Private School Choice Program (PSCP)Online
Parent Application 2022-23 School Year

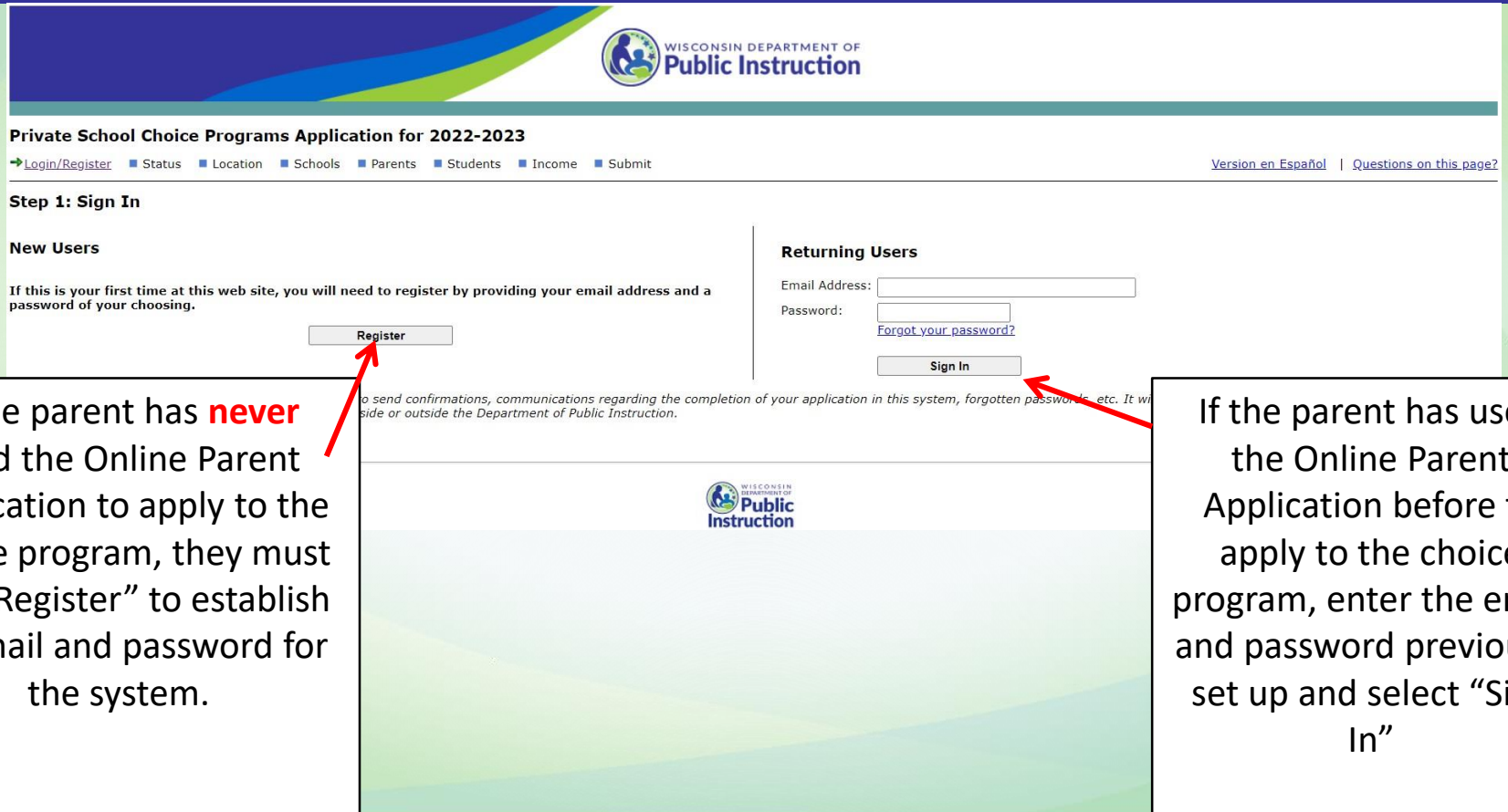
- **The following slides show the screens within the Online Parent Application.**
- **The term "parent" in this presentation includes the parent or guardian who completes the application.**

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

Login/Register Screens

Allows the parent to change their email address and/or password.

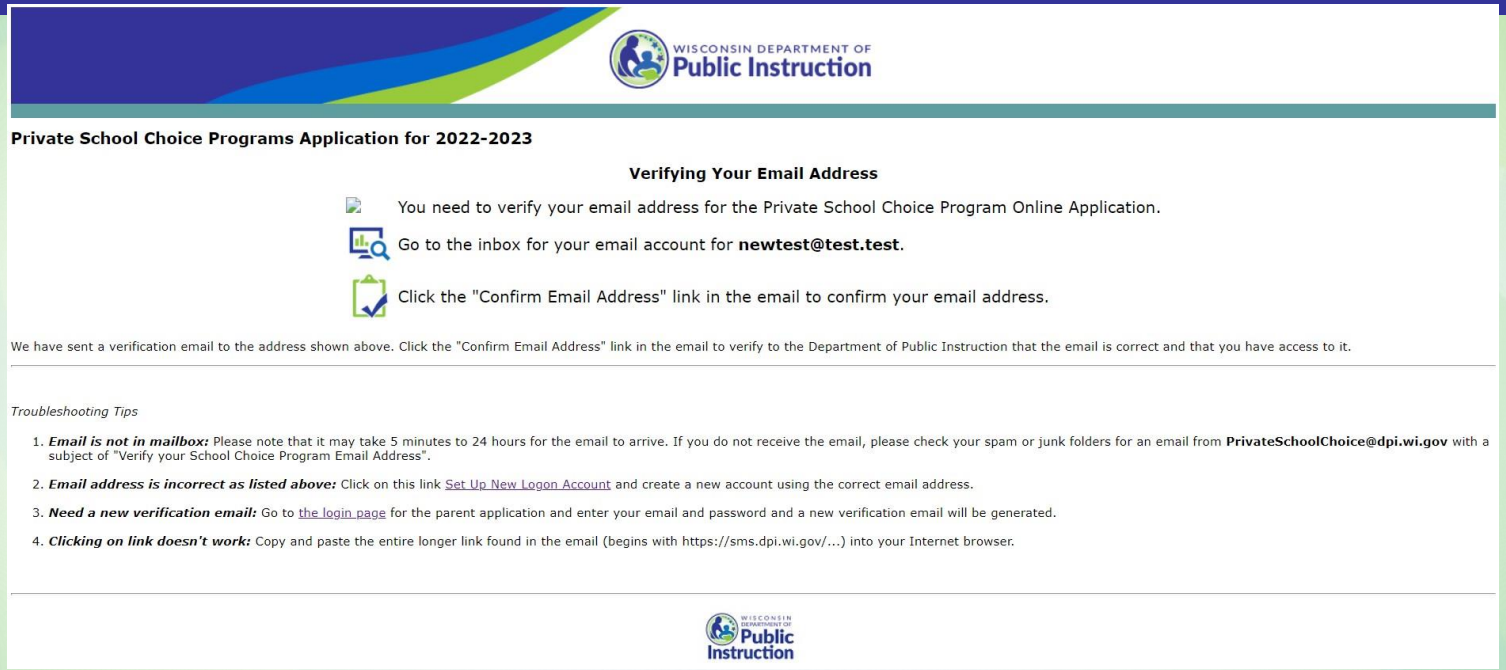
Login/Register Screens



If the parent has **never** used the Online Parent Application to apply to the choice program, they must first “Register” to establish an email and password for the system.

If the parent has used the Online Parent Application before to apply to the choice program, enter the email and password previously set up and select “Sign In”

Login/Register Screens



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Private School Choice Programs Application for 2022-2023

Verifying Your Email Address

You need to verify your email address for the Private School Choice Program Online Application.

Go to the inbox for your email account for **newtest@test.test**.

Click the "Confirm Email Address" link in the email to confirm your email address.

We have sent a verification email to the address shown above. Click the "Confirm Email Address" link in the email to verify to the Department of Public Instruction that the email is correct and that you have access to it.

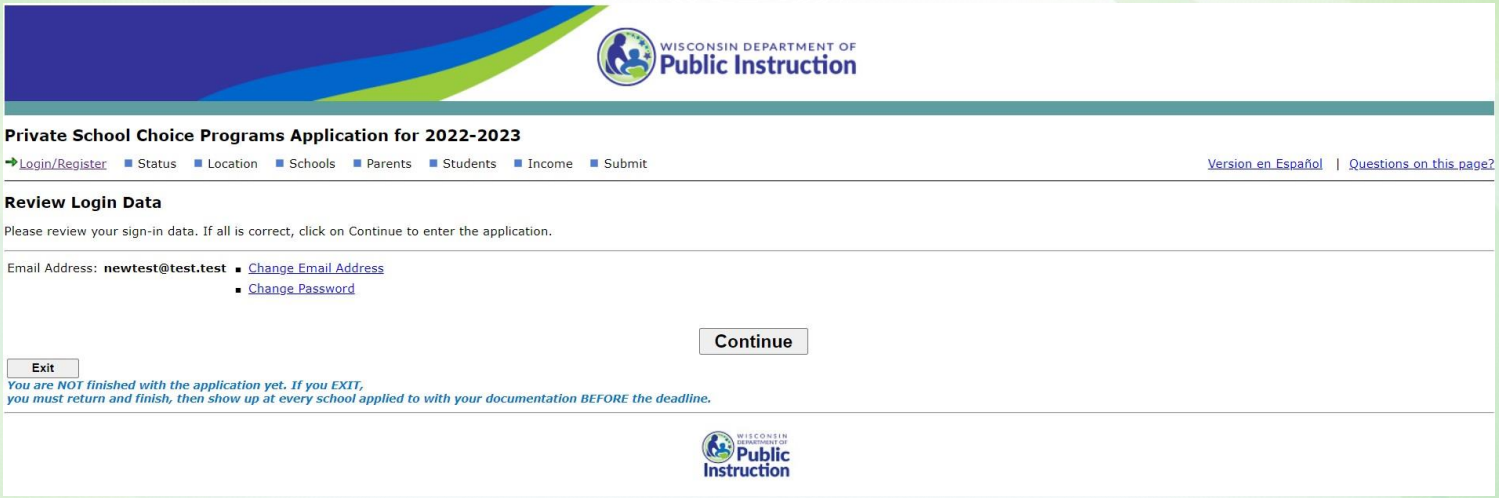
Troubleshooting Tips

1. ***Email is not in mailbox:*** Please note that it may take 5 minutes to 24 hours for the email to arrive. If you do not receive the email, please check your spam or junk folders for an email from **PrivateSchoolChoice@dpi.wi.gov** with a subject of "Verify your School Choice Program Email Address".
2. ***Email address is incorrect as listed above:*** Click on this link Set Up New Logon Account and create a new account using the correct email address.
3. ***Need a new verification email:*** Go to the login page for the parent application and enter your email and password and a new verification email will be generated.
4. ***Clicking on link doesn't work:*** Copy and paste the entire longer link found in the email (begins with https://sms.dpi.wi.gov/...) into your Internet browser.

Public Instruction

- **New parents will have to verify their email address the first time they login.**

Login/Register Screens

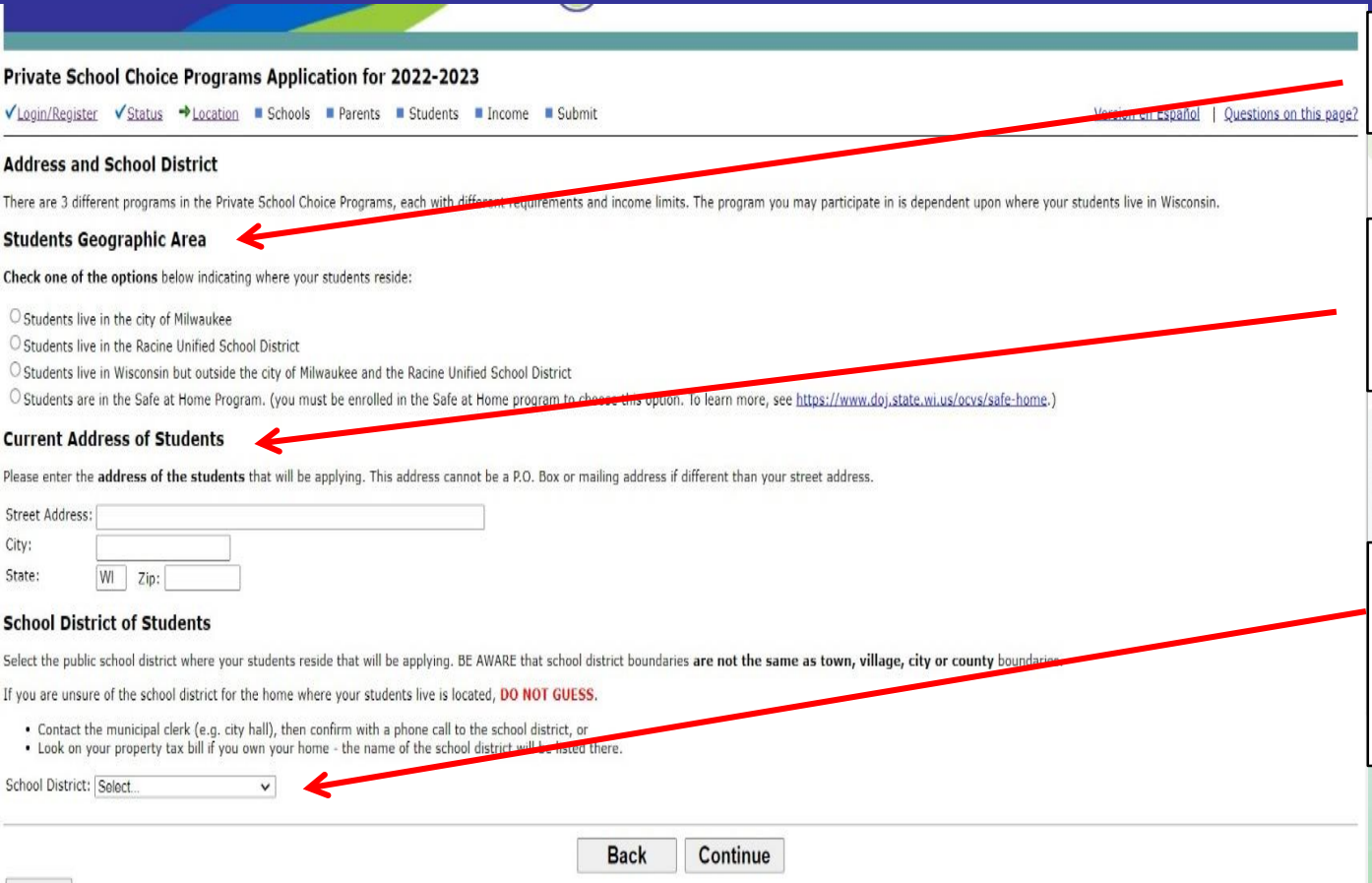


- After logging in, the parent will be given an option to change their email address and/or password. If they do not wish to change them, press “Continue”

Student Residence Screens

1. Select the student's geographic area in Wisconsin
2. Enter the address and school district where the student lives.

Student Residence Screens

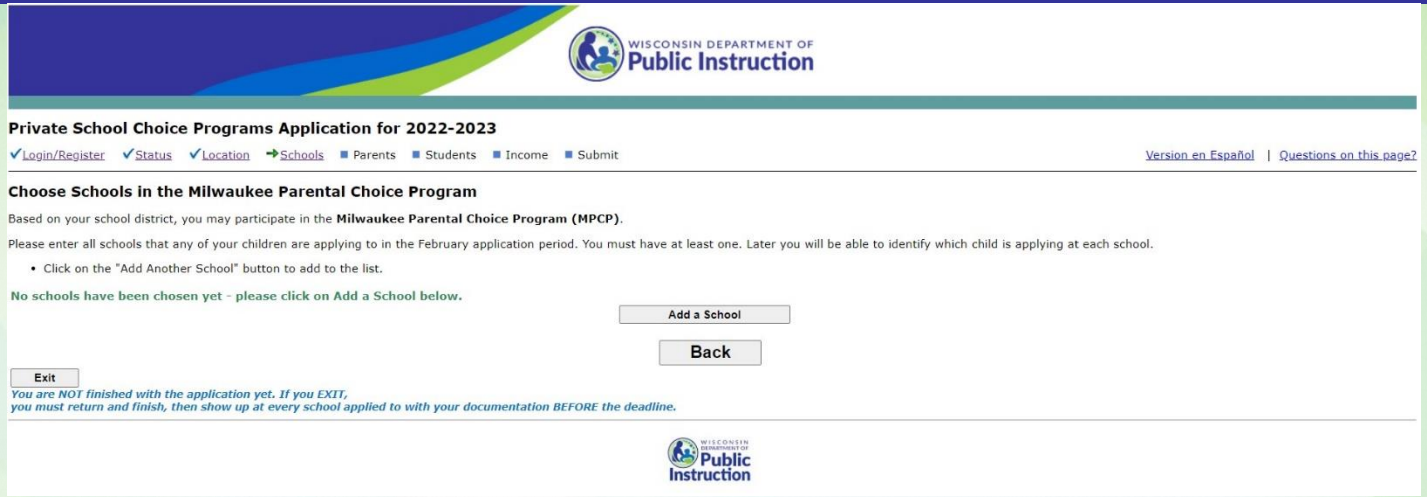


Select geographic area where student lives.

Enter the student's address, including city, state and zip code.

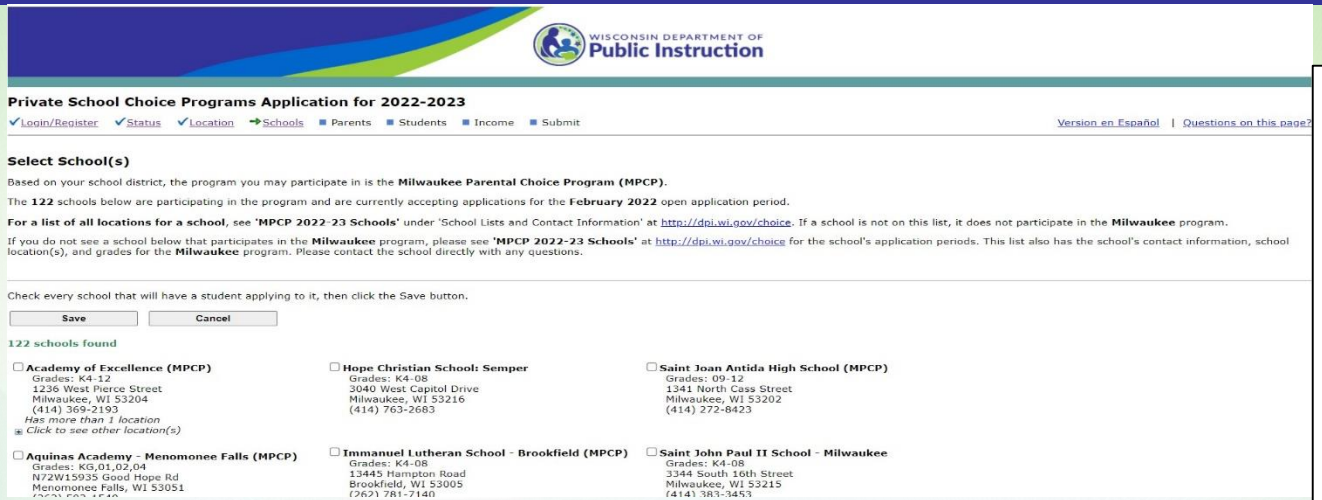
Then, from the drop-down list, select the school district for that address. Then select "Continue."

School List Screens



Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the parent selects "Add a school" it will show the schools participating in the program to which they may apply.

School List Screens



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✓Login/Register ✓Status ✓Location →Schools ■ Parents ■ Students ■ Income ■ Submit

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Select School(s)

Based on your school district, the program you may participate in is the **Milwaukee Parental Choice Program (MPCP)**.

The **122** schools below are participating in the program and are currently accepting applications for the **February 2022** open application period.

For a list of all locations for a school, see **'MPCP 2022-23 Schools'** under 'School Lists and Contact Information' at http://dpi.wi.gov/choice. If a school is not on this list, it does not participate in the **Milwaukee** program.

If you do not see a school below that participates in the **Milwaukee** program, please see **'MPCP 2022-23 Schools'** at http://dpi.wi.gov/choice for the school's application periods. This list also has the school's contact information, school location(s), and grades for the **Milwaukee** program. Please contact the school directly with any questions.

Check every school that will have a student applying to it, then click the Save button.

Save Cancel

122 schools found

☐ **Academy of Excellence (MPCP)**
Grades: K4-12
1236 West Pierce Street
Milwaukee, WI 53204
(414) 369-2193
Has more than 1 location
⊞ *Click to see other location(s)*

☐ **Hope Christian School: Semper**
Grades: K4-08
3040 West Capitol Drive
Milwaukee, WI 53216
(414) 763-2683

☐ **Saint Joan Antida High School (MPCP)**
Grades: 09-12
1341 North Cass Street
Milwaukee, WI 53202
(414) 272-8423

☐ **Aquinas Academy - Menomonee Falls (MPCP)**
Grades: KG,01,02,04
N72W15935 Good Hope Rd
Menomonee Falls, WI 53051

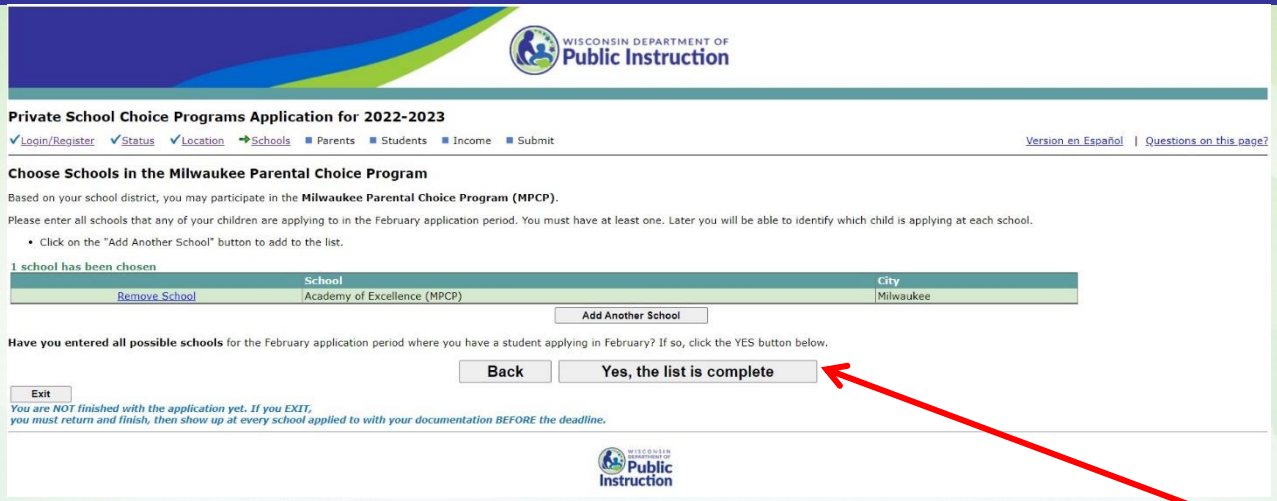
☐ **Immanuel Lutheran School - Brookfield (MPCP)**
Grades: K4-08
13445 Hampton Road
Brookfield, WI 53005

☐ **Saint John Paul II School - Milwaukee**
Grades: K4-08
3344 South 16th Street
Milwaukee, WI 53215

A parent may select as many schools as they wish to apply to. Only schools that have registered to participa in the choice program are listed. Their contact information and the grade levels offered are also provided.

Use the right side "SCROLL" option to move down the page. Once the parent has selected all the schools the parent wishes to apply to, the parent should select "SAVE" at the bottom of the list.

School List Screens

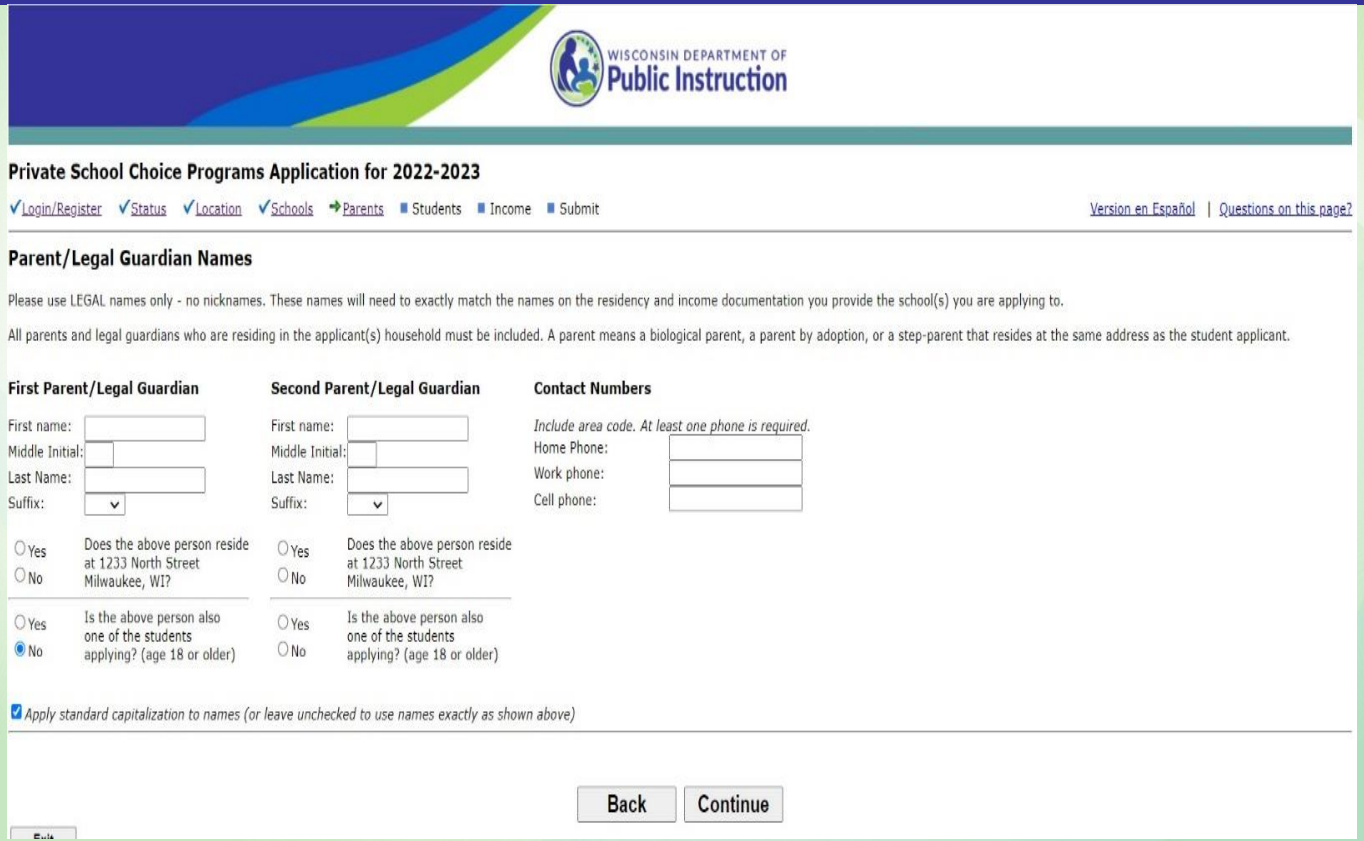


The system will show a summary of the schools the parent has selected.
If the list is complete, select “Yes, the list is complete.”

Parent Screens

1. Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
2. Provide telephone contact information.

Parent Screens



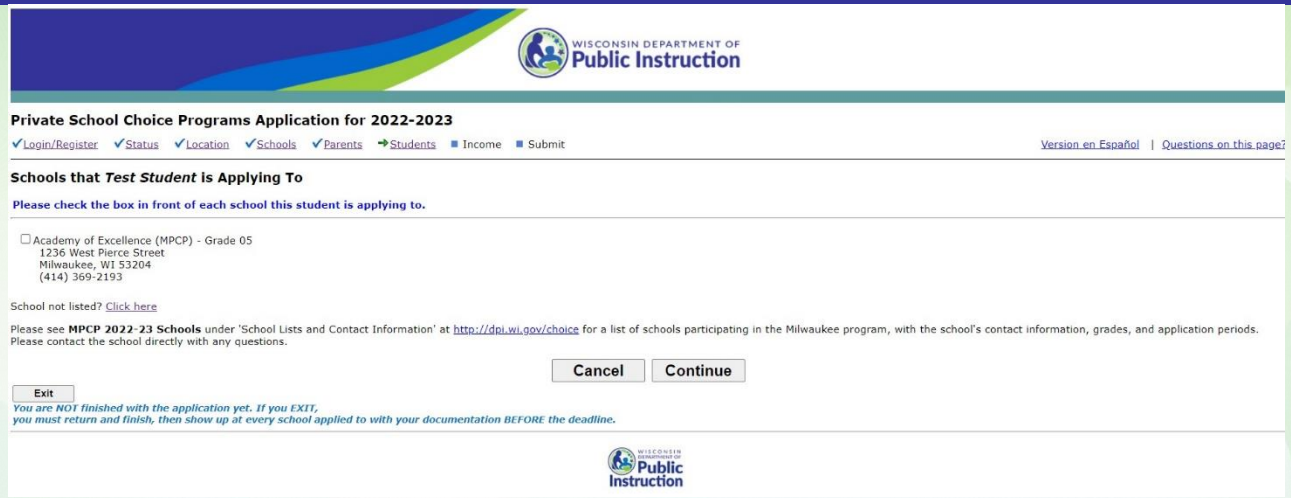
Student Screens

1. Identify students who are applying to the choice program.
2. Provide the required information for the students.

Student Screens

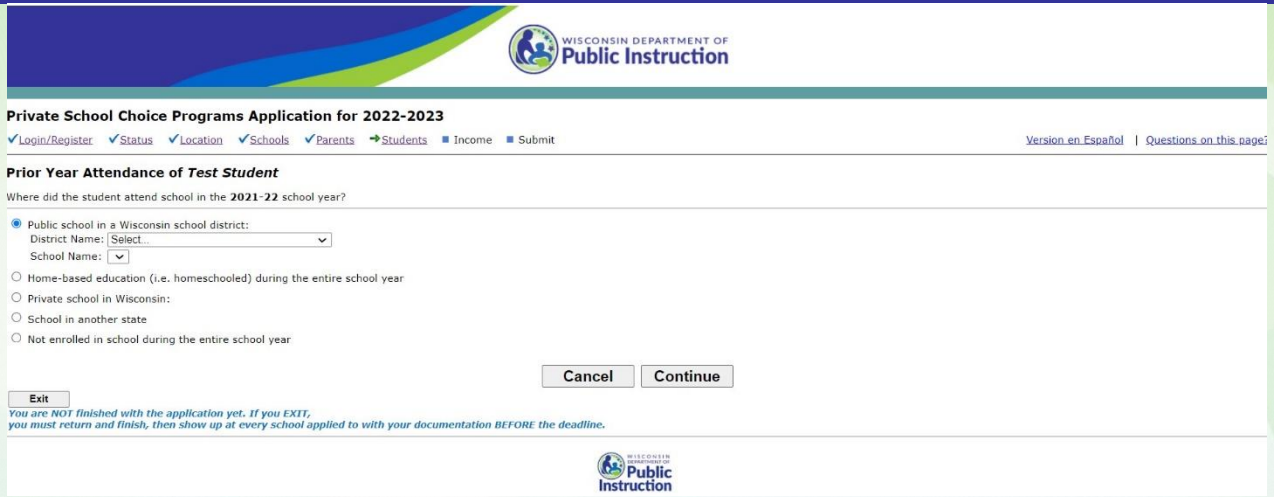
1. Enter the name of the student applying to the choice program.
2. **Select student gender.**
3. Enter student birth date in the format indicated.
4. **Select the grade the student will be entering.**
5. Identify if the student is in foster or kinship care.
6. **Enter Ethnicity/Race and then select “Continue.”**

Student Screens



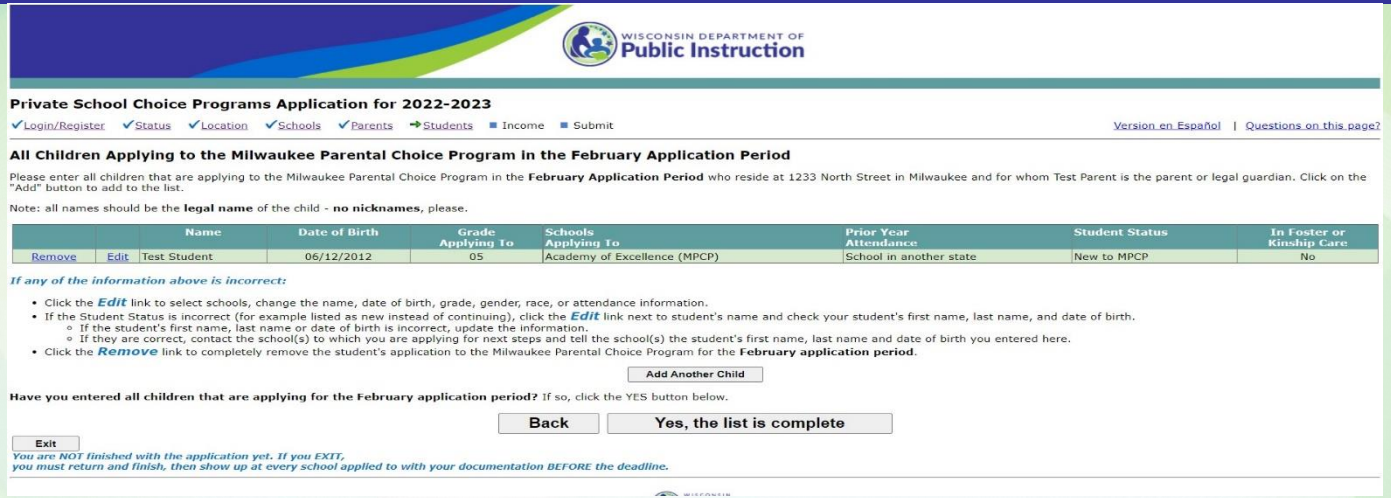
- The parent must select the schools they would like each child to apply to.
- If applying to multiple WPCP schools, a preference must be assigned for each school.

Student Screens



- A parent will have to select the prior year attendance for the student, and then select “Continue”

Student Screens



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All Children Applying to the Milwaukee Parental Choice Program in the February Application Period

Please enter all children that are applying to the Milwaukee Parental Choice Program in the **February Application Period** who reside at 1233 North Street in Milwaukee and for whom Test Parent is the parent or legal guardian. Click on the "Add" button to add to the list.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

		Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Status	In Foster or Kinship Care
Remove	Edit	Test Student	06/12/2012	05	Academy of Excellence (MPCP)	School in another state	New to MPCP	No

If any of the information above is incorrect:

- Click the ***Edit*** link to select schools, change the name, date of birth, grade, gender, race, or attendance information.
- If the Student Status is incorrect (for example listed as new instead of continuing), click the ***Edit*** link next to student's name and check your student's first name, last name, and date of birth.
  - If the student's first name, last name or date of birth is incorrect, update the information.
  - If they are correct, contact the school(s) to which you are applying for next steps and tell the school(s) the student's first name, last name and date of birth you entered here.
- Click the ***Remove*** link to completely remove the student's application to the Milwaukee Parental Choice Program for the **February application period**.

Add Another Child

Have you entered all children that are applying for the February application period? If so, click the YES button below.

Back | Yes, the list is complete

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

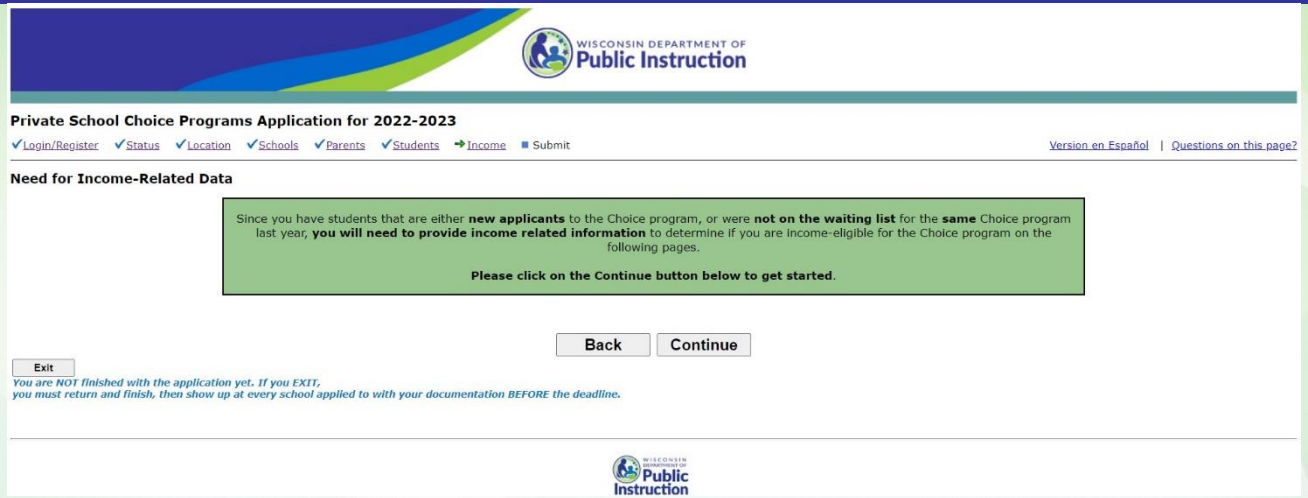
- **To add another student application, select "Add Another Child"**
  If no other children are applying select "Yes, the list is complete"

Income Verification Screens

1. Identifies if a family is required to provide income documentation.

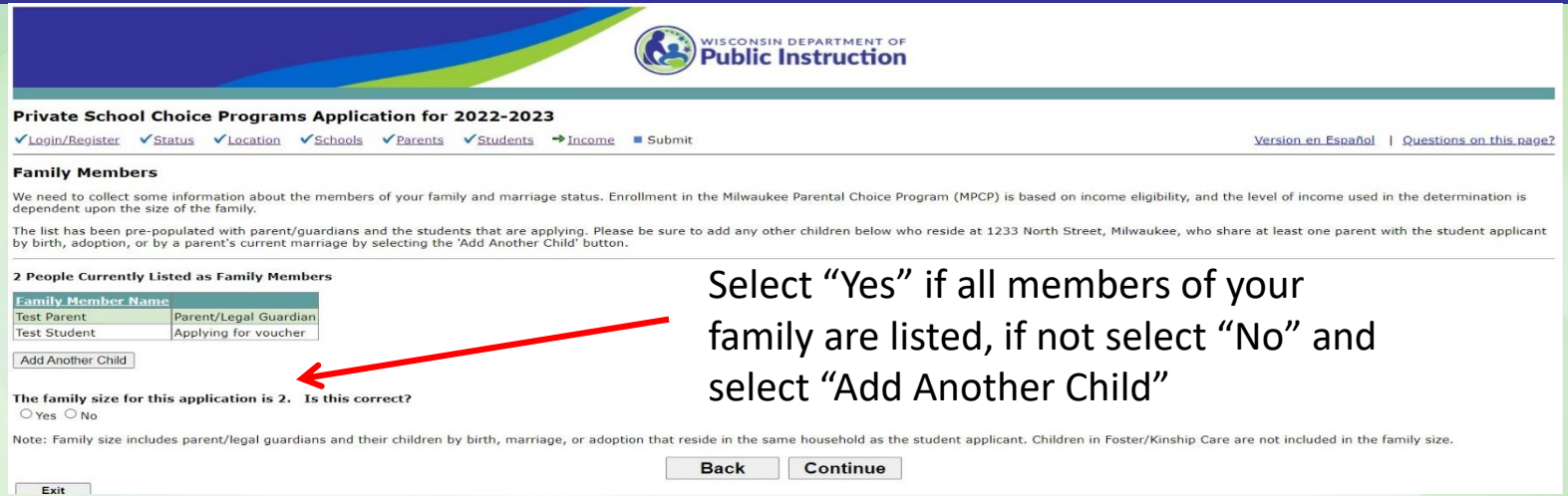
2. If Required to Provide Income Documentation:
3. If more than one adult is listed on the application, the marriage status must be answered.
4. Identify if there are other family members that should be listed.
5. Identify if they would like to use the DOR or the DPI method to determine income.
6. If the DPI method is used, the parent must:
    1. Indicate if a 2021 1040 was filed.
    2. If no 2021 1040 was filed, the parent must indicate what income and/or government assistance they received in 2021.
    3. If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.
    4. If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.

Income Verification Screens



- If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.

Income Verification Screens



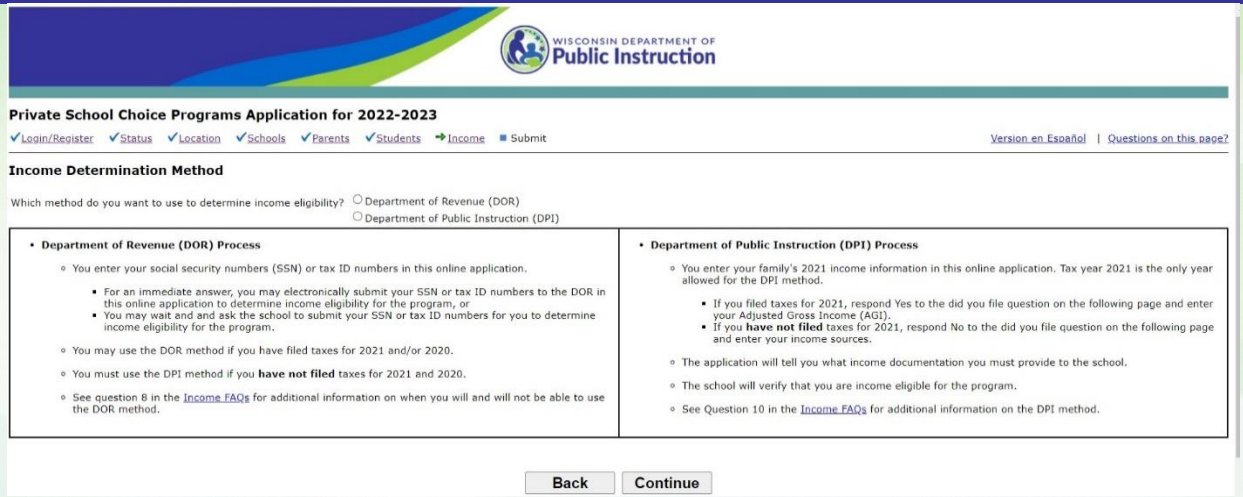
Select "Yes" if all members of your family are listed, if not select "No" and select "Add Another Child"

- **This screen allows a parent to add other family members.**

  Family size includes parent(s) on the application and their children by birth, marriage, or adoption, who reside in the same household as the student applicant(s).

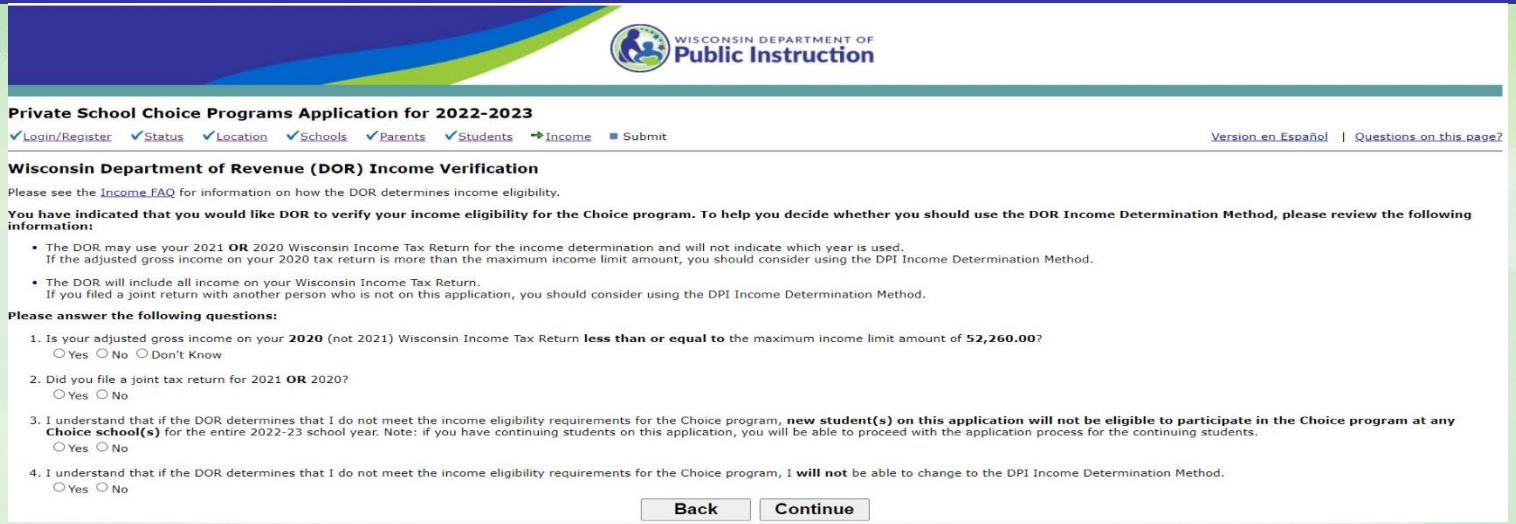
- **If there are no other family members residing at the same address, select "Yes" and then select "Continue"**

Income Verification Screens



- **This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.**

Income Verification Screens (DOR)



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Wisconsin Department of Revenue (DOR) Income Verification

Please see the Income FAQ for information on how the DOR determines income eligibility.

You have indicated that you would like DOR to verify your income eligibility for the Choice program. To help you decide whether you should use the DOR Income Determination Method, please review the following information:

- The DOR may use your 2021 **OR** 2020 Wisconsin Income Tax Return for the income determination and will not indicate which year is used.
  If the adjusted gross income on your 2020 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return.
  If you filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

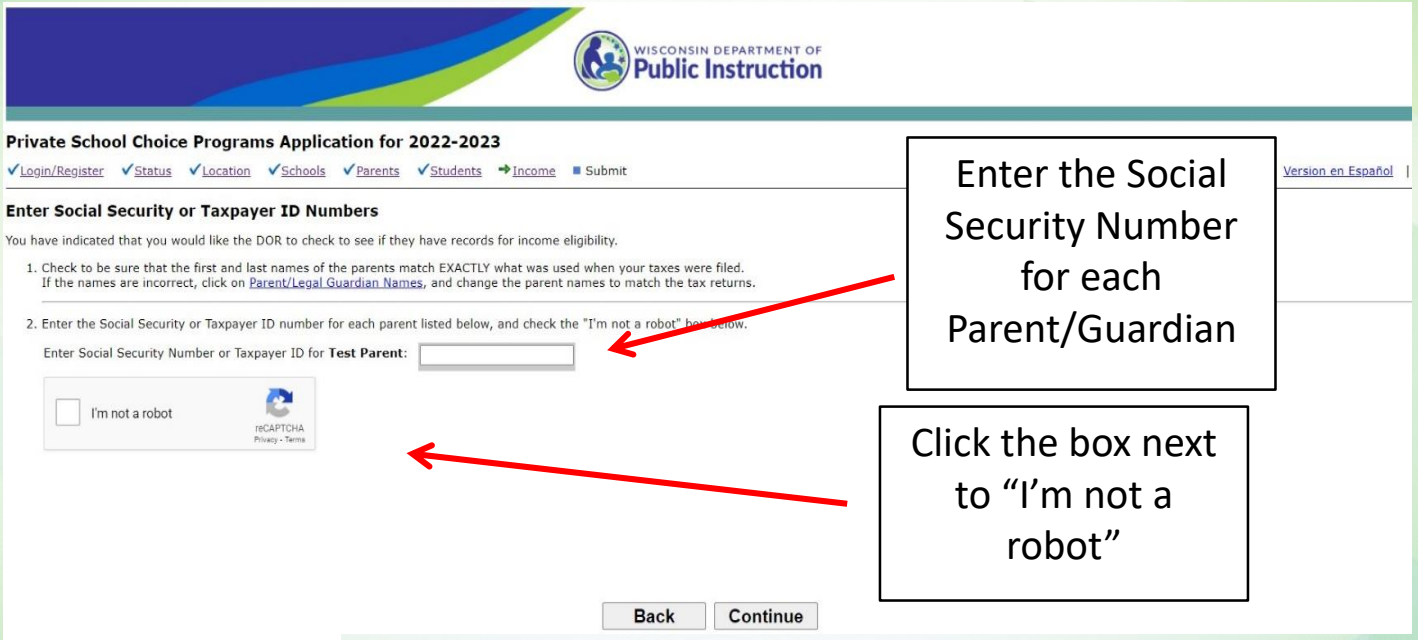
Please answer the following questions:

1. Is your adjusted gross income on your **2020** (not 2021) Wisconsin Income Tax Return **less than or equal to** the maximum income limit amount of **52,260.00**?
   ○ Yes ○ No ○ Don't Know
2. Did you file a joint tax return for 2021 **OR** 2020?
   ○ Yes ○ No
3. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2022-23 school year. Note: if you have continuing students on this application, you will be able to proceed with the application process for the continuing students.
   ○ Yes ○ No
4. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, I **will not** be able to change to the DPI Income Determination Method.
   ○ Yes ○ No

Back Continue

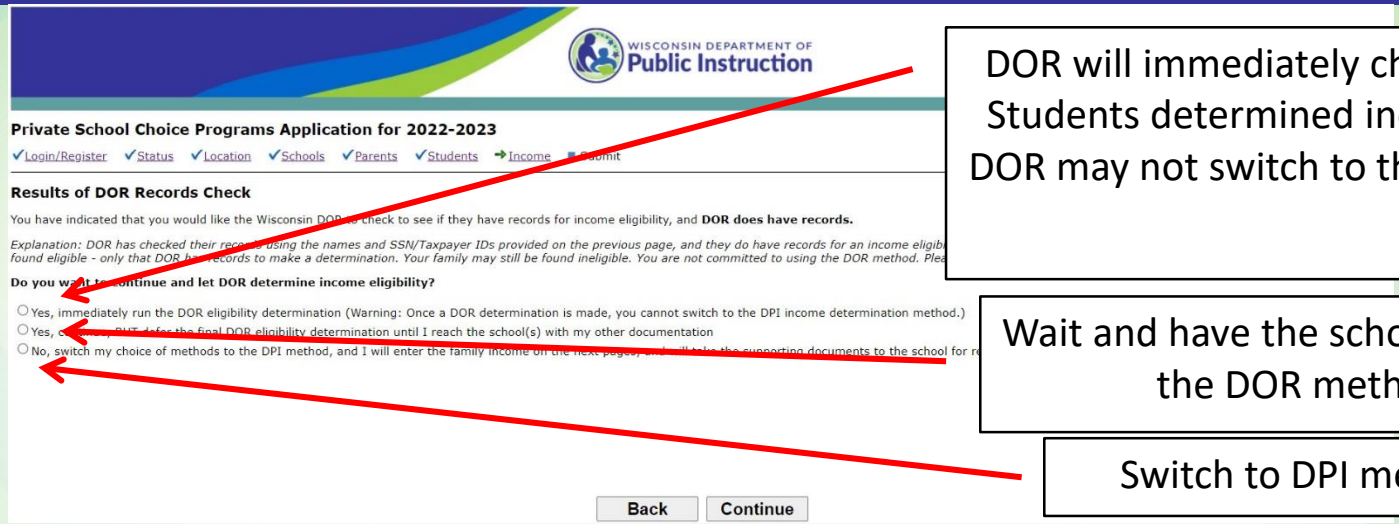
- **To use the DOR method, parent must answer yes or no to questions related to tax returns.**
- **If found ineligible the student will not qualify for the 2022-23 school year.**
- **Parents may submit the DOR ineligible student applications if the parent thinks the DOR income determination is incorrect. Students determined ineligible by the DOR may not switch to the DPI method.**

Income Verification Screens (DOR)



- **If the parent decides to use the DOR method, the following information must be completed**

Income Verification Screens (DOR)



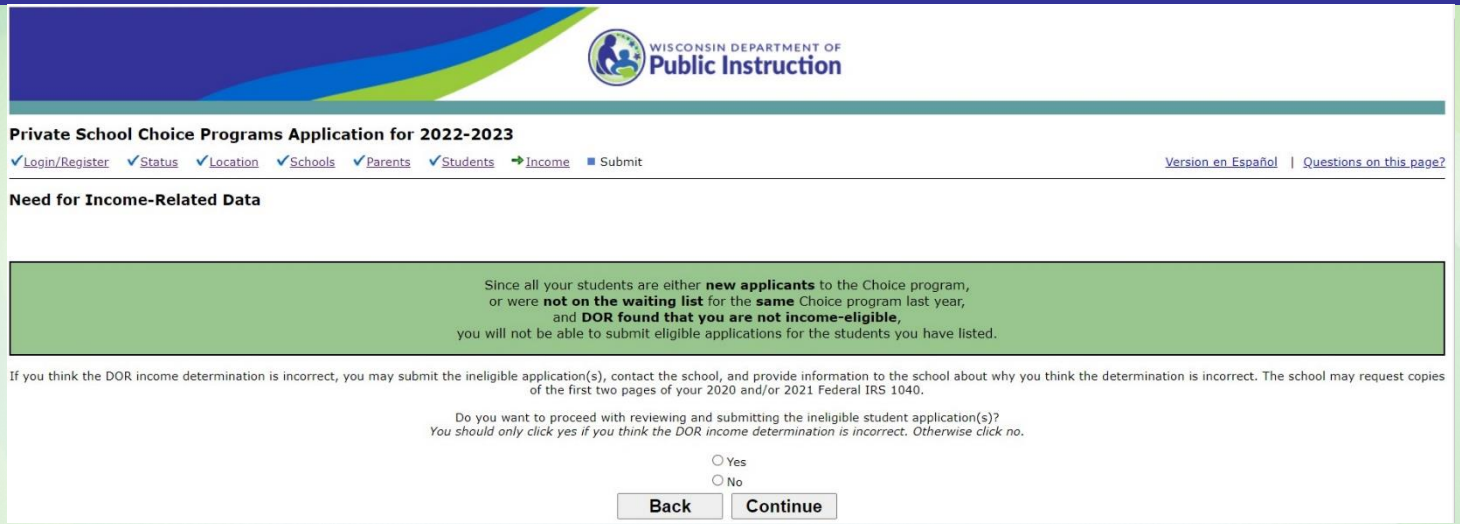
DOR will immediately check eligibility. Students determined ineligible by the DOR may not switch to the DPI method.

Wait and have the school complete the DOR method.

Switch to DPI method

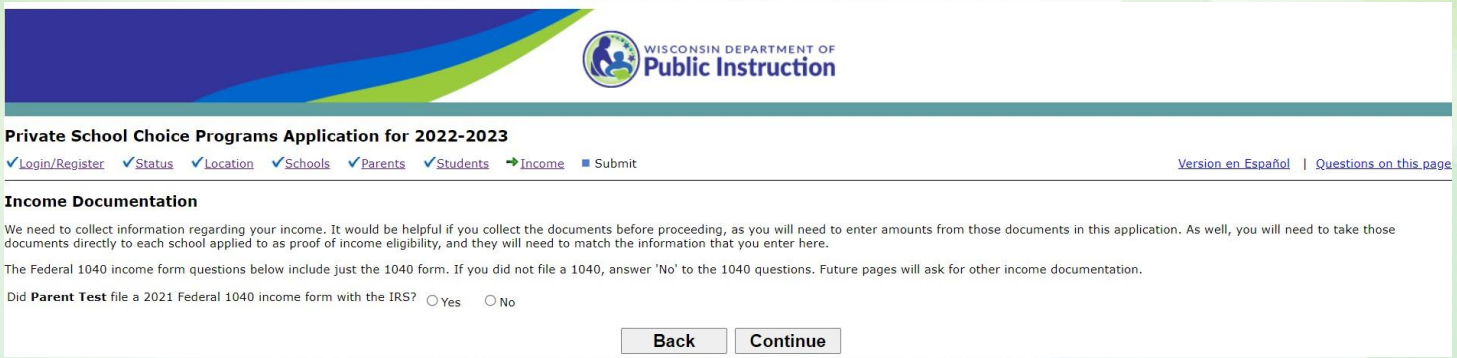
- **If DOR has records, the parent will be asked to select one of the following choices:**
  1. Run the DOR method
  2. Wait and have school run DOR method
  3. Switch to the DPI method

Income Verification Screens (DOR)



- If an application is determined DOR ineligible and the parent believes the determination was determined incorrectly the parent may submit the ineligible application to the school.
- If an ineligible application is sent to the school, the parent should work with the school to rerun the DOR process.

Income Verification Screens (DPI)

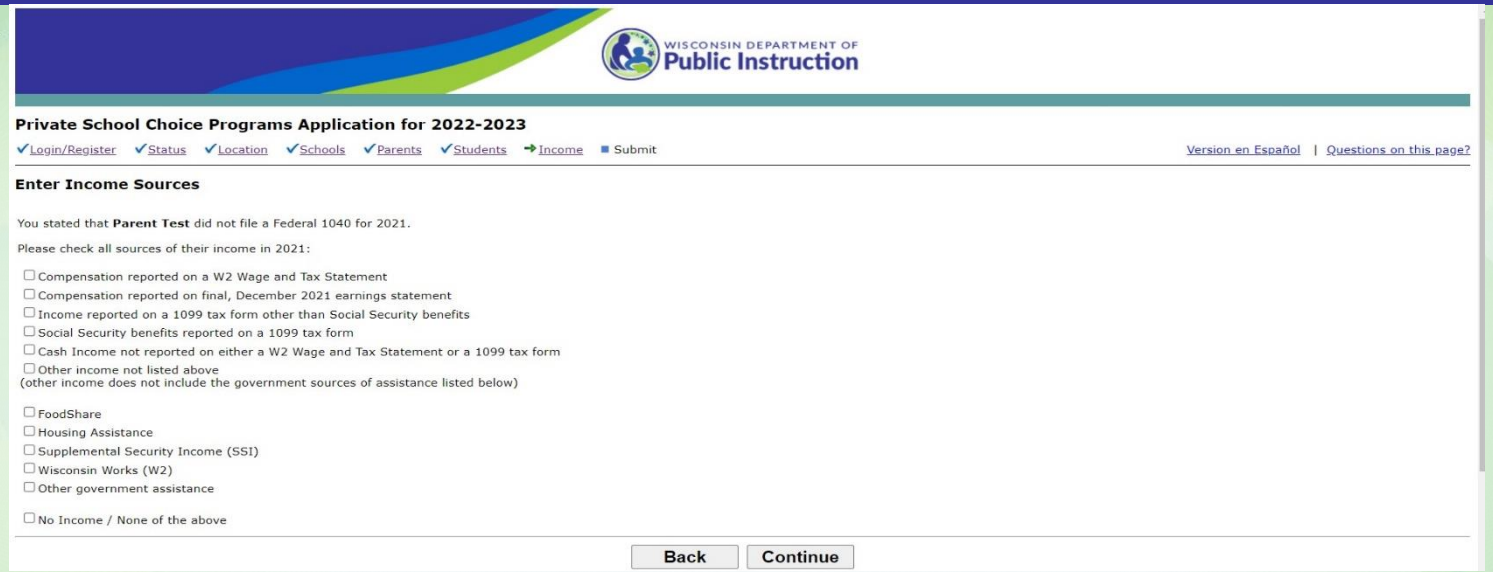


- If the parent does not use DOR, they will go to the above screen (DPI method).

Income Verification Screens (DPI)

- If the parents filed a 1040, they will see this screen, and should input the information accordingly.

Income Verification Screens (DPI)



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Enter Income Sources

You stated that **Parent Test** did not file a Federal 1040 for 2021.

Please check all sources of their income in 2021:

- ☐ Compensation reported on a W2 Wage and Tax Statement
- ☐ Compensation reported on final, December 2021 earnings statement
- ☐ Income reported on a 1099 tax form other than Social Security benefits
- ☐ Social Security benefits reported on a 1099 tax form
- ☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- ☐ Other income not listed above

(other income does not include the government sources of assistance listed below)

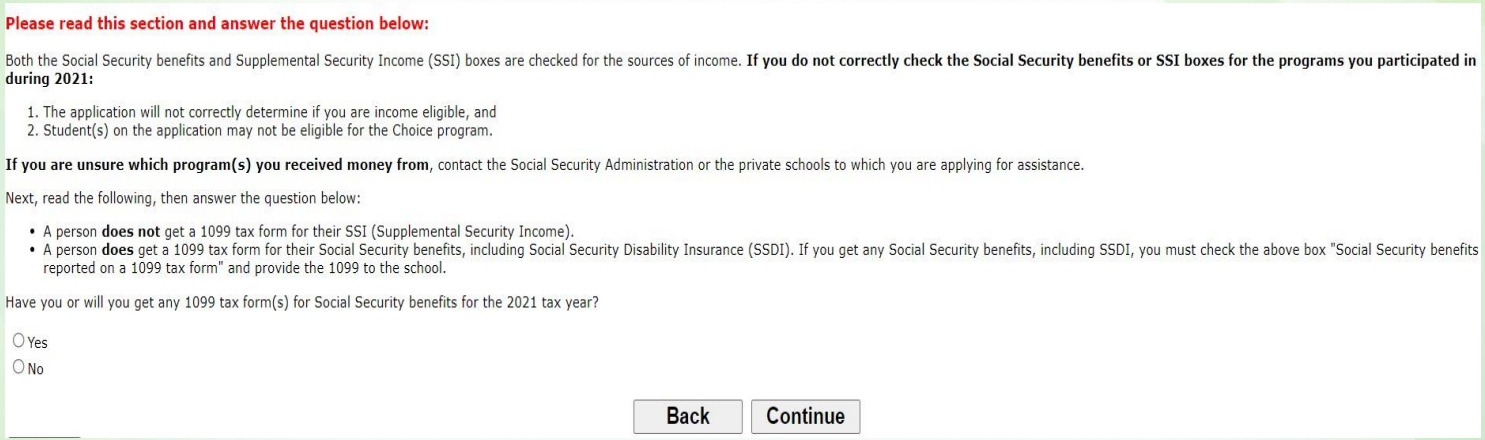
- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other government assistance

- ☐ No Income / None of the above

Back Continue

- **If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2021.**

Income Verification Screens (DPI)



Please read this section and answer the question below:

Both the Social Security benefits and Supplemental Security Income (SSI) boxes are checked for the sources of income. **If you do not correctly check the Social Security benefits or SSI boxes for the programs you participated in during 2021:**

1. The application will not correctly determine if you are income eligible, and
2. Student(s) on the application may not be eligible for the Choice program.

If you are unsure which program(s) you received money from, contact the Social Security Administration or the private schools to which you are applying for assistance.

Next, read the following, then answer the question below:

- A person **does not** get a 1099 tax form for their SSI (Supplemental Security Income).
- A person **does** get a 1099 tax form for their Social Security benefits, including Social Security Disability Insurance (SSDI). If you get any Social Security benefits, including SSDI, you must check the above box "Social Security benefits reported on a 1099 tax form" and provide the 1099 to the school.

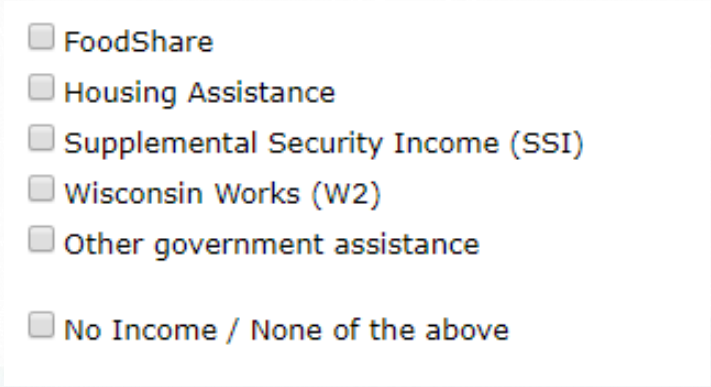
Have you or will you get any 1099 tax form(s) for Social Security benefits for the 2021 tax year?

○ Yes
○ No

Back Continue

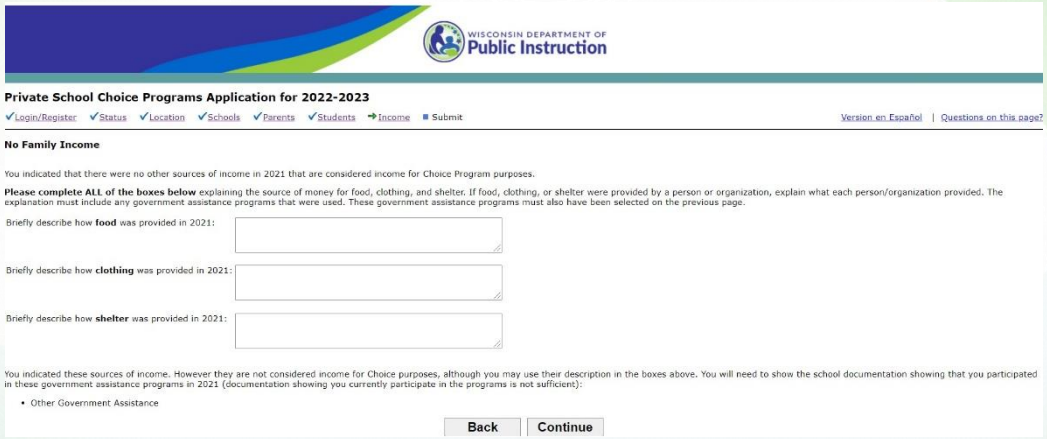
- **Supplemental Security Income (SSI) and Social Security Benefits**
- **The parent will be asked a 1099 tax form question to make sure the correct income has been checked.**
- **The explanation will tell the parent if they checked Social Security benefits, SSI, or both for their sources of income/government assistance.**

Income Verification Screens (DPI)



- **If the family only identifies government assistance, an explanation of how basic needs were supplied in 2021 is required. The categories above are the government assistance categories.**

Income Verification Screens (DPI)



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No Family Income

You indicated that there were no other sources of income in 2021 that are considered income for Choice Program purposes.

Please complete ALL of the boxes below explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2021:

Briefly describe how **clothing** was provided in 2021:

Briefly describe how **shelter** was provided in 2021:

You indicated these sources of income. However they are not considered income for Choice purposes, although you may use their description in the boxes above. You will need to show the school documentation showing that you participated in these government assistance programs in 2021 (documentation showing you currently participate in the programs is not sufficient):

- Other Government Assistance

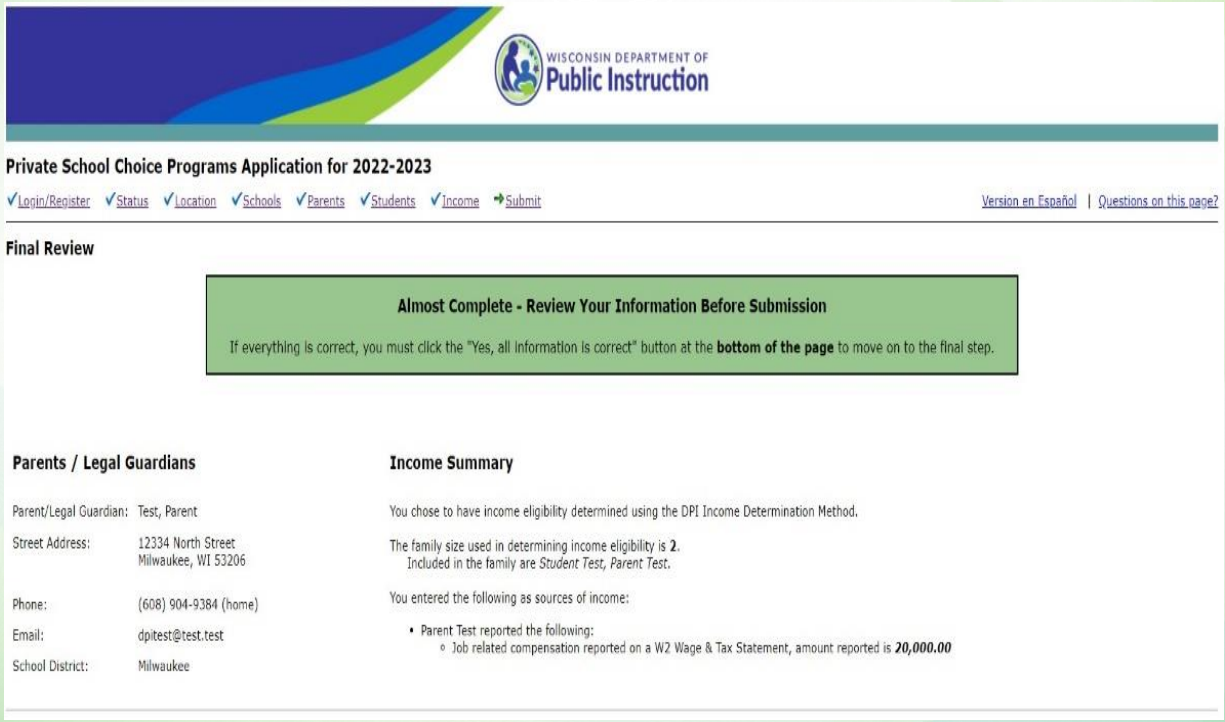
Back Continue

- **If no income is identified, an explanation of how basic needs were supplied in 2021 is required.**

Submission Screens

1. Includes a review screen with application data entered.
2. The parent submits the application to the school.

Submission Screens



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Final Review

Almost Complete - Review Your Information Before Submission

If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

Parents / Legal Guardians

Parent/Legal Guardian:	Test, Parent
Street Address:	12334 North Street Milwaukee, WI 53206
Phone:	(608) 904-9384 (home)
Email:	dpitest@test.test
School District:	Milwaukee

Income Summary

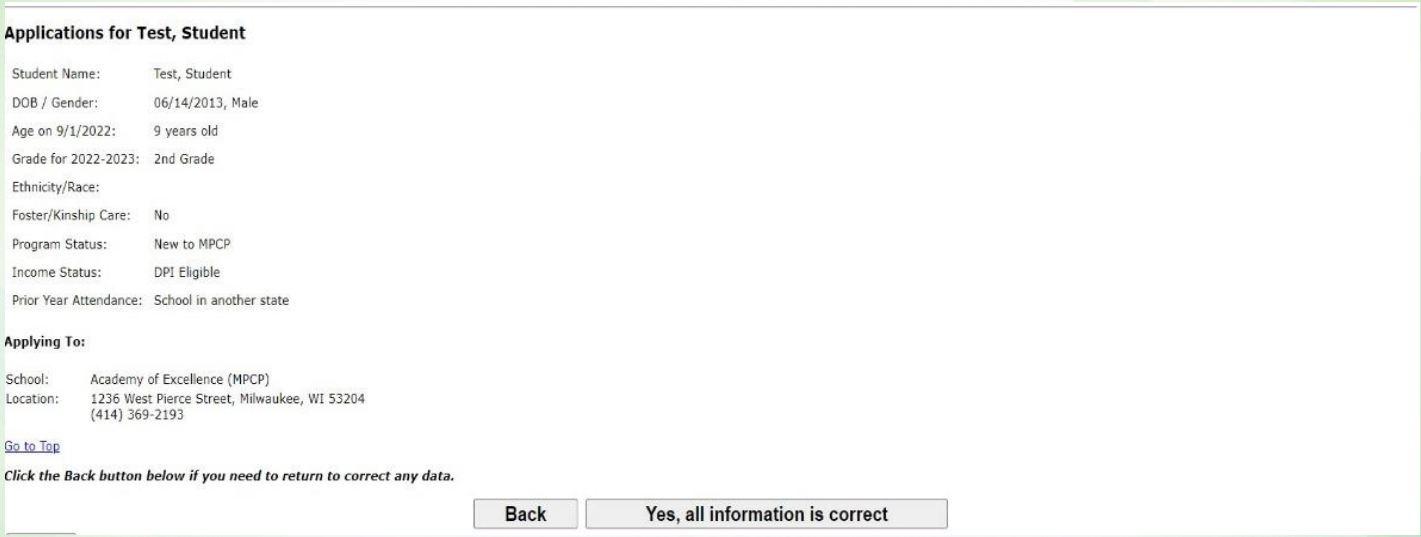
You chose to have income eligibility determined using the DPI Income Determination Method.

The family size used in determining income eligibility is **2**.
Included in the family are *Student Test, Parent Test*.

You entered the following as sources of income:

- Parent Test reported the following:
  - Job related compensation reported on a W2 Wage & Tax Statement, amount reported is ***20,000.00***

Submission Screens



Applications for Test, Student

Student Name:	Test, Student
DOB / Gender:	06/14/2013, Male
Age on 9/1/2022:	9 years old
Grade for 2022-2023:	2nd Grade
Ethnicity/Race:	
Foster/Kinship Care:	No
Program Status:	New to MPCP
Income Status:	DPI Eligible
Prior Year Attendance:	School in another state

Applying To:

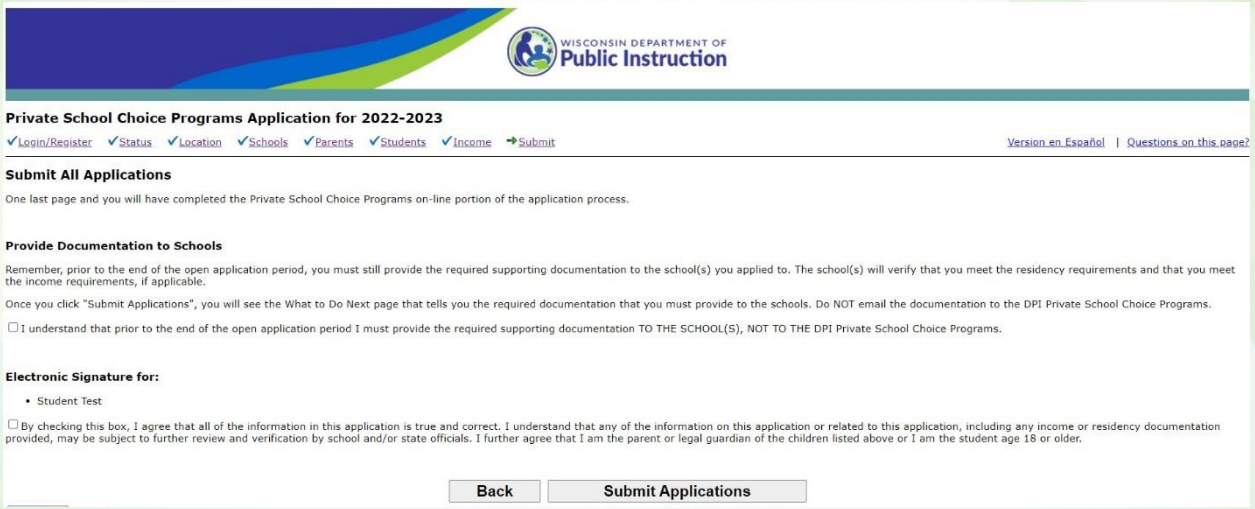
School: Academy of Excellence (MPCP)
Location: 1236 West Pierce Street, Milwaukee, WI 53204
(414) 369-2193

Go to Top

Click the Back button below if you need to return to correct any data.

Back | Yes, all information is correct

Submission Screens



WISCONSIN DEPARTMENT OF Public Instruction

Private School Choice Programs Application for 2022-2023

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students ✓Income →Submit

Version en Español | Questions on this page?

Submit All Applications

One last page and you will have completed the Private School Choice Programs on-line portion of the application process.

Provide Documentation to Schools

Remember, prior to the end of the open application period, you must still provide the required supporting documentation to the school(s) you applied to. The school(s) will verify that you meet the residency requirements and that you meet the income requirements, if applicable.

Once you click "Submit Applications", you will see the What to Do Next page that tells you the required documentation that you must provide to the schools. Do NOT email the documentation to the DPI Private School Choice Programs.

☐ I understand that prior to the end of the open application period I must provide the required supporting documentation TO THE SCHOOL(S), NOT TO THE DPI Private School Choice Programs.

Electronic Signature for:

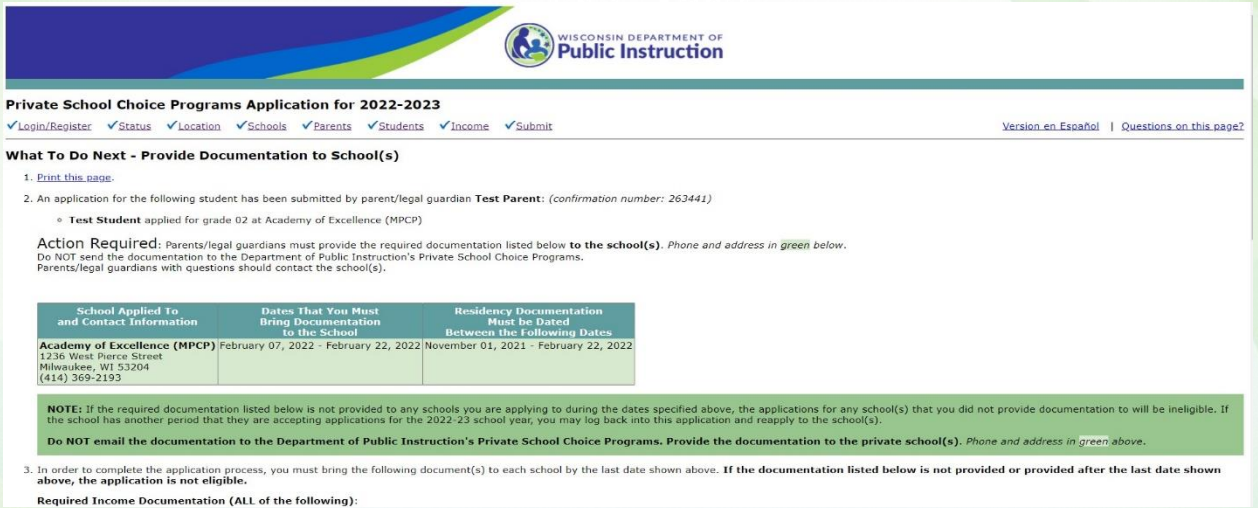
- Student Test

☐ By checking this box, I agree that all of the information in this application is true and correct. I understand that any of the information on this application or related to this application, including any income or residency documentation provided, may be subject to further review and verification by school and/or state officials. I further agree that I am the parent or legal guardian of the children listed above or I am the student age 18 or older.

Back | Submit Applications

- **Parent must check both boxes before hitting the "Submit Applications" button.**

Confirmation Screens



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What To Do Next - Provide Documentation to School(s)

1. Print this page.
2. An application for the following student has been submitted by parent/legal guardian **Test Parent**: *(confirmation number: 263441)*
   - **Test Student** applied for grade 02 at Academy of Excellence (MPCP)

Action Required: Parents/legal guardians must provide the required documentation listed below **to the school(s)**. *Phone and address in green below.*
Do NOT send the documentation to the Department of Public Instruction's Private School Choice Programs.
Parents/legal guardians with questions should contact the school(s).

School Applied To and Contact Information	Dates That You Must Bring Documentation to the School	Residency Documentation Must be Dated Between the Following Dates
Academy of Excellence (MPCP) 1236 West Pierce Street Milwaukee, WI 53204 (414) 369-2193	February 07, 2022 - February 22, 2022	November 01, 2021 - February 22, 2022

NOTE: If the required documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible. If the school has another period that they are accepting applications for the 2022-23 school year, you may log back into this application and reapply to the school(s).

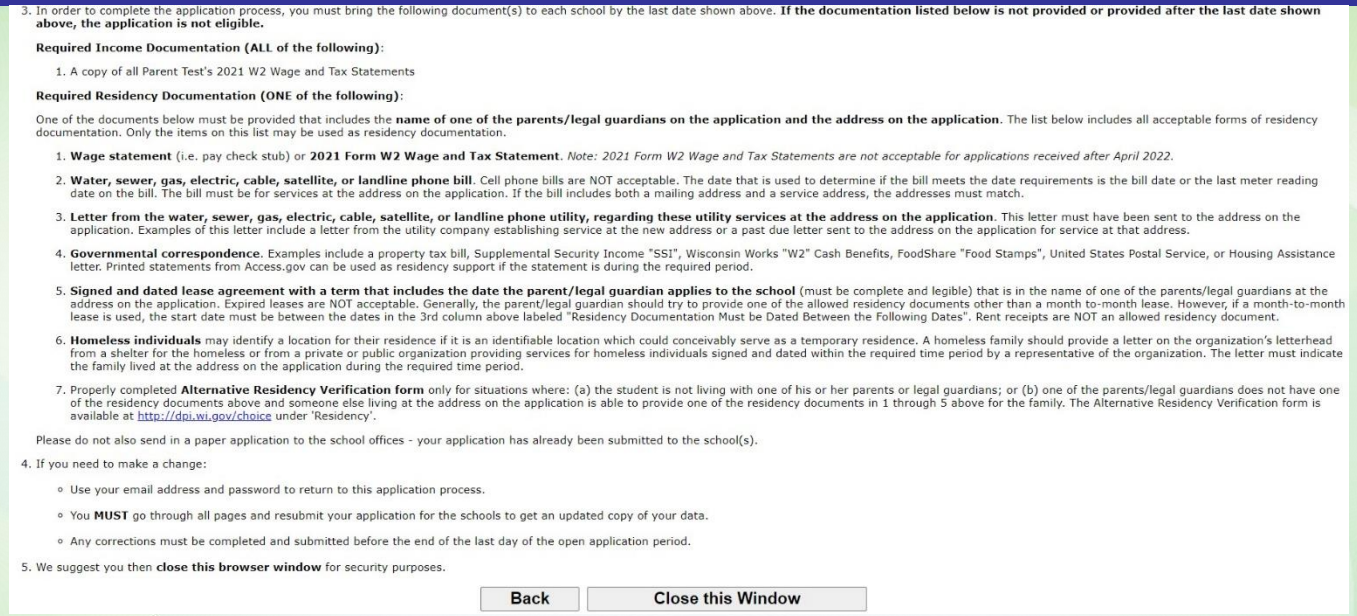
Do NOT email the documentation to the Department of Public Instruction's Private School Choice Programs. Provide the documentation to the private school(s). *Phone and address in green above.*

3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. **If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.**

Required Income Documentation (ALL of the following):

1. **Confirmation that the school(s) received the application.**
2. **Indicates what document(s) the parent must provide to the school(s).**

Confirmation Screens



3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. **If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.**

Required Income Documentation (ALL of the following):

1. A copy of all Parent Test's 2021 W2 Wage and Tax Statements

Required Residency Documentation (ONE of the following):

One of the documents below must be provided that includes the **name of one of the parents/legal guardians on the application and the address on the application**. The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation.

1. **Wage statement** (i.e. pay check stub) or **2021 Form W2 Wage and Tax Statement**. *Note: 2021 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2022.*
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill**. Cell phone bills are NOT acceptable. The date that is used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match.
3. **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 the address on the application for service at that address.
4. **Governmental correspondence**. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, FoodShare "Food Stamps", United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.
5. **Signed and dated lease agreement with a term that includes the date the parent/legal guardian applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the application. Expired leases are NOT acceptable. Generally, the parent/legal guardian should try to provide one of the allowed residency documents other than a month to-month lease. However, if a month-to-month lease is used, the start date must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.
6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization. The letter must indicate the family lived at the address on the application during the required time period.
7. Properly completed **Alternative Residency Verification form** only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The Alternative Residency Verification form is available at http://dpi.wi.gov/choice under 'Residency'.

Please do not also send in a paper application to the school offices - your application has already been submitted to the school(s).

4. If you need to make a change:

- Use your email address and password to return to this application process.
- You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
- Any corrections must be completed and submitted before the end of the last day of the open application period.

5. We suggest you then **close this browser window** for security purposes.

Back | Close this Window

1. **Confirmation that the school(s) received the application.**
2. **Indicates what document(s) the parent must provide to the school(s).**

Questions?

- If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. For school contact information, please see the school lists in the “Find Participating Schools and Open Application Periods” section of the https://dpi.wi.gov/choice webpage.

- If you have technical questions regarding using the online parent application, please email PrivateSchoolChoice@dpi.wi.gov.