Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or SNSP. The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on the SNSP Notice of Intent to Participate for schools that are currently participating in the SNSP. If your school is not a current participant in the SNSP, please refer to the New SNSP School Intent to Participate presentation.
Notice of Intent to Participate (ITP)

- Indicates the private school’s intent to participate in the SNSP for the following school year.
- Electronically signed.
- Generally completed by SNSP administrator. Can also be completed by the school’s head of governing board.
- Due annually by the first weekday in March.

Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by the first weekday in March. The ITP must be electronically signed. Generally, the ITP is completed by the SNSP administrator but the school’s head of governing board may also complete it. The ITP must be completed by the first weekday of March.
Accessing the SNSP Portal

- The 2022-23 SNSP ITP is submitted using the SNSP Portal, which is available in WISEhome.
- The SNSP Administrator will need a WAMS ID in order to obtain access to the SNSP Portal.
- See the Adding SNSP Portal Access Instructions on the Registration webpage for information on how to obtain access to the SNSP Portal.
- Schools should complete a help desk ticket if they have questions on creating a WAMS account or accessing the SNSP Portal.

The ITP is completed in the SNSP Portal, which is available in WISEhome. The person who is submitting the ITP can either be the SNSP Administrator or the Head of the Governing Board. The first step to get access to the SNSP Portal is to determine if you already have a WAMS ID and obtain a WAMS ID if you do not already have one. Once the SNSP Administrator has a WAMS ID, they will need to log in and obtain access to the SNSP Portal. See the Adding SNSP Portal Access Instructions on the Registration webpage for information on how to obtain access to the SNSP Portal.

If your school has a school organizational Gmail account, then you may be able to use that to log into WAMS. If you have any questions on creating a WAMS account, please complete a help desk ticket at https://dpi.wi.gov/wise/secure-home-info/wisehome-wisesecure-help-ticket. An individual from the Department’s Customer Services Team will reach out to assist you. Please note the SNSP team is not managing adding SNSP users for the SNSP Portal, so we will not be able to assist you with this process.
Once logged into WISEhome, click on SNSP Portal.
How to get to the SNSP ITP & Special Education Profile

You must submit the ITP and the Special Education Profile using the SNSP Portal.

On the main page when you enter the SNSP Portal, you can access the Intent to Participate and Special Education Profile two ways:

1) Click on School Information in the top blue bar and select the item you would like to complete.

2) Click on “Intent to Participate” or “Special Education Profile” in the SNSP Registration Requirements for the 2022-23 School Year box. This box includes a list of the initial SNSP Registration Requirements for the 2022-23 School Year.
The status column will give you an update of the school’s status for the items listed.

Item 3 will remain blank unless you provide a Private School Requirements form. The form is required if the school is not fully accredited for all available SNSP grades.

Items 4 and 5 will indicate if they are required based on the responses you enter in the ITP.

If you have questions about what your school needs to submit by March 1, 2022, please review the SNSP School Registration Training at: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration. You can access this page by clicking the “Help” link on the top blue bar.
• If you are the SNSP Administrator for more than one school, you will need to complete the Intent to Participate and Special Education Profile for each school in the SNSP Portal.

• You can change the school by clicking the school name in the top right corner and selecting the school you would like to work on/review the information for.

• The top right corner will indicate the school you are accessing.
Starting the ITP

Notice of School's Intent to Participate
Special Needs Scholarship Program (SNSP)

School Year: 2022-23
Due Date: On or before March 01, 2022

Collection of this information is a requirement of Wis. Stat. §115.7915

The Intent to Participate (ITP) is required to be completed by the head of the school's governing board, or if designated by the head of the governing board, the SNSP administrator. The information on each page will be saved when you click the "Previous Page" or "Next Page" button. If you need to make changes to the ITP after it has been submitted, you can email snsp@dpi.wi.gov until March 01, 2022, requesting that your ITP be unlocked so the changes can be made.

Review the instructions and click the Next Page button.
The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page. Please note that on some pages the “Next Page” button will not be visible or clickable until all required fields are entered in and all errors have been resolved.
Identifying Information that Changed

• For each section, the school must indicate if there were any changes to the information.

• If changes are identified for one or more sections, the school will be required to:
  • Indicate the new information; and
  • Provide a School Information Update form with the new information identified if it impacts the current school year.

This form is dynamic, so when you select “Yes” that there is a change to School Information, SNSP Administrator Information, Head of Governing Board Information, or School Locations, then the form will give you the opportunity to make the necessary changes.

If any changes are required that impact the current school year, the school must also complete a School Information Update Form so that the data can be changed for the current school year.

Schools should contact the DPI in advance of making any changes to the school name. This change may affect the legal structure of the school and the SNSP participation requirements. If a change is required to the Federal Tax ID number (FEIN), the school must email the change to snsp@dpi.wi.gov as soon as possible. This change cannot be made directly in the form.
SNSP Administrator

- The school’s SNSP Administrator must be one of the following:
  - Owner of the school; or
  - An individual appointed as the school’s SNSP Administrator by the school’s governing body.

As a reminder, the SNSP Administrator must either be the owner of the school or an individual who is appointed by the school’s governing board to be the SNSP Administrator.
The SNSP Administrator’s responsibilities will include, but not be limited to:

- Completing the required SNSP school documentation.
- Accepting student applications and transfer requests.
- Verifying required student application and transfer request documents.
- Serving as the primary contact for the school’s SNSP.

The SNSP Administrator will be responsible for completing the required SNSP school documentation, accepting and verifying student applications, and will also be the school’s primary contact for SNSP questions. Some email communications from the Department will only be sent to the SNSP Administrator. Additionally, reports can only be signed and submitted by the SNSP Administrator. As a result, it is important that the school identify an SNSP Administrator who will be available to complete the SNSP reports by the required deadlines and ensure timely follow up to any questions or outstanding items.
The mailing address will first be identified. If any changes are required, make the updates in the boxes. Please note the location identified will be the address from the 2022-23 Private School Directory information, not the address previously provided to SNSP. If you identify the address is not correct on the screen, the change should also be submitted in the private school directory using the Private School Directory application at https://apps6.dpi.wi.gov/SchoolDirectory/.

- The mailing information must be the address where the school would like DPI to send the correspondence for the school.
School Location Changes

- All locations of the school must be identified in the ITP. If the mailing address is also a school location, it must be included in the school locations section.
- The school’s currently school locations will be identified.
- Location 1 should be the school’s primary location.
- If any changes are required, select yes.

Are there any changes to the mailing address or school location above?
- Yes
- No
School Location Changes (cont)

- Select the "Add Location" button to add a location.
- If you need to delete a location, click the delete button next to the location.
- Location 1 cannot be deleted since the school must have at least one location. If Location 1 is incorrect, overwrite the Location 1 information with the corrected information.

For any new school locations, the school must provide a Certification of Occupancy prior to students being in the new location.

These requirements are covered in detail in the 2022-23 Registration Requirements Overview training module. A link to the SNSP school training modules is available at the end of this presentation.
Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least $50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The information below will be used to calculate the expected summer school payment that will be included in this calculation. The total expected SNSP payment will be provided later in this process.
The form is dynamic – the bottom section will only appear if you select “Yes” above.

The pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January during the 2021-22 school year in order for the pupil to be eligible for SNSP summer school.

If the school indicates that it will have SNSP summer school, it must identify the number of SNSP pupils that will be in summer school. Please be aware that the pupil must have been included in the SNSP count for the 3rd Friday in September or 2nd Friday in January during the 2021-22 school year in order for the pupil to be eligible for SNSP summer school.

When the number of SNSP summer school pupils is entered in, the expected SNSP summer school payment will be indicated. The summer school payment is based on 5% of the payment for that pupil in the previous school year.
Available Grade Levels

- The school may choose to offer SNSP scholarships for new SNSP pupils in only some of its grades.
- Continuing SNSP schools must identify the grade that continuing SNSP pupils will be in and check those grades on this screen, even if the grade will not be available for new SNSP pupils at the school.
- The school must have at least 1 scholarship in each grade it identifies as available for SNSP pupils.

The next page of the ITP requires the school to select the grade levels that it will have SNSP scholarships available in. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade.

The school may choose to offer SNSP scholarships for new SNSP pupils in only some of its grades. However, continuing SNSP schools must identify the grade that continuing SNSP pupils will be in and check those grades on this screen, even if the grade will not be available for new SNSP pupils at the school.

A school that uses the accreditation letter option rather than the Private School Requirements form, must be fully accredited for all grades that are available for SNSP pupils. See the Accreditation Bulletin and School Registration page for additional information. A link to the webpages where these are available is at the end of the training.
Four-Year-Old Kindergarten Programs

If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent (FTE). The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides 87.5 or more hours of parental outreach for the parents of the K4 pupils. If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school training modules are available at the end of this presentation.
Five-Year-Old Kindergarten Program

• Select all five-year-old kindergarten (K5) programs the school will offer for SNSP pupils.
• You may select more than one option, but you will need to offer at least one SNSP scholarship for every grade category selected.

If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.
New SNSP Scholarships Available and Continuing SNSP Pupil Count

Click on the minus sign to expand the information on how to complete this calculation.

Schools that are continuing in the SNSP will need to identify the number of scholarships that are available for new pupils and the number of continuing SNSP pupils at the school by grade level. The continuing pupil counts must include all SNSP pupils that are identified as eligible in the school's 2nd Friday in January Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2 of the school's 2nd Friday in January Pupil Count Report, in the "Enrollment Count-SNSP Pupils" section.
SNSP Available Scholarships

• All grade categories identified must have at least one pupil included. If not, the school must:
  • Remove grade categories that have no pupils.
  • Remove any K5 programs that have no pupils.

If you have a category with 0 pupils, the "Next Page" button will not let you move to the next page and this message will appear.

All grade categories must have at least one pupil listed in one of the three columns. If there are no continuing SNSP pupils or new SNSP scholarships available in a particular grade category, the school should return to the applicable screen to remove the category.

If the school is removing a grade, the school should go back to the available grades screen and remove the grade(s) that will not have any SNSP pupils.
Determine if any additional pupils, not in the partial scholarship column, have been determined to no longer be a pupil with a disability.

Next we will go through an example of how a continuing SNSP school should complete the pupil counts. This is Schedule 2 from a school’s submitted 2\textsuperscript{nd} Friday in January Pupil Count Report. This school had 8 (eight) full scholarship pupils and 1 (one) partial scholarship pupil as of the 2\textsuperscript{nd} Friday in January.

Partial scholarship pupils are pupils that have been determined to no longer have a disability. Full scholarship pupils are all of the other SNSP pupils. Any pupils included as partial scholarship pupils in the school’s 2\textsuperscript{nd} Friday in January Pupil Count Report must be included as partial scholarship pupils in the ITP. Additionally, the school must determine if there are any other pupils that have been determined to no longer have a disability in the current school year. If the IEP reevaluation is still pending for a pupil, the pupil must be included in the full scholarship category, even if the school anticipates the pupil will be determined to no longer have a disability.

For more information about full and partial scholarship pupils, please see the Continuing Student Eligibility bulletin. A link to the SNSP Bulletins webpage can be found at the end of this presentation.
### SNSP Available Scholarships & Pupil Count Example (cont.)

<table>
<thead>
<tr>
<th>Lines</th>
<th>Category</th>
<th>Full Scholarship</th>
<th>Partial Scholarship</th>
<th>Total SNSP Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Headcount</td>
<td>Full Time Equivalent</td>
<td>Headcount</td>
</tr>
<tr>
<td>1</td>
<td>4 Year OMH/547 Hours (FTE)</td>
<td>1</td>
<td>0.5</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>4 Year OMH/547 Hours + 97.5 Hours Outside (FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>5 Year OMH/570 Days (FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>5 Year OMH/570 Days (FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>5 Year OMH/570 Days (FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Grades 1-8 (0.0 FTE)</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Grades 9-12 (0.0 FTE)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Total Grades 1-12</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Total SNSP Pupils</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

- Determine the anticipated grade for the next school year for each pupil on the 2nd Friday in January Pupil Count Report.

The school should include the pupils in the grade category that it anticipates they will be in during the school year for which the ITP is being completed. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. As a reminder, if a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.
SNSP Available Scholarships & Pupil Count Example (cont.)

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>2nd Fri in Jan Grade Category</th>
<th>2nd Fri in Jan Headcount</th>
<th>2nd Fri in Jan School Year Grade</th>
<th>Anticipated Grade for School Year in ITP?</th>
<th>Determined to No Longer Have a Disability During 2nd Friday in January School Year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>K4 -0.5 FTE</td>
<td>1</td>
<td>K4</td>
<td>K4 (pupil not advancing)</td>
<td>No new IEP reevaluation</td>
</tr>
</tbody>
</table>

The first grade category is the K4 half-time FTE category. The school had a pupil in this category who was a full scholarship pupil on the 2nd Friday in January Pupil Count Report. The school anticipates this pupil will need to be in K4 for an additional year. No new IEP reevaluation has been completed for this pupil, so the pupil will continue to be a full scholarship pupil. The school must input 1 (one) in the full scholarship continuing SNSP pupil, K4 half-time FTE category.

The K4 student is marked as a FULL Continuing Pupil.
The next grade category for this school is the K5 1 FTE category. This category has 2 (two) pupils in it on the 2nd Friday in January Pupil Count Report. The school anticipates both pupils will progress to 1st grade. One of the pupils had an IEP reevaluation during the school year and was determined to no longer have a disability. As a result, the school will receive a partial scholarship in the following school year. The other pupil has not had an IEP reevaluation. The ITP should include a 1 (one) in the Grades 1-8 column in both the partial scholarship continuing SNSP pupils column and in the full scholarship continuing SNSP pupils column for these pupils.
The school also has 5 (five) pupils that are receiving a full scholarship in the Grades 1-8 category on the 2nd Friday in January Pupil Count Report. The pupils include a 1st grader, 3rd grader, 4th grader, 6th grader, and 8th grader. The school anticipates all of the pupils will progress to the next grade in the following year. The school provides K4 through 8th grade. The school anticipates that the 8th grader will graduate. It must still include a scholarship for the 8th grader in case the pupil does not progress to the next grade at the end of the year. As discussed earlier, if this pupil ends up transferring to a different SNSP school and/or withdrawing from the SNSP, the school may either convert the scholarship to a new SNSP pupil scholarship or not fill the scholarship.

The 3rd grader had a IEP reevaluation during the year that determined he/she still has a disability. The IEP reevaluation for the 6th grader is currently being completed. The school anticipates the 6th grader will be determined to longer have a disability. No other pupils have had an IEP reevaluation completed during the school year. Since the reevaluation for the 6th grader has not yet been completed, the pupil must be included in the full scholarship continuing SNSP pupils column.

As a result, an additional 5 (five) pupils must be added to the full scholarship continuing SNSP pupils column. Since 1 (one) K5 SNSP pupil is already in this category, the total count is 6 (six).
Finally, the school has one partial scholarship pupil in the Grades 1-8 category. This pupil is currently in 7th grade and the school anticipates the pupil will progress to 8th grade. Since the pupil has already been determined to be a pupil without a disability in a previous school year, they must be added to the partial scholarship continuing SNSP pupils column. This results in 2 (two) pupils in this category.
The school would like the following new SNSP scholarships available:

- 4-year old kindergarten (0.5 FTE): 2 pupils
- 5-year old kindergarten (1.0 FTE): 3 pupils
- Grades 1-8: 10 pupils, the school decides to only put 9 new SNSP pupils since they expect a scholarship to be available after the current 8th grade SNSP pupil leaves the school.

Finally, continuing schools must input the number of new SNSP scholarships available. In this example, the school would like to have space for 2 (two) K4 pupils, 3 (three) K5 pupils, and 10 (ten) pupils in Grades 1-8. Since the school expects that the SNSP pupil currently in 8th grade will graduate, the school decides to decrease the Grades 1-8 new scholarships available by 1 (one), resulting in 9 (nine) scholarships available for new SNSP pupils in Grades 1-8 on the ITP. When the 8th grader leaves the school, the school could convert the scholarship to a new pupil scholarship. Please be aware that if the school chooses to do this and the pupil does not leave the school, the school will not have that scholarship available for a new SNSP pupil.
SNSP Available Scholarships & Pupil Count Example (cont.)

• All boxes must have a number input. If a school does not have pupils in all of the columns for a grade category, insert 0 for the columns with no pupils.

• The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 for all of the columns for a grade category.

If the school has pupils in a grade category in only some of the columns, the school must insert a 0 (zero) in the columns that do not have any pupils. In this case, the school must insert a 0 (zero) in the partial scholarship continuing SNSP pupils K4 category and in both continuing SNSP pupil K5 categories.

The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 (zero) for all of the columns for a grade category.
### SNSP Available Scholarships & Pupil Count Example (cont.)

<table>
<thead>
<tr>
<th></th>
<th>PARTIAL Continuing Pupils</th>
<th>FULL Continuing Pupils</th>
<th>New SNSP Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Year Old Kindergarten (0.5 FTE)</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5-Year Old Kindergarten (1.0 FTE)</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Grades 1-8 (1.0 FTE)</td>
<td>2</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total SNSP Scholarships Available</strong></td>
<td><strong>2</strong></td>
<td><strong>7</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

As the number of pupils are entered in, several numbers on the screen will update. The total for each column will be identified. The school must ensure that the total SNSP pupils does not exceed the number of SNSP scholarships the school would like to have.
You will need to confirm that you reviewed your January Count Report and have provided a sufficient number of continuing scholarships.

The total continuing pupils number will also update. This is calculated based on the total of the partial scholarship continuing SNSP pupils column and the full scholarship continuing SNSP pupils column. This number must match the school’s 2nd Friday in January Pupil Count report less any pupils that have withdrawn in writing from the SNSP since the 2nd Friday in January. If the amount does not match, the school must review the 2nd Friday in January Pupil Count Report and increase the number of scholarships in the ITP. Once the number matches, the school must check the box.

The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. For example, if a school is a K to 8 school and the school has a SNSP student in 8th grade, it must include a scholarship for the 8th grader even if the school anticipates the student will be in 9th grade in the following year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.
SNSP Expected Payments

Total SNSP Expected Payments
Regular School Year Expected SNSP Payment: $271,780.00
Summer School Expected SNSP Payment: $0.00
Total Expected SNSP Payment: $271,780.00

- The regular school year expected payment amount is calculated based on the FTE for the new scholarships available and the continuing SNSP pupils, if applicable.
- The summer school expected payment amount will be completed based on the information entered in the summer school page.

The bottom of the bond or financial information calculation page will calculate the expected SNSP payments. This section will include the summer school expected payments and calculate the regular school year payments based on the headcounts entered for each grade category.

The regular school year SNSP pupil payments are calculated on a per FTE basis. Previous slides discussed how the FTE is determined for K4 and K5 pupils. Pupils in grades one (1) through twelve (12) are 1.0 FTE.

Partial scholarship pupils at continuing schools are included in the SNSP expected payments based on the Private School Choice Programs’ rates.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report, & Audit Overview training module and the Payments webpage. A link to the Payments webpage and the SNSP school training modules can be found at the end of this presentation.
If the school’s expected SNSP payment on the previous page is not greater than $50,000, you will not see this page.

If a school is expected to receive $50,000 or more of SNSP scholarships, based on the total number of pupils entered into the ITP, then the school will be required to indicate on the ITP which option the school will provide, either the required financial information by the first weekday in March (March 1, 2022) prior to the school year or a surety bond to the DPI by the first weekday in June (June 1, 2022).

If the school’s expected SNSP payment on the previous page is not greater than $50,000, you will not see this page.

For more information about the financial information or surety bond, please see the SNSP 2022-23 Registration Requirements Overview training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.
Choose your role for the school and certify the ITP.

The final page of the ITP requires the head of the school’s governing board, or the SNSP Administrator, if designated by the head of the school’s governing board, to check the box on the agreement page indicating that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box and submitting the form, the head of the school’s governing board, or the SNSP Administrator, is also indicating that they have read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49. Links to Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation and on this page in the ITP.

The head of the school’s governing board, or the SNSP Administrator if designated by the head of the governing board, must click the submit button to submit the school’s ITP to the department.
• After the ITP is submitted, the Status will automatically change to “Filed.”
• The Financial Requirements – Budget and Surety Bond will update to indicate “Required-Not Filed” for the applicable option if the bond or budget is required based on the completed ITP.
Changes to ITP After Submission

If you need to change something after you have submitted the ITP or Special Education Profile, you may request to have them unlocked until the due date, March 1, 2022, by emailing snsp@dpi.wi.gov.

If the ITP and/or special education profile is locked and the school determines it would like to make revisions to them, the school can request that the ITP be unlocked before the due date by emailing snsp@dpi.wi.gov. When a report is unlocked after it has been filed, the status will indicate “Resubmission Needed”. Once it is resubmitted, it will go back to “Filed”.

The school should then resubmit the ITP with the changes as soon as possible but no later than the due date of the ITP.

The DPI may also email schools notifying them that the ITP or special education profile has been unlocked due to items identified by DPI. The school must make the corrections and resubmit the form as soon as possible in advance of the due date.
Save and/or Print a Copy for Your Records

Download a PDF of the summary. You may save and/or print a copy for your files.

If, in the future, you want to review what was submitted for the ITP, you will be able to continue to access the summary in the SNSP Portal.

It is recommended that the school download the summary of the ITP for the school’s records. However, the SNSP Portal will continue to be accessible by the SNSP Administrator and, if applicable, the Head of the Governing Board, so the school will be able to continue to review the submitted responses after March 1, 2022.
Quiz #1

Which schools must complete the Intent to Participate?

a. Only new schools prior to their initial year in the SNSP.
b. All participating private schools must complete the forms every year to participate in the SNSP.
c. Public schools who have pupils participating in the SNSP.

The correct answer is b. All participating private schools must complete the Intent to Participate every year for the SNSP.

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.
Quiz #2

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

a. The head of the school’s governing board.
b. Any staff member at the school.
c. The school’s business manager.
d. The individual designated as the school’s SNSP administrator.

The correct answer is a or d. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school’s governing board, or if designated by the school’s governing board, the SNSP Administrator.
**Quiz #3**

True or False: If a K-8 school has a SNSP pupil in 8\textsuperscript{th} grade who they anticipate will be in 9\textsuperscript{th} grade in the following school year, the school does not need to include an available scholarship for this pupil in the school’s ITP.

This statement is False. The school must include a scholarship for the 8\textsuperscript{th} grader, even if it anticipates the pupil will be in 9\textsuperscript{th} grade in the following school year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade.
Available Resources

SNSP Homepage: [https://dpi.wi.gov/parental-education-options/special-needs-scholarship](https://dpi.wi.gov/parental-education-options/special-needs-scholarship)

- School Registration Page
- SNSP Bulletins
- School Submitted Reports Webpage
- SNSP Payments
- SNSP Training
- SNSP Statutes & Rules

This slide includes the webpages that were referenced during the training.
If you have any questions about the information discussed in this module please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4