



To: New Private Schools Interested in Participating
in the Private School Choice Programs (PSCP or Choice)

From: Department of Public Instruction (DPI)

Re: 2025-26 Registration Information for New Schools

Wis. Stat. §§ 118.60 and 119.23 define a “new” school as a private school that has been in operation for less than 12 consecutive months or has fewer than 40 students in two or fewer grade levels. A private school that meets the definition of a new school and is interested in participating in the PSCP during the 2025-26 school year must submit to the DPI, **by August 1, 2024**, all of the following:

- Notice of New School’s Intent to Participate in the PSCP for the 2025-26 School Year
- Auditor Fee
- Disclosure of Information Form and School Policies
- Academic Standards
- Anticipated Budget and Cash Flow Report and related attachments

All of the forms noted above can be obtained at
<https://dpi.wi.gov/parental-education-options/choice-programs/school-registration/new-schools>.

Additionally, Wis. Stat. §§ 118.60 and 119.23 stipulate that a new school interested in participating in the PSCP in the 2025-26 school year must obtain preaccreditation by a preaccrediting entity listed under Wis. Stat §§ 118.60 (1)(cm) or 119.23(1)(ap) **by December 15, 2024**.

Further explanation regarding each of these and additional requirements follows. **Please note all of the forms and the auditor fee are due to DPI by August 1, 2024 unless otherwise noted.** If a new school misses this deadline, the school will not be eligible to participate in the PSCP during the 2025-26 school year. Therefore, it is in the school’s best interest to submit these required forms as soon as possible.

Notice of New School’s Intent to Participate and Agreement to Comply with Procedural

Requirements: The new school’s Notice of Intent to Participate must be electronically submitted to the DPI no later than **August 1, 2024** for the school to participate in the PSCP for the 2025-26 school year. The form with the electronic signature of the school’s Choice administrator is required. Be sure to print or electronically save a copy of the completed form for your records.

If the school already has a location, the Notice of Intent to Participate must identify the school’s location. If the school does not already have a location, the Notice of Intent to Participate must identify the address as TBD.

The school’s Choice administrator should read the form in its entirety and ensure they understand the entire form before electronically signing and submitting the form. By electronically signing the form, the school’s administrator agrees:

- The school will comply with all program requirements,

- Compliance with program requirements constitutes a condition of receipt of funds; and
- In the event of failure to comply, the school's participation in the program can be terminated and/or PSCP payments withheld.

Please note that the administrator signing the Notice of Intent to Participate must be the sole owner of the school or appointed by the operating organization of the school and have at least a bachelor's degree from an accredited institution of higher education or a current teaching or administrator's license issued by the DPI.

Under Wis. Stat. §§118.60(1)(ag) and 119.23(1)(ag), a disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as a PSCP designee, or an individual responsible for an action or circumstance that led to the private school being barred or terminated from participation in the program. A disqualified person may not be an owner, officer, director, trustee, administrator, administrator's designee or a person responsible for administrative, financial or pupil health and safety matters, whether compensated or not, at another school participating in the program or programs the person is disqualified from. If a school retains a disqualified person, the school may be terminated from the program. The list of disqualified individuals is available on the [Information for Schools](#) webpage.

Auditor Fee and Form: New private schools intending to participate in the PSCP during the 2025-26 school year must, no later than 4:30 pm on **August 1, 2024**, pay to the DPI a nonrefundable fee of **\$275**. The school may pay using:

- 1) the Auditor Online Payment Form -OR-
- 2) the Paper Auditor Fee Form.

DPI strongly encourages that schools use the Online Payment Form, which is available on the [New Private School Registration Information Webpage](#).

If the school decides to use the Paper Auditor Fee Form, the following requirements apply:

- 1) It must be mailed to the DPI at the address listed on the form. No faxed or emailed copies will be accepted.
- 2) Payment of the nonrefundable fee must be made in the form of a **cashier's check** payable to the Wisconsin Department of Public Instruction.

No refunds of the fee will be made to schools that later decide not to participate or are determined ineligible for the PSCP. If it is later determined that the auditor fee for participation in the 2025-26 school year is more than \$275, the new school must pay the difference to the DPI by January 10, 2025. If it is later determined that the auditor fee is less than \$275, the DPI will provide a refund of the overage to the new school.

Disclosure of Information Form and School Policies: By August 1, 2024, new private schools intending to participate in the PSCP must submit to the DPI the information required under Wis. Stat. §§ 118.60(6p)(a) and 119.23 (6p)(a) related to the school's policies, procedures, and governing board. Submission of these required items is completed by submitting the following:

- 1) The Disclosure of Information Form with the required board member signatures, if applicable, on the form. If your school has more than six board members, please use multiple forms.
- 2) The completed Disclosure of Information Form template, updated with the school's information, and all required attachments identified in the template.

The Disclosure of Information form and template and all required attachments should be emailed to

the DPI at PrivateSchoolChoice@dpi.wi.gov.

Academic Standards: By August 1, 2024, new private schools must submit a copy of the school's [academic standards](#) (not curriculum) required under Wis. Stat. §§ 118.60(6p)(b) and 119.23 (6p)(b). Information on the academic standards is available in Training 1-2: General Pupil Specific Requirements, Records, Tuition and Fees, Academic Standards, Grade Promotions on the [On Demand Training](#) webpage.

Preaccreditation Requirement: New schools intending to participate in the PSCP in the 2025-26 school year must obtain preaccreditation by a preaccrediting entity as defined in Wis. Stat. §§ 118.60(1)(cm) or 119.23(1)(ap) by **December 15, 2024**. Please see the [Accreditation Bulletin](#) for details on the preaccreditation requirements and for a list of the approved accreditation agencies. By December 15, 2024, the school must ensure the letter from the preaccrediting entity, which indicates the school is preaccredited, is emailed to privateschoolchoice@dpi.wi.gov.

Training Requirements: New schools are required to have the individual that will serve as the school's PSCP administrator complete all of the following. The following should be completed by **July 15***. If the PSCP administrator does not complete all of the following on a timely basis, the school will not be eligible to participate in the PSCP in the 2025-26 school year.

- Watch each of the Fiscal Management training modules on the [New Private School Training Webpage](#). The Fiscal Management training modules will explain how to complete the 2025-26 Budget and Cash Flow Report ("Budget") for the sample school (Holy Love) and what information should be input into the Budget for the sample school.
- Complete the online Fiscal Management Training quiz. ***Please note that the Holy Love Budget you load into the quiz will have Errors in the Error Report and will not meet all of the Choice program new school requirements. You do not need to try to resolve the errors or remove the financial related issues in Holy Love's unless the training specifically indicates you should enter information/amounts in the example Budget.***

Budget and Cash Flow Report: All new schools are required to submit an anticipated budget and cash flow report, including all required attachments, to the DPI by **August 1, 2024**. The school must use the Excel form provided by the DPI. The budget and cash flow report must meet all of the completeness requirements described in Section III of the report's cover page. The report must show that the school will have a positive cash flow in each month of the fiscal period, no operating deficit, and sufficient contingency funding. Contingency funding is funding that will be used if the school's actual enrollment is less than expected.

Once the form has been completed in Excel, the Choice administrator must upload the Excel version of the 2025-26 Budget & Cash Flow Report and all required attachments to Kiteworks, which is a secure web based platform. The Budget & Cash Flow Report uploaded to Kiteworks must be completed with the information for the legal entity of the school. The Choice administrator will be granted access to Kiteworks after they complete the training requirements, including the Fiscal Management Training quiz.

New School Registration Checklist: This checklist was created to assist you in ensuring all forms and requirements due by their respective dates are completed correctly. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements.

By December 31, 2024, the DPI will notify each new private school, in writing, whether it has satisfied the above requirements.

If you have questions concerning this information, please contact one of the Choice consultants via phone: 1-888-245-2732 x3 or email at privateschoolchoice@dpi.wi.gov.

*The deadline established in the law for completing the Fiscal Management Training is August 1, 2024. However, completion of the training is required for the Choice Administrator to obtain access to the school's Kiteworks folder, which is required for submission of the Budget, and to understand completion of the Budget due by August 1, 2024. As a result, the Fiscal Management Training should be completed by the Choice Administrator by July 15, 2024. Failure of the Choice Administrator to complete the training by July 15, 2024, may impact the school's ability to timely receive a Kiteworks folder and submit the Budget & Cash Flow Report and related attachments by August 1, 2024.