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**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP or Choice)
SCHOOL REGISTRATION CHECKLIST
2024-25 SCHOOL YEAR**

Please complete the checklist below to ensure all required items are received at the Department of Public Instruction (DPI) by **Wednesday, January 10, 2024, unless otherwise indicated**. New or continuing schools that fail to meet the registration deadline **will NOT** be permitted to participate in the PSCP in the 2024-25 school year.

Please note the DPI **does NOT** provide confirmation of receipt of items. Schools should follow the directions under each item to confirm the item has been completed. This checklist **does NOT** need to be submitted to the DPI.

The **first page** of this registration checklist has January 10 requirements for new and continuing schools. The **second page** has additional January 10 requirements for new schools. New schools are schools that are not currently participating in the PSCP. Continuing schools are schools currently participating in the PSCP.

Notice of School's Intent to Participate (ITP) & Intent to Offer Summer School

- 1.____ The school's Choice administrator has electronically completed all required information on the ITP and submitted the ITP in the [Online Application System \(OAS\)](#). The school's Choice administrator is indicating he or she agrees that compliance with program requirements constitutes a condition of receipt of funding under the Choice program on the "Agreement/Signatures Section" of the "Submit" page of the ITP when electronically completing, signing, and submitting the ITP in OAS.

Confirm items are complete: Check the Online Application System (OAS) to confirm the ITP was submitted for the 2024-25 school year. The "Instruction" and "Confirmation" pages of the ITP report in OAS will have a green box indicating the report is locked and show the date the report was submitted after the school submits the ITP. The "Summer" page of the ITP report in OAS shows whether or not the school has indicated it intends to offer summer school.

Random Selection Plan

- 2.____ The school completed **one** of the following:
- The Choice administrator agreed to the voluntary random selection agreement when completing the ITP in OAS.
 - The school has submitted its own random selection plan to PrivateSchoolChoice@dpi.wi.gov for review and approval by the state superintendent.
 - The school will only participate in the Wisconsin Parental Choice Program (WPCP); therefore, a plan is not required.

Confirm item is complete: Check the "Random Select" page of the submitted ITP in OAS. No additional documentation is required for a school that will only participate in the WPCP **OR** for a school participating in the Milwaukee or Racine Parental Choice Program (MPCP or RPCP) that agrees to the voluntary random selection agreement in the ITP. Schools (MPCP/RPCP only) who do not indicate on the ITP they agree to follow the voluntary random selection must email DPI an agreement and may use their sent email as confirmation.

Auditor Fee

- 3.____ The school has submitted the \$275 auditor fee payment by one of the following methods:
- Paid online via the Online Auditor Fee Form, **OR**
 - Mailed the paper Auditor Fee form with a cashier's check (mailing address on form).

Note: New schools that registered by August 1, 2023 paid an auditor fee at that time which meets this requirement.

The links to the Online Payment Form or the paper Auditor Fee Form are on the [school registration webpage](#). **The DPI recommends the school use the online payment option. If the school pays online, do not mail the paper form to the DPI.**

Tips for online payments: New schools MUST select "No" to the question "Is your school currently participating in the PSCP in the 2023-24 school year?" and then enter their school's name on a later screen. See the "Auditor Fee Online Payment Directions for New Schools" section of the new school registration cover letter at the above link for more tips.

Confirm item is complete: Schools that use the online payment option may use the confirmation email from US Bank to confirm the payment of the auditor fee.

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New Schools Only – Additional Requirements

The additional requirements on this page of the registration checklist are only for schools that are new to the PSCP in the 2024-25 school year. New schools must also complete the requirements on the first page of this checklist. New schools are schools that are not currently participating in the PSCP.

Disclosure of Information—New Schools Only

4. ___ The Disclosure of Information form is completed and signed by the Choice Administrator and all members of the school's governing board and submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov. New schools entering into a Combined Private School Agreement must submit a Disclosure of Information form to the DPI signed by the governing board of the currently participating private school.
5. ___ The Disclosure of Information template and all required attachments have been submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov. This information must be provided to all students or parents who apply to the Choice program at the school.

Note: New schools that registered by August 1, 2023 submitted the Disclosure of Information template and form at that time, which meets these requirements, and are not required to resubmit the information.

Confirm items are complete: Schools may use their sent email(s) as confirmation of forms/items submitted to the DPI.

Combined Private School Agreement—New Schools Only—Optional

6. ___ The Combined Private School Agreement is complete, signed, and submitted to the DPI at PrivateSchoolChoice@dpi.wi.gov. These new schools **must** also submit a Disclosure of Information form to the DPI signed by the governing board of the currently participating private school.

Note: State law allows for a new school first participating in the RPCP or WPCP to enter into an agreement to be subject to the same governing body as a private school currently participating in the RPCP or WPCP. With this agreement, prior year attendance requirements would not be required for two years for students applying to the new school.

Confirm items are complete: Schools may use their sent email(s) as confirmation of forms/items submitted to the DPI.

Student Information System (SIS)—New Schools Only

7. ___ The Choice administrator has reviewed the list of SIS vendors capable of exchanging data with the state WISEdata system available at the [WISEdata page](#) and understands the school is required to have a SIS vendor capable of exchanging data with the state WISEdata system that is operational prior to the first day of school for the school year in which the school first participates in the Choice program.

Confirm item is complete: No specific items are required to be sent to the DPI at this time for this requirement. If not already done, schools should work on contracting with a SIS vendor capable of exchanging data with the state WISEdata system to ensure the school's SIS is operational prior to the first day of school.

Federal Employer Identification Number (FEIN) Letter from the Internal Revenue Service (IRS) – New Schools Only

Schools should provide the FEIN letter from the IRS to the DPI by January 10, 2024. The information on this letter is required in order for the new school to be set up to receive Choice program payments from the DPI and for new school's choosing the surety bond option. While schools are required to provide this letter to the DPI, failure to provide the letter by January 10th would not result in a school being ineligible to participate in the Choice programs. However, not providing this letter on a timely basis can delay a school receiving the surety bond form for their school and being set up to receive payments from the Choice programs.

8. ___ The school's FEIN letter from the IRS has been emailed to dpichoiceauditreports@dpi.wi.gov. If the school is not able to locate its FEIN letter, the school may request the letter from the IRS by calling 800-829-4933. If you are having problems obtaining your FEIN Letter, please email dpichoiceauditreports@dpi.wi.gov.

Confirm item is complete: Schools may use their sent email as confirmation of submitting the item to DPI.