

Private School Choice Programs & Special Needs Scholarship Program for Summer 2020

The information in this document applies to the Private School Choice Programs (Choice or Choice program) and the Special Needs Scholarship Program (SNSP). The Choice programs include the Milwaukee Parental Choice Program, Racine Parental Choice Program, and Wisconsin Parental Choice Program. The information below is intended to assist schools in understanding state laws Wis. Stat. secs. 115.7915, 119.23, and 118.60, and Wis. Admin. Code PI 35, PI 48, and PI 49, pertaining to summer school provided during the summer 2020.

Schools that participate in the Choice program or SNSP may offer in person, blended or fully online summer school classes for the summer of 2020. At the time this document was published, schools are not allowed to have in-person classes through June 30, 2020. In order to determine whether the school can offer in-person classes this summer, schools should refer to guidance provided by state and local authorities.

Any summer school classes must be offered for academic purposes, which “means summer school learning experiences that are related to or similar to instruction the school offers during the regular school term or for which credit toward graduation is given” (Wis. Admin. Code PI 35.08 (1), PI 48.08 (1), and PI 49.16 (1)).

Schools that wish to offer summer school must meet the summer school requirements indicated in the [Choice Summer School Bulletin](#) and [SNSP Summer School Bulletin](#). There have not been any changes to the requirements found in state statute and administrative rule pertaining to Choice and SNSP summer school. Schools must have at least 270 minutes of instructional time for at least 19 days in order for the school to be eligible for Choice program or SNSP summer school payments. The school’s independent auditor will review the Summer School Count Report and determine the eligibility of the Choice and SNSP students for a summer school payment in conjunction with the September Enrollment Audit due by December 15.

For any online summer school class, the school should do the following:

- Develop a schedule that specifies the actual or estimated number of minutes required for each activity that makes up the class. Activities within the schedule may be real-time, asynchronous, or a combination of the two. For asynchronous activities, in which a student is working independently under their teacher’s direction using an online program, learning management system, or printed materials, the teacher should use their knowledge and expertise to select appropriate activities based on the estimated time that is to be counted towards the daily minutes requirement.

- Determine whether its existing policies on summer school attendance, enrollment, and withdrawal can be applied for online instruction, and, if not, identify any needed modifications to establish when a student is in attendance on a particular day.

If all the requirements are met, the total number of minutes for the day could then be determined using the school's scheduled number of minutes.

Example daily schedule for one class:

Office Hours for Students and Families	10 minutes (estimated)	9:00 a.m. – 9:10 a.m.
Individual Check Ins with Students	10 minutes (estimated)	9:10 a.m. – 9:20 a.m.
Teacher Facilitated Lesson	15 minutes (actual)	9:20 a.m. – 9:35 a.m.
Student Activity 1	15 minutes (estimated)	9:35 a.m. – 9:50 a.m. (or as student's schedule permits)
Student Activity 2	15 minutes (estimated)	9:50 a.m. – 10:05 a.m. (or as student's schedule permits)
Student Activity 3	15 minutes (estimated)	10:05 a.m. – 10:20 a.m. (or as student's schedule permits)
Feedback on Student Work	10 minutes (estimated)	10:20 a.m. – 10:30 a.m.
Daily Total	90 minute class	Most students complete coursework for this course between 9:00 a.m. and 10:30 a.m.

Frequently Asked Questions

1. How do I determine if a student can be identified as in attendance for a day of summer school?

The school can include a pupil as in attendance for a day of summer school if the pupil attends at least one class for that day that is **not** funded through Federal Title programs. If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. The policy of how the school determined a pupil is in attendance for a day will be provided to the auditor as part of the September Enrollment Audit.

2. What are the requirements for summer school attendance records?

The school must have attendance records that document who was in attendance for each day based on the school's policy. These records should be by class, identify the instructor, and list the attendance for each student by day. These records may be, but do not need to be, maintained in the school's student information system.

3. What documentation does the school need to provide to the auditor for summer school?

The school will need to provide the following to the auditor:

- 1) A copy of scheduled summer school instruction dates, classes, and teaching staff.
- 2) A copy of all summer school attendance records and information on how attendance was determined for summer school.
- 3) Copies of typical examples of summer school class schedules and other documents used by the school to gather data necessary to complete the Summer School Count Report.
- 4) Summer school payroll records.

4. If my school has determined it will no longer provide Choice or SNSP summer school during the summer of 2020, how should the school proceed?

Schools that indicated on the Choice Intent to Participate (ITP) that the school would offer a Choice summer school program and then decide not to offer the program must

have the Choice administrator email privateschoolchoice@dpi.wi.gov to inform the DPI that the school will not offer Choice summer school as soon as possible.

Schools that indicated on the SNSP ITP that the school would offer a SNSP summer school program and then decide not to offer the program must have the SNSP administrator email snsps@dpi.wi.gov to inform the DPI that the school will not offer SNSP summer school as soon as possible.

5. If my school did not originally indicate it would like to provide Choice or SNSP summer school and would like to now offer Choice or SNSP summer school, how should I proceed?

Schools that did not indicate on the Choice ITP that the school would offer a Choice summer school program and then decide to offer the program must have the Choice administrator email privateschoolchoice@dpi.wi.gov indicating the school intends to offer a Choice summer school program as soon as possible but no later than June 1 or five days before the first day summer school classes are offered, whichever is later. The course list report will then need to be completed by the school by June 1 or five days before the first day summer school classes are offered, whichever is later.

Schools that did not indicate on the SNSP ITP that the school would offer a SNSP summer school program and then decide to offer the program must have the SNSP administrator email snsps@dpi.wi.gov indicating the school intends to offer a SNSP summer school program as soon as possible but no later than June 1 or five days before the first day summer school classes are offered, whichever is later. The course list report will then need to be completed by the school by June 1 or five days before the first day summer school classes are offered, whichever is later.