAN be received after the open application period in which the application is received.
- The school must be able to provide this documentation to the auditor as part of the Enrollment Audit or the application will be determined ineligible.



If there is a legal name change or a typo, the required documentation as described on the previous two slides can be received after the open application period in which the application is received. This documentation must be available for the auditor to review as part the Enrollment Audit. If the information is not provided, the application will be determined ineligible.

## School Identified Address Error-Additional Documentation

- If the school identifies that the residency documentation does not meet all of the requirements during its acceptance/denial process, the school may obtain additional residency documentation if the original residency documentation received during the open application period included one of the parent's names on the application and an address.
- The school should not find the application eligible until the additional documentation is received. If the additional residency documentation is not received by the date that the eligibility must be determined, the application should be identified as ineligible by the school.

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If the school receives residency documentation during the open application period that includes one of the parent's names on the application and an address and then during the school's acceptance/denial process determines that the document does not meet all of the requirements, the school may obtain additional residency documentation.

The school should not find the application eligible until the correct documentation is received. If the parent fails to provide the additional residency documentation by the date that eligibility must be determined, the school should mark the application as ineligible.

# Residency Documentation Correction

The additional residency documentation must include the following:

- The correct address information
- The name of a parent on the application
  - If a parent on the application is not able to provide one of the allowed residency documents, the application is not correctable.
  - Use of the alternative residency form is not allowed for corrections.

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The additional residency documentation that is provided to correct the application must have the correct address information and the name of one of the parents on the application.

An Alternative Residency form cannot be used as a correction to the residency documentation.

Further, if an Alternative Residency form was provided but was incomplete, the application cannot be corrected and the application must be found ineligible.

Generally, the school should review applications as the applications are received to determine that the required documentation was provided. The corrections options provide the school an opportunity to correct the application if an issue is missed during the open application period in which the application is received.

# Residency Documentation Correction (cont.)

The additional residency documentation must be from the listing of acceptable documents and include a date that meets one of the following:

- If a document other than a lease is provided, the residency documentation must be dated between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.
- If a lease with a term is provided, the lease term must include the date application received.
- If a month to month lease is provided, the start date must be between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

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In addition, residency documentation provided for corrections must meet the same date requirements for the residency documentation that were described earlier. The documentation must be from the list of acceptable residency documents.

The date for documents other than leases, must be between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

If a lease with a term is provided, the lease term must include the date the application was received.

A month to month lease must have a start date between three (3) months prior to the start of the open application period in which the application was received and the end of the open application period in which the application was received.

## Residency Documentation Correction Support

- The school should:
  - Retain the originally provided documentation and write "Original" on it with the date it was received.
  - Write "Correct" on the accurate documentation and the date it was received.

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The school should maintain both the original documentation provided and the corrected documentation provided. Write "Original" and the date received on the original documentation provided. Write "Correct" on the correct documentation and the date the corrected document was received.

# Correction Requirements (Residency)

- If the school identified an error where a correction is allowed, the school must complete the required correction procedures before the school is required to determine if the application is eligible.
- All corrections identified by the auditor must be corrected by the following dates:
  - December 15th for applications received from February-September
  - The due date of the January Enrollment Audit for applications received from October-January

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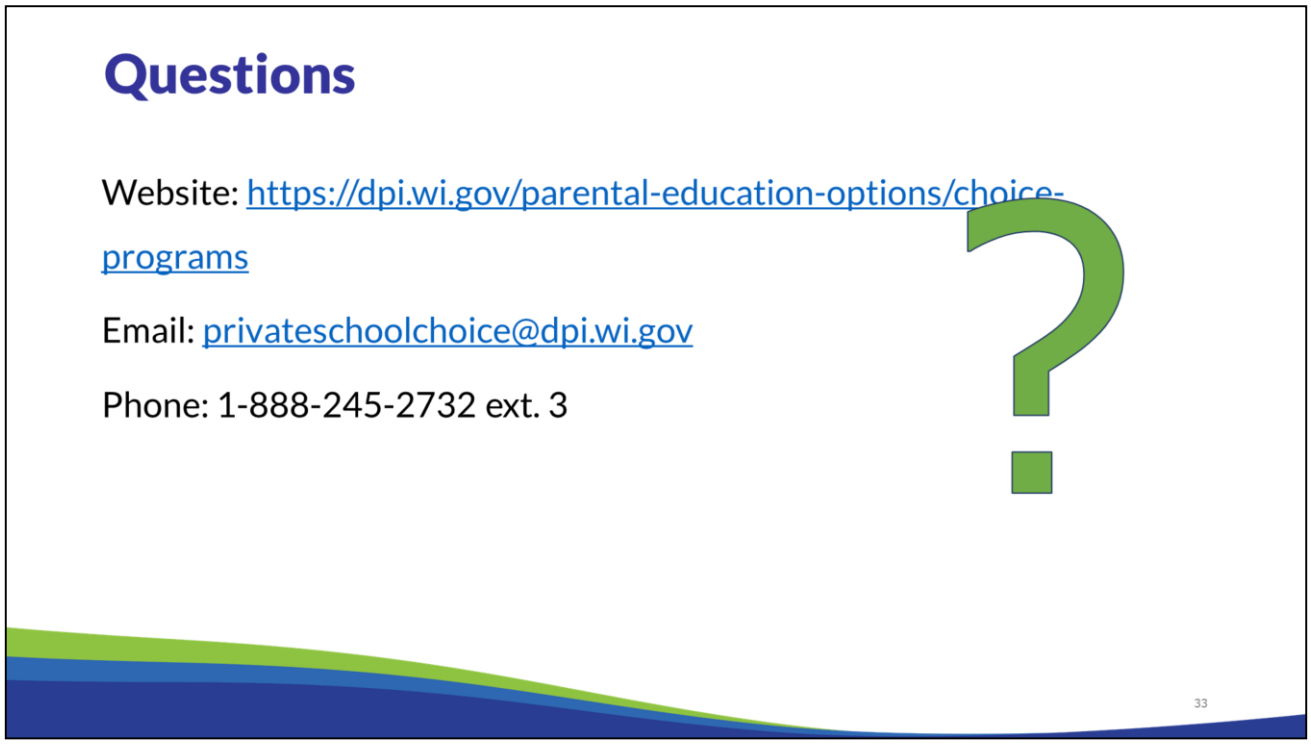
For school identified errors that are correctable, the school must complete the required correction procedures before the school is required to determine if the application is eligible.

All corrections by the auditor must be completed by the due dates for the Enrollment Audits. For applications received from February – September, the due date is December 15. For applications received from October – January, the due date is May 1 for schools participating in the RPCP or WPCP and June 30 for schools only participating in the MPCP. If a school participates in the MPCP and the RPCP or WPCP, the Enrollment Audit for all programs is due on May 1.




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.