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 not currently participating in the SNSP. If your school is a current participant in the SNSP, please refer to the Continuing 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.
Private School in Wisconsin

- If a school would like to participate in the SNSP, it must first be set up in the DPI Private School Directory.

- If your school is not currently set up in the DPI Private School Directory, the school must complete the DPI School Modification Form as soon as possible.

- In the “General description of request” section of the form indicate, “Set up school as a new private school for the 2022-23 school year. The school intends to participate in the Special Needs Scholarship Program in the 2022-23 school year.”

- The school will not be able to access the SNSP Portal to complete the ITP or Special Education Profile until the school is set up as a school with DPI.

If your school is not currently set up as a private school in the DPI Private School Directory, the school must submit the School Modification form at https://dpi.wi.gov/cst/data-collections/school-directory/directory-application/school-modification as soon as possible. Please indicate in the School Modification form that you intend to participate in the Special Needs Scholarship Program in the 2022-23 school year. Until you complete this form and the school has been set up, you will not be able to access the SNSP portal, which is required to complete registration forms that are due by March 1, 2022.
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.
• Schools that will be new to the SNSP in the 2022-23 school year need to complete the SNSP School Information Set Up form in order to access to the SNSP Portal.

• If the school tries to access the SNSP Portal before completing the form, they will receive the message above.

For schools that are new to the SNSP, the school will need to complete the SNSP School Information Set Up form on the SNSP School Registration page: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration. The form provides DPI with information on which schools will be participating in the SNSP for the first time in the 2022-23 school year and the SNSP Administrator’s name and email address that needs to be approved for access to the SNSP Portal for the school.
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.

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 snsip@dpr.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.
Page Navigation

- Use the Previous Page and Next Page buttons to navigate between pages.
- Clicking on Previous Page and Next Page will save your work if you need to log out and return later.

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.
The school name will be filled in. It will indicate the school name in the private school directory. If you need to change the name, you must complete a help desk ticket as soon as possible requesting the change. The Application should be “School Directory - Enterprise.”

- Complete the school phone number and Federal Tax ID number or FEIN.
- If you do not yet know the FEIN, insert TBD.
- Once you complete the section, select “Next”.

Complete the school phone number and Federal Tax ID number or FEIN. If you do not yet know the FEIN, insert TBD. Once you complete the section, select “Next”.
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.

The school must identify the SNSP Administrator and their email address on the ITP. 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.

If the SNSP Administrator is completing the ITP, the name identified must match the individual completing the ITP.
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.
• Next, identify the first and last name and email address of the school's head of the governing board.

• If the school is part of a legal entity, the head of the governing board of the legal entity must be listed, even if there is a school sub committee.

• If the head of the governing board is the individual completing the ITP, the name here must match that individual.
The mailing information must be the address where the school would like DPI to send the correspondence for the school.

If the mailing address is the same as your main school location, check the box at the bottom of the address before selecting the Next box.

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. 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/.

If the mailing address is the same as your main school location, check the box at the bottom of the address before selecting the Next box.
The school must meet the certificate of occupancy requirements for all locations of the school. 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.
If you need to delete a location, complete the following:

- Enter information in each location box.
- Click the "Next Page" button.
- Click the "Previous Page" button on the next page.
- The Delete location button will then be clickable for locations after location 1.
- 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.
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 3\textsuperscript{rd} Friday in September or 2\textsuperscript{nd} 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. \textbf{Please be aware that the pupil must have been included in the SNSP count for the 3\textsuperscript{rd} Friday in September or 2\textsuperscript{nd} 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

- It is the school’s choice whether it would like to have a SNSP scholarship available in every educational programming grade the school offers or only some of the grades.
- 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.

Please note that SNSP schools do not have to offer SNSP scholarships for all grades the school has. The school may choose to offer SNSP scholarships in only some of its grades. However, 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.
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.
All new SNSP schools will need to identify how many SNSP scholarships are available at the school. The total number of available SNSP scholarships at the bottom will be calculated as the number of scholarships for each category are entered. All grade categories on the screen must have at least one available SNSP scholarship.

If there are no available SNSP scholarships 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 available SNSP available scholarships. If the school will have K5 available for the SNSP, but would like to remove one of the FTE categories, the school must go back to the K5 programs page and remove the check next to the categories that will not be available for SNSP pupils.
The bottom of the page will calculate the expected SNSP payments. This section will include the summer school expected payments from the previous page and calculate the regular school year payments based on the available SNSP scholarships 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.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report & Audit Overview training module. A link to 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 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.
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 answers are 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 head of the governing board, the special needs scholarship program administrator.
Available Resources

SNSP Homepage: 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.
Questions

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4

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.