- **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

WISCONSIN DEPARTMENT OF
Public Instruction

Private School Choice Programs Application for 2024-2025

→ Login/Register ■ Status ■ Location ■ Schools ■ Parents ■ Students ■ Income ■ Submit   Version en Español | Questions on this page?

Step 1: Sign In

New Users

If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.

[Register]

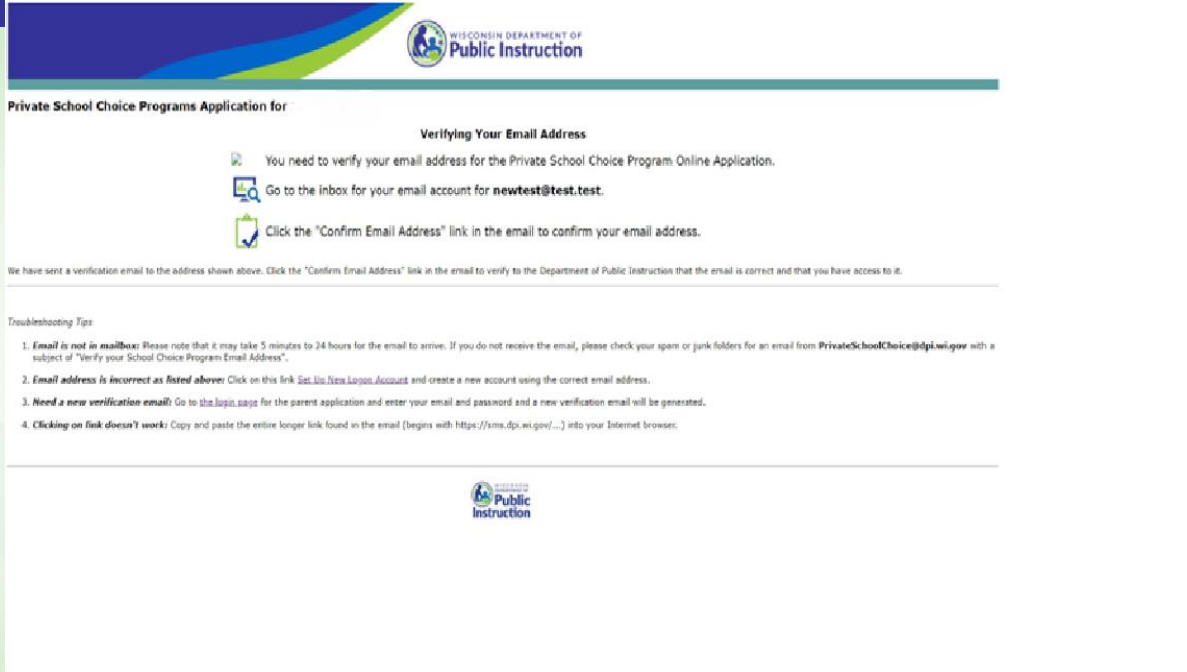**Returning Users**

Email Address: [_____]

Password: [_____]

Forgot your password?

[Sign In]

e will be used to send confirmations, communications regarding the completion of your application in this sy
ed to, and will not be shared with any other application either inside or outside the Department of Public In

WISCONSIN DEPARTMENT OF
Public Instruction

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"
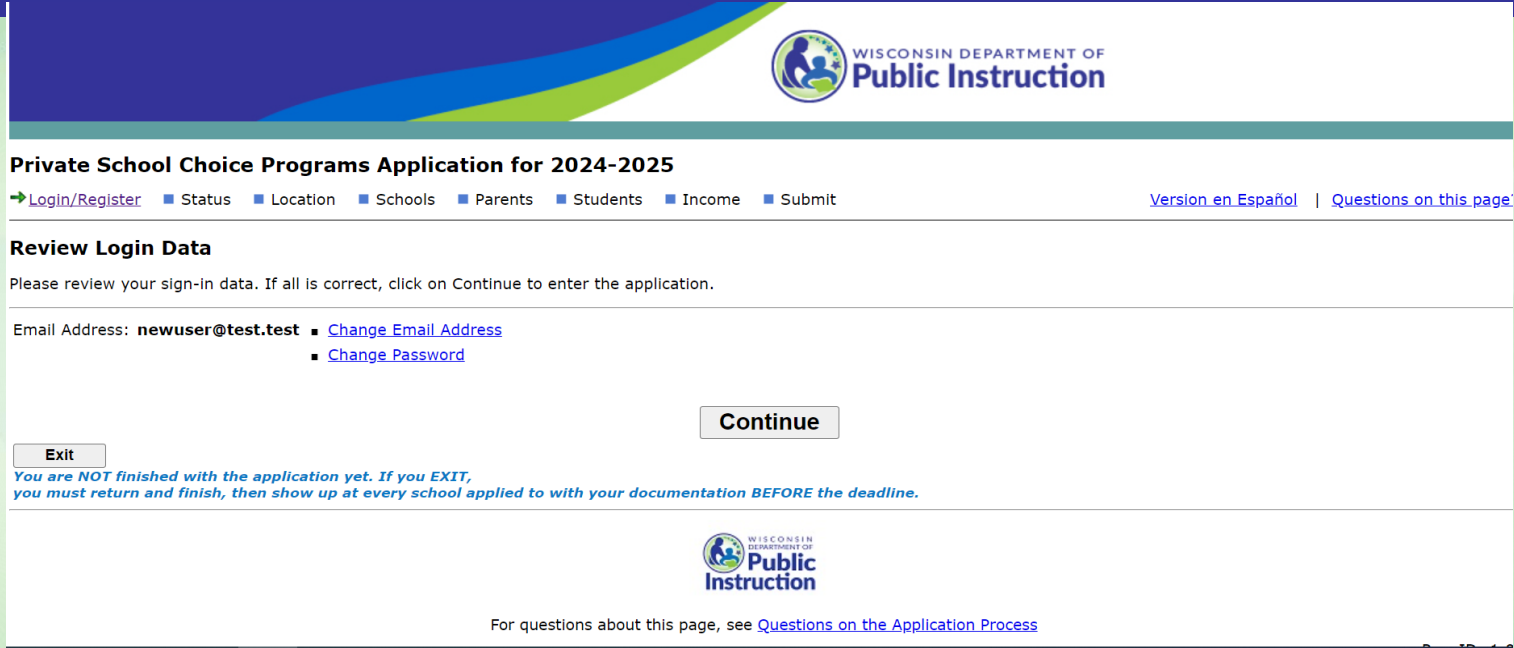
Login/Register Screens

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

Login/Register Screens

Private School Choice Programs Application for 2024-2025

→ Login/Register ▪ Status ▪ Location ▪ Schools ▪ Parents ▪ Students ▪ Income ▪ Submit   Version en Español | Questions on this page?

Review Login Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email Address: **newuser@test.test** ▪ Change Email Address
                                        ▪ Change Password

[Continue]

[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.

WISCONSIN
DEPARTMENT OF
**Public
Instruction**

For questions about this page, see Questions on the Application Process

- **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

Wisconsin Department of Public Instruction

Private School Choice Programs Application for 2024-2025

✔ Login/Register ✔ Status ➜ Location ■ Schools ■ Parents ■ Students ■ Income ■ Submit

Version en Español | Questions on this page?

Address and School District

There are 3 different programs in the Private School Choice Programs each with different requirements and income limits. The program you may participate in is dependent upon where your students live in Wisconsin.

Students Geographic Area

Check one of the options below indicating where your students reside:

- ● Students live in the city of Milwaukee
- ○ Students live in the Racine Unified School District
- ○ Students live in Wisconsin but outside the city of Milwaukee and the Racine Unified School District
- ○ Students are in the Safe at Home Program. (you must be enrolled in the Safe at Home program to choose this option. To learn more, see https://www.doj.state.wi.us/ocvs/safe-home.)

Current Address of Students

Enter the **address of the students** that will be applying. This address **cannot** be a P.O. Box or a mailing address if different than your street address.

For the **Street Address**, enter a **Number**, **Directional** (if applicable), **Name**, and **Suffix**. Enter a **Space** between each part of the street address.

- **Directional examples** (if applicable): North, South, East, West. May be abbreviated N, S, E, W.
- **Suffix examples**: Street, Road, Avenue, Court, Lane, Drive, Boulevard, Circle, Terrace, etc. May be abbreviated St, Rd, Ave, Ct, Ln, Dr, Blvd, Cir, Ter, etc.

Street Address examples: 123 North Swan Road, 987 S 3rd St, E5432 River Lane, 543 W Grant Dr

Street Address: [_____] * Street number and name is required

City: [_____] * City is required

State: [WI] Zip: [_____] * ZIP is Required

School District of Students

Select the public school district where your students reside that will be applying. BE AWARE that school district boundaries **are not the same as town, village, city or county** boundaries.

If you are unsure of the school district for the home where your students live is located, **DO NOT GUESS.**

- Contact the municipal clerk (e.g. city hall), then confirm with a phone call to the school district, or
- Look on your property tax bill if you own your home - the name of the school district will be listed there.

School District: [Milwaukee ▼]

[Back] [Continue]

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

Private School Choice Programs Application for 2024-2025

✔Login/Register   ✔Status   ✔Location   ➡Schools   ◾Parents   ◾Students   ◾Income   ◾Submit   Version en Español | Questions on this page?

Select School(s)

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

The   schools below are participating in the program and are currently accepting applications for the **WPCP 2024** open application period.

For a list of all locations for a school, see **'WPCP 2024-25 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 **WPCP** program.

Please see **'WPCP 2024-25 Schools'** at the above link for the school's contact information, school location(s), and grades for the WPCP 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

330 schools found

☐ **Abundant Life Christian School - Madison**
Grades: KG-08
4901 E. Buckeye Rd.
Madison, WI 53716
(608) 221-1520
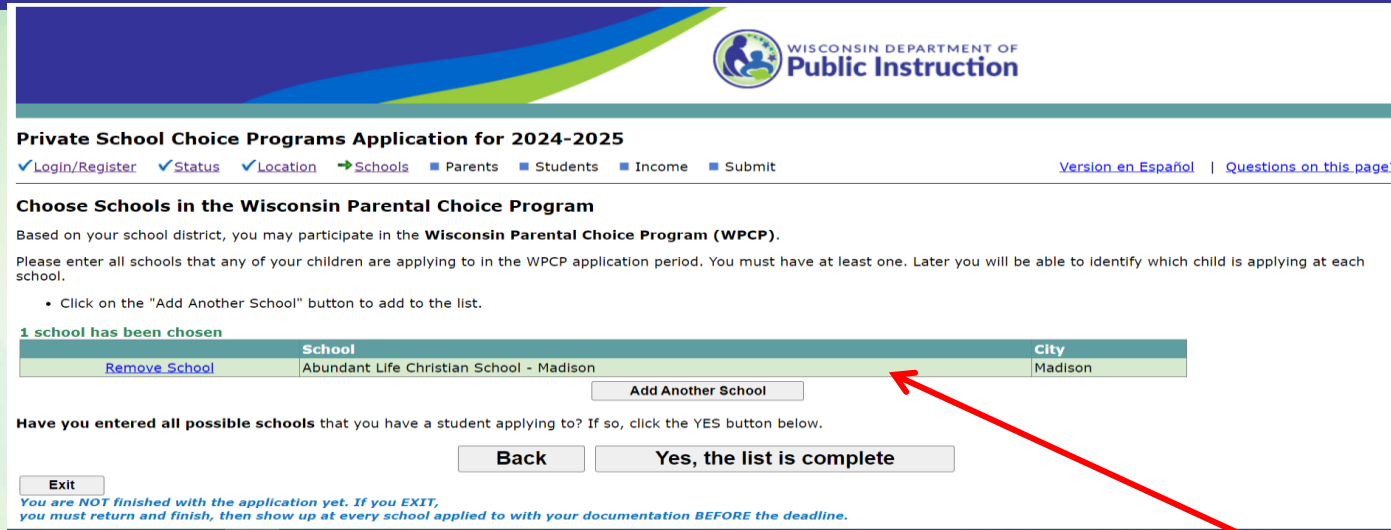
☐ **Morning Star Lutheran School - Jackson**
Grades: K4-08
N171W20131 Highland Rd.
Jackson, WI 53037
(262) 677-9196

☐ **Saint Joseph Parish School - Grafton**
Grades: K4-08
1619 Washington Street
Grafton, WI 53024
(262) 375-6505

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.

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

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

Private School Choice Programs Application for 2024-2025

Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

First Parent/Legal Guardian

First name: _____ * Required
Middle Initial: ____
Last Name: _____ * Required
Suffix: [____]

○ Yes   Does the above person reside
● No   at 2 E Main St
         Madison, WI?

○ Yes   Is the above person also
● No   one of the students
         applying? (age 18 or older)

Second Parent/Legal Guardian

First name: _____
Middle Initial: ____
Last Name: _____
Suffix: [____]

● Yes   Does the above person reside
○ No   at 2 E Main St
         Madison, WI?

○ Yes   Is the above person also
● No   one of the students
         applying? (age 18 or older)

Contact Numbers

Include area code. At least one phone is required.
Home Phone: _____
Work phone: _____
Cell phone: _____

☑ *Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)*

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

Private School Choice Programs Application for 2024-2025

✔ Login/Register ✔ Status ✔ Location ✔ Schools ✔ Parents ➔ Students ■ Income ■ Submit   Version en Español | Questions on this page?

Schools that *Test Student* is Applying To

Please check the box in front of each school this student is applying to.

If there is more than one school listed, parents MUST CAREFULLY indicate the preference for each school, with 1 being the highest preference, 2 being the 2nd preference, etc., since students ONLY receive a WPCP voucher at ONE school.

Students receive a WPCP voucher at ONE school (NOT ALL schools to which they apply) if chosen in the random drawing based on space available at the schools and school preferences entered here (if applying to multiple schools). Students not chosen in the WPCP random selection because there is no space available at the schools to which they are applying OR because the student resides in a district affected by a public school district membership limit are placed on the waiting list. The DPI notifies parents of students chosen in the random drawing and students on the waiting list directly via email in the summer.

Parents with questions should contact the private schools. For private school contact information, Click Here.

☐ Abundant Life Christian School - Madison - Grade 01
   4901 E. Buckeye Rd.
   Madison, WI 53716
   (608) 221-1520

School not listed? Click here
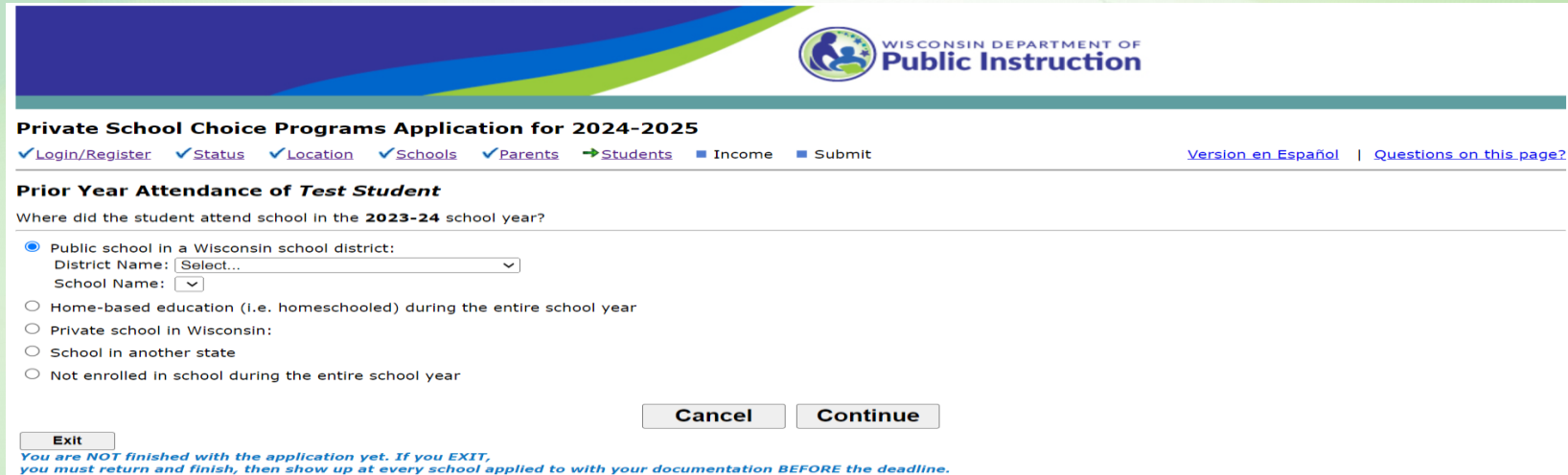
Please see **WPCP 2024-25 Schools** under 'School Lists and Contact Information' at http://dpi.wi.gov/choice for a list of schools participating in the WPCP program, with the school's contact information, grades, and application periods. Please contact the school directly with any questions.

[Cancel] [Continue]

- 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

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ➔Students ▪Income ▪Submit   Version en Español | Questions on this page?

All Children Applying to the Wisconsin Parental Choice Program

Please enter all children that are applying to the Wisconsin Parental Choice Program who reside at 2 E Main St in Madison and for whom John and Jane Doe are the parents or legal guardians. 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	09/01/2018	01	Abundant Life Christian School - Madison	Madison Metropolitan / Kennedy Elementary	New to WPCP	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 Wisconsin Parental Choice Program for the **2024-2025 school year**.

[Add Another Child]

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

[Back]   [Yes, the list is complete]

[Exit]

- **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 2023 1040 was filed.
   2. If no 2023 1040 was filed, the parent must indicate what income and/or government assistance they received in 2023.
   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

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➜Income ■ Submit   Version en Español | Questions on this page?

Family Members

We need to collect some information about the members of your family and marriage status. Enrollment in the Wisconsin Parental Choice Program (WPCP) is based on income eligibility, and the level of income used in the determination is dependent upon the size of the family.

The list has been pre-populated with parent/guardians and the students that are applying. Please be sure to add any other children below who reside at 2 E Main St, Madison, who share at least one parent with the student applicant by birth, adoption, or by a parent's current marriage by selecting the 'Add Another Child' button.

Marriage Status: You have 2 parents listed on the Parents page. Are Test Parent and Test Parent Two married to each other?   ○ Yes ○ No

3 People Currently Listed as Family Members

Family Member Name	
Test Parent	Parent/Legal Guardian
Test Parent Two	Parent/Legal Guardian
Test Student	Applying for voucher

[Add Another Child]

The family size for this application is 3.   Is this correct?
○ Yes ○ No

Note: Family size includes parent/legal guardians and their children by birth, marriage, or adoption that reside in the same household as the student applicant. Children in Foster/Kinship Care are not included in the family size.

[Back]   [Continue]

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

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➡Income ■ Submit   Version en Español | Questions on this page?

Income Determination Method

Which method do you want to use to determine income eligibility? ○ Department of Revenue (DOR)
○ Department of Public Instruction (DPI)

• **Department of Revenue (DOR) Process**	• **Department of Public Instruction (DPI) Process**
○ You enter your social security numbers (SSN) or tax ID numbers in this online application.	○ You enter your family's 2023 income information in this online application. Tax year 2023 is the only year allowed for the DPI method.
■ For an immediate answer, you may electronically submit your SSN or tax ID numbers to the DOR in this online application to determine income eligibility for the program, or	■ If you filed taxes for 2023, respond Yes to the did you file question on the following page and enter your Adjusted Gross Income (AGI).
■ You may wait and and ask the school to submit your SSN or tax ID numbers for you to determine income eligibility for the program.	■ If you **have not filed** taxes for 2023, respond No to the did you file question on the following page and enter your income sources.
○ You may use the DOR method if you have filed taxes for 2023 and/or 2022.	○ The application will tell you what income documentation you must provide to the school.
○ You must use the DPI method if you **have not filed** taxes for 2023 and 2022.	○ The school will verify that you are income eligible for the program.
○ See question 8 in the Income FAQs for additional information on when you will and will not be able to use the DOR method.	○ See Question 10 in the Income FAQs for additional information on the DPI method.

[Back]   [Continue]

- **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)

- 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 2024-25 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)

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➜Income ■ Submit   Version en Español |

Enter Social Security or Taxpayer ID Numbers

You have indicated that you would like the DOR to check to see if they have records for income eligibility.

1. Check to be sure that the first and last names of the parents match EXACTLY what was used when your taxes were filed.
   If the names are incorrect, click on Parent/Legal Guardian Names, and change the parent names to match the tax returns.

2. Enter the Social Security or Taxpayer ID number for each parent listed below, and check the "I'm not a robot" box below.

Enter Social Security Number or Taxpayer ID for **Test Parent**: [＿＿＿＿＿＿＿＿]

Enter Social Security Number or Taxpayer ID for **Test Parent Two**: [＿＿＿＿＿＿＿＿]

You indicated that the marital status of **Test and Test** is: **Married to each other**

> Enter the Social Security Number for each Parent/Guardian

[Back] [Continue]

[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.

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

Income Verification Screens (DOR)

Private School Choice Programs Application for 2024-2025

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

Version en Español |

Results of DOR Records Check

You have indicated that you would like the Wisconsin DOR to check to see if they have records for income eligibility, and **DOR does have records.**

*Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided on the previous page, and they do have records for an income eligibility determination. However, this is **not a guarantee** that the family will be found eligible - only that DOR has records to make a determination. Your family may still be found ineligible. You are not committed to using the DOR method. Please indicate your choice below.*

Do you want to continue and let DOR determine income eligibility?

○ Yes, immediately run the DOR eligibility determination (Warning: Once a DOR determination is made, you cannot switch to the DPI income determination method.)
○ Yes, continue, BUT defer the final DOR eligibility determination until I reach the school(s) with my other documentation
○ No, switch my choice of methods to the DPI method, and I will enter the family income on the next pages, and will take the supporting documents to the school for review

Back   Continue

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)

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➔Income ■Submit   Version en Español | Questions on this page?

Need for Income-Related Data

Since all your students are either **new applicants** to the Choice program, or were **not on the waiting list** for the **same** Choice program last year, and **DOR found that you are not income-eligible**, you will not be able to submit eligible applications for the students you have listed.

If you think the DOR income determination is incorrect, you may submit the ineligible application(s), contact the school, and provide information to the school about why you think the determination is incorrect. The school may request copies of the first two pages of your 2022 and/or 2023 Federal IRS 1040.

Do you want to proceed with reviewing and submitting the ineligible student application(s)?
You should only click yes if you think the DOR income determination is incorrect. Otherwise click no.

○ Yes
○ No

[Back] [Continue]

- **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)

Private School Choice Programs Application for 2024-2025

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students →Income ▪Submit   Version en Español | Questions on this page?

Enter Income Amounts

Please note that dollar amounts, where asked for, **must match** the paper documentation that you take to the schools.

Income for Test Parent and Test Parent Two

You stated that Test Parent and Test Parent Two filed a joint Federal 1040 tax return for 2023.

Enter the Adjusted Gross Income (AGI) on the **joint Federal 1040 income tax return** for 2023:

AGI for Test Parent and Test Parent Two: [0.00]   Adjusted Gross Income (AGI) can be found on Line 11 of the Federal 1040 form.

[Back]   [Continue]

[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.

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

Income Verification Screens (DPI)

Private School Choice Programs Application for 2024-2025

✔Login/Register | ✔Status | ✔Location | ✔Schools | ✔Parents | ✔Students | ➔Income | ▪ Submit   Version en Español | Questions on this page?

Enter Income Sources

You stated that **Test Parent** did not file a Federal 1040 for 2023.

Please check all sources of their income in 2023:

☐ Compensation reported on a W2 Wage and Tax Statement
☐ Compensation reported on final, December 2023 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

You stated that **Test Parent Two** did not file a Federal 1040 for 2023.

Please check all sources of their income in 2023:

☐ Compensation reported on a W2 Wage and Tax Statement
☐ Compensation reported on final, December 2023 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

- **If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2023.**

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 2023:**

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 2023 tax year?
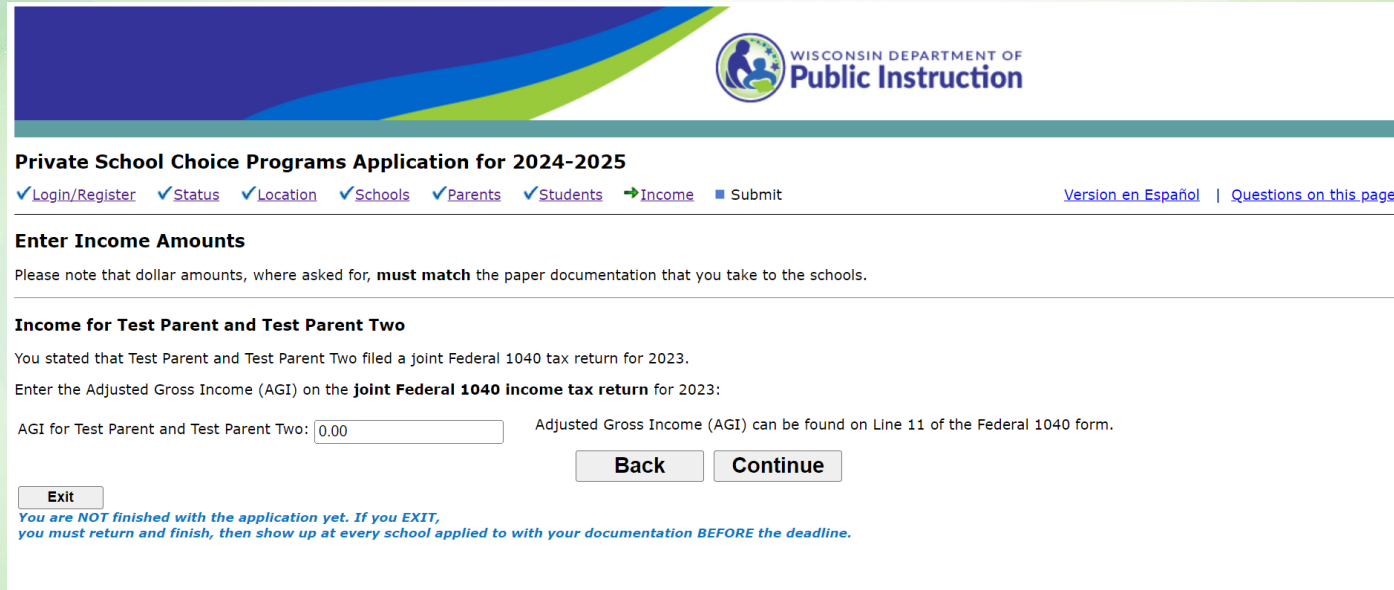
○ Yes
○ No

| Back | Continue |

| 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.

- **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)

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

☐ No Income / None of the above

- **If the family only identifies government assistance, an explanation of how basic needs were supplied in 2023 is required. The categories above are the government assistance categories.**

Income Verification Screens (DPI)

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➜Income ■ Submit

Version en Español | Questions on this page?

No Family Income

You indicated that there were no other sources of income in 2023 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 2023:

Briefly describe how **clothing** was provided in 2023:

Briefly describe how **shelter** was provided in 2023:

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 2023 (documentation showing you currently participate in the programs is not sufficient):

- Other Government Assistance

- **If no income is identified, an explanation of how basic needs were supplied in 2023 is required.**

Submission Screens

1. Includes a review screen with application data entered.

2. The parent submits the application to the school.

Submission Screens

Final Review

Parents / Legal Guardians

Parent/Legal Guardian: Parent, Test
                          Parent Two, Test

Street Address:
                          Milwaukee, WI 53203

Phone: (414)   (cell)

Email: test@test.com

School District: Milwaukee

Income Summary

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

You indicated that Test Parent and Test Parent Two are married to each other.

The family size used in determining income eligibility is **3**.
    Included in the family are *Test Student, Test Parent, Test Parent Two*.

You entered the following as sources of income:

- Test Parent reported the following:
    - Received Other government assistance

- Test Parent Two reported the following:
    - Received Other government assistance

Clothing provided by: *b*
Food provided by: *a*
Shelter provided by: *c*

Submission Screens

Applications for Student, Test

Student Name:	Student, Test
DOB / Gender:	09/01/2018, Male
Age on 9/1/2024:	6 years old
Grade for 2024-2025:	1st Grade
Ethnicity/Race:	
Foster/Kinship Care:	No
Program Status:	New to MPCP
Income Status:	DPI Eligible
Prior Year Attendance:	Milwaukee / Browning Elementary

Applying To:

School: Academy of Excellence - Milwaukee (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]

[Exit]

Submission Screens

Private School Choice Programs Application for 2024-2025

✔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:

- Test Student

☐ 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

Private School Choice Programs Application for 2024-2025

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ✔Income ✔Submit   Version en Español | Questions on this page?

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

1. Print this page.

2. An application for the following student has been submitted by parents/legal guardians **Test Parent** and **Test Parent Two**: *(confirmation number: 352332)*

   ○ **Test Student** applied for grade 01 at Academy of Excellence - Milwaukee (MPCP)

Action Required: Parents/legal guardians must provide the required documentation listed below **to the school(s)**. *School addresses and phones are in the box below.*

Do NOT email the documentation to the DPI 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 - Milwaukee (MPCP) 1236 West Pierce Street Milwaukee, WI 53204 (414) 369-2193	January 23, 2024 - January 07, 2025	September 01, 2023 - January 07, 2025

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 2024-25 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). *School addresses and phones are in the box above.*

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

Confirmation Screens

Required Residency Documentation

Parents/legal guardians (parents) must provide a residency document to each school they apply to that includes the **name of one of the parents on the application and the address that is on the application.** DPI's guidance is that the residency document provided by the parent be one the residency documents listed below. Parents who do not believe they have any of the documents below with their name and the address on the application should contact the private school(s) for additional support and next steps.

1. **Wage statement** (i.e. pay check stub) or **2023 Form W2 Wage and Tax Statement**. *Note: 2023 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2024.*

2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill**. The date that should be used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. DPI's guidance is that the bill should be for services at the address on the application. A gas bill may include a natural gas or propane gas bill. If the bill includes both a mailing address and a service address, DPI recommends that the address match, unless the mailing address is a PO Box or email address.

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. **Signed and dated lease agreement with a lease term that includes the date the parent applies to the school** that is in the name of one of the parents at the address on the application. Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, the parent should try to provide one of the residency documents on the list other than a month-to-month lease. However, if a month-to-month lease is used, the start date must be dated between the dates in the 3rd column above labled "Residency Documentation Must be Dated Between the Following Dates". DPI does not recommend using a rent receipt as a residency document.

5. **Governmental correspondence**. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, Temporary Assistance for Needy Families "TANF", FoodShare "Food Stamps", United States Postal Service (USPS) leter, or Housing Assistance letter. A USPS change of address letter could be used if the address on the application is the new address. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement and the parent name.

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 may 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 that is signed and dated by a representative of the organziation. Indicating that the family lived at the location during the required time period.

7. Properly completed **Alternative Residency Verification form** 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 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).

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.