Important Dates for the Private School Choice Programs

The requirements identified in this document are based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48. Changes due to COVID-19 are authorized by 2019 Wisconsin Act 185. For the latest information, please visit the DPI-wide COVID-19 (Novel Coronavirus) web page or the Choice School Information page.

Information provided is subject to statutory and administrative rule changes, including temporary changes that may occur as a result of the COVID-19 pandemic.

April 1, 2020 to June 30, 2020

This document covers the important dates for the remainder of the 2019-20 school year, with some brief descriptions and revisions due to recent changes from legislation and the resulting waivers and due date changes authorized by 2019 Wisconsin Act 185. These changes are noted in red below.

The dates cover only the requirements for private schools that participate in the Private School Choice Programs (PSCP or Choice), which include the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). These dates are in addition to other deadlines required for private schools. It is the responsibility of the school to meet all required deadlines for submission of required information.

The April, May, and June 2020 Reminders document includes detailed information on many of the requirements below. This is located at the bottom of the school information webpage. This document is based on the requirements as of April 21, 2020. Additional Resources for program requirements that are available include the following:

- On demand trainings explaining program requirements.
- The School Application Processing webpage contains information on the student application process for parents and schools and completing the application eligibility determination.
- The Assessment webpage has information on the required assessments (Assessments are waived for 2019-20).
- The Bulletins webpage includes bulletins explaining program requirements.
- The WISEdata webpage contains information on the WISEdata requirements. Trainings for WISEdata and for WISEid setup are available at http://dpi.wi.gov/wisedata/help/training and https://dpi.wi.gov/wisedata/help/portal/videos. Click WISE Help Ticket for help.

Please contact the Department of Public Instruction (DPI) at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 option 3 if you have questions.

APRIL 2020

April 6 to May 6: ACT ASPIRE Window – (Waived)

April 20
- Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **February** open application period via the Online Application System (OAS).

MAY 2020

May 1
- Last day of Forward Exam Test Window (began on March 23) – (Waived).
- Continuing schools must submit to the DPI their Hours of Instruction report for the 2020-21 school year. (Deadline is extended until September 30. The DPI will provide instructions at a later time on how schools will report this information.)
- Deadline for all **schools new** to the PSCP in the 2020-21 school year to:
  - Participate in the DPI approved fiscal management training, and
  - Submit to the DPI the Budget and Cash Flow Report, or surety bond equal to 25% of the schools expected 2020-21 PSCP payments.
- Deadline for **schools new** to the PSCP in the 2020-21 school year that are **offering summer school in the summer of 2020** to submit all of the following to the DPI:
  - A copy of the school's certificate of insurance or other evidence of having obtained:
    - The minimum insurance coverage as required under PSCP rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
    - A fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.
  - A letter from the preaccreditation organization indicating the school is preaccredited or, if the organization is already fully accredited, a letter from the accrediting organization indicating the school is fully accredited.
  - One of the following for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for WPCP and RPCP schools:
    - A certificate of occupancy from the municipality in which the private school is located; or
    - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
    - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

May 14
- WPCP open application period for the 2020-21 school year ends (began on February 3). (Deadline Extended, Previously April 16)

May 15
- Deadline for schools to submit to the DPI a revised Hours of Instruction report for the 2019-20 school year if there were schedule changes. (Requirement Waived. Private schools participating in the Choice program in 2019-20 do not need to request an hours of instruction waiver for the 2019-20 school year. The waiver is automatically granted for 2019-20 Choice schools.)

May 19
- Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **March** open application period via OAS.
- WISEdata snapshot reporting. (Canceled. There will be no report cards produced for the 2019-20 school year.)
- Log in to view WISEdata Validation messages.

May 29
- Deadline for schools to complete all verifications of WPCP student applications for the 2020-21 school year via OAS. (Deadline Extended, Previously May 1).
- Deadline for schools to request that the DPI make changes to the 2020-21 school year WPCP applications in OAS. If the school identifies that changes are required to the resident school district or grade after this date, notify the DPI as soon as possible. After May 29, schools should change grades through the enrollment/count reports and make other changes to WPCP applications through the Enrollment Audits. (Deadline Extended, Previously May 1.)

By the end of May
- The DPI processes the May state aid payments to eligible schools based on each school's second Friday in January count report.

By Last Day of School
- WISEdata: Schools that participated in the PSCP in the 2019-20 school year must complete a Data Quality Review of the 2019-20 Attendance Data.
- Close out the school year in your SIS by exiting students with the [last day of student enrollment](#) and [Exit Type](#), and [Credential Type](#) for high school graduates.

JUNE 2020

June 1
- Schools new to the PSCP in the 2020-21 school year may begin to establish their Choice Administrators as District Security Administrators. This allows them to manage access to the DPI secure reporting applications through the Application Security management tool.
- Deadline for **continuing schools** that selected the surety bond option in a previous school year to provide a surety bond equal to 25% of the schools expected 2020-21 PSCP payments if the school has not yet been notified by the DPI that it is no longer required to provide the surety bond. (Deadline extended, Previously May 1.)
- WPCP schools will be given a one-time option to increase the number of 2020-21 seats in a grade and will enter this information in the Final WPCP Seats Report in OAS. (Schools will have between June 1 and June 4 to complete this report.)
- Deadline for schools offering summer school in the summer of 2020 to submit the list of academic summer school classes and laboratory periods in the Summer School Course List Report in OAS. (Deadline extended to June 1 OR 5 days before the first day classes are offered, whichever is later.)

June 19
- Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **April** open application period via OAS.

June 30

- WPCP schools with applications that have been determined ineligible through the application verification process must notify the parent of each WPCP applicant via mail or email that the application is ineligible and will not be included in the random drawing, between May 15 and June 30. If the school denies a student's application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS. (Deadline Extended, Previously June 1.)
- Deadline for schools to submit the January 2020 Enrollment Audit. This is also the last day to correct MPCP applications received during an open application period after the third Friday in September as permitted by Wisconsin Administrative Codes PI 35. (The January 2020 Enrollment Audit deadline for schools participating in WPCP or RPCP was extended to this date.)
- Schools must prepare their annual budget for the 2020-21 school year by June 30. The budget does not have to be submitted to DPI. This requirement does not apply to new 2020-21 schools that provided a budget to the DPI by May 1, 2020.
- This date marks the end of the 2019-20 fiscal year. Schools that participated in the Choice program in the 2019-20 school year must submit the 2019-20 financial audit to the DPI by October 15, 2020.