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

This training will provide information on completing the Preliminary Enrollment Report.

Report Overview

Preliminary Enrollment Report

- Due by the last weekday in August.
- Provides a list of the SNSP pupils enrolled at the school who have not withdrawn.
- If the school has pupils who are continuing SNSP pupils from the previous school year, the school must identify if the pupils were determined to no longer to have a disability in the prior school year.
- The SNSP administrator must download the Preliminary Enrollment Report from Kiteworks. Instructions on how to use Kiteworks are available here: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports

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The Preliminary Enrollment Report is due by the last weekday in August each year. Through the report, the school provides a list of the pupils enrolled at the school as of the last weekday in August.

If the school has any pupils who are continuing SNSP pupils, it must identify if the pupils were determined to no longer have a disability in the previous school year and are thus considered to be partial scholarship pupils. The partial scholarship payment is based on the Private School Choice Programs rate. Please note, however, that partial scholarship pupils are still considered to be SNSP pupils. Partial scholarship pupils may continue to participate in the SNSP at the same school but may not transfer to a different school and retain their SNSP scholarship.

Payment Process

- The September payment is 25% of the annual full time equivalent (FTE) SNSP payment amount for each eligible pupil on the Preliminary Enrollment Report.
- The November payment is 50% of the annual FTE SNSP payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.
- The February & May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Count Report and class list.

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In order to generate a September payment, schools must submit the Preliminary Enrollment Report. This report identifies the number of SNSP pupils who are enrolled in the school.

However, since the September and November payments are ultimately based on the number of pupils who meet the attendance requirements for the 3rd Friday in September, the November payment acts as a true-up payment that uses the data reported in the 3rd Friday in September Pupil Count Report. The November payment is calculated based on the number of SNSP pupils on the 3rd Friday in September Pupil Count Report multiplied by 50% of the annual payment less the payments received in September.

Therefore, the November payment will be reduced for pupils included on the Preliminary Enrollment Report who were not included on the 3rd Friday in September Pupil Count Report. This would happen, for example, for a pupil who enrolls in the school and is eligible for the SNSP by the last weekday in August but never attends the school.

Conversely, the November payment is increased for pupils who were not included on the Preliminary Enrollment Report but who were included on the 3rd Friday in September Pupil Count Report. For these pupils, the school would receive 50% of the annual payment in November.

The February and May payments are each 25% of the annual FTE amount for each eligible pupil on the 2nd Friday in January Pupil Count Report.

2022-23 SNSP Payment Amounts

- The 2022-23 payment amounts are as follows:
  - $13,076 per FTE for full scholarship students
  - $8,399 per FTE for partial scholarship students in K-8
  - $9,045 for partial scholarship students in 9-12
- See the SNSP payment page at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments.

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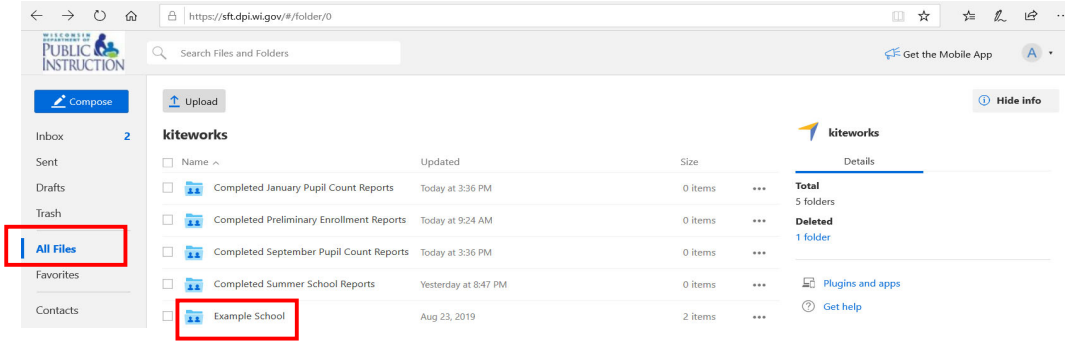
The 2022-23 SNSP payments are $13,076 per FTE for full scholarship students, $8,399 per FTE for partial scholarship students in K-8, and $9,045 for partial scholarship students in 9-12 unless a school submitted a 2021-22 Statement of Actual Cost for a pupil by July 15, 2022.

Obtaining the Pupil Count Reports

- SNSP administrators can obtain the report in the school's Kiteworks folder.



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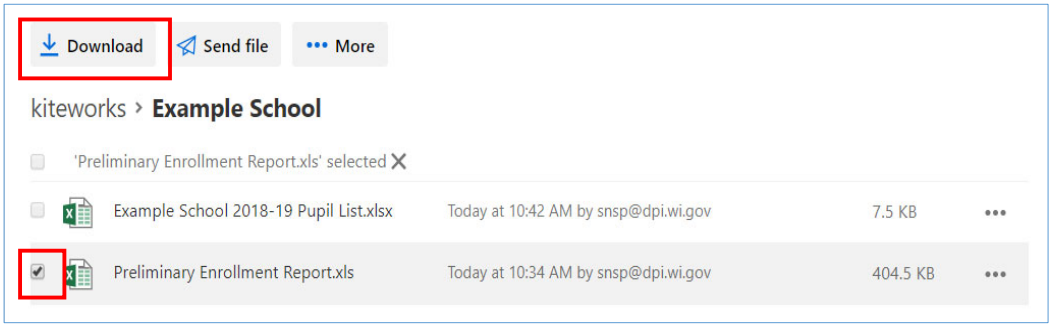
The count reports are available in Kiteworks at https://sft.dpi.wi.gov/. Each SNSP administrator is given access to their reports in Kiteworks. The DPI will send an email to all SNSP administrators and designees when the count reports are available. The SNSP administrator must then log into the Kitworks account, click on "All Files" and then click on the school's folder. Kiteworks Instructions are available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports that explain how to set up a Kiteworks account, download documents, and upload completed reports.

SNSP designees may assist with completing the reports but only the SNSP administrator may download the report from Kiteworks, sign the report, and upload it to Kiteworks once completed.

Obtaining the Pupil Count Reports (cont)

- Download the report by checking the box next to the report and selecting "Download".



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In the school folder, the SNSP administrator must download the report by checking the box next to the report and clicking the "Download" button. If the SNSP administrator clicks on the report name, Kiteworks will only open a pdf version of the report. This will not allow you to change it to an Excel document or download it as an Excel document.

Please note the school's folder in Kiteworks will only include the blank copy of the report. The completed copy of the report is uploaded by the SNSP administrator in the completed report folders we will discuss later in the training.

Student Information in the Report

- The report will be prefilled if the school has eligible continuing pupils and/or submitted 2022-23 applications or transfer requests in the Portal by August 12, 2022.
- If additional 2022-23 applications or transfer requests are determined eligible by August 31, 2022, the school must add them to Schedule 3 of the report and submit them in the SNSP Portal by August 31, 2022.

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Since the Preliminary Enrollment Report is based on pupils who are enrolled and eligible as of the last weekday in August and must be submitted by the last weekday in August, the department will be providing the report to schools before all potential applications and transfer requests may be received by the department. Schedule 2 of the report will be prefilled if the school has eligible continuing pupils and/or has submitted applications or transfer requests to the department for the current school year by August 12, 2022. Otherwise, a blank report will be provided to the school.

Schedule 1
IEP Reevaluations

Completion of Schedule 1

- Schedule 1 only needs to be completed if you have any continuing SNSP students from a previous school year that are still eligible for the SNSP.
- If you do not have any pupils listed, proceed to Schedule 2.

Reevaluation

- In order for a pupil to continue in the SNSP, the pupil must be made available for a reevaluation by the pupil's Individualized Education Program (IEP) team within sixty (60) days of a reevaluation request from the resident school district.
- The reevaluation may be completed by the nonresident district that the private school is in if the parent provides written consent that the nonresident school district complete the reevaluation.
- The pupil's IEP team may only conduct a reevaluation once every three (3) years for SNSP eligibility purposes.

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If you do have pupils listed on Schedule 1, you will report information on any reevaluations completed during the previous school year. In order for a pupil to continue in the SNSP, the pupil's parent must make the pupil available for a reevaluation within sixty (60) days of when a reevaluation request is made by the pupil's resident school district for SNSP eligibility purposes. If the private school is in a pupil's nonresident district and the parent provides written consent, the nonresident school district may complete the reevaluation rather than the resident school district.

The IEP team may only conduct a reevaluation once every three (3) years for SNSP eligibility purposes. The school must retain the IEP reevaluation in the pupil's file for auditing purposes. See the Continuing and Transfer Student Eligibility Bulletin at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins for additional information.

Reevaluation Waiver

- Waivers are permissible.
- Must have a signed waiver agreement.
- The next SNSP reevaluation is required 3 years from the date of the reevaluation waiver agreement.
- Retain reevaluation waiver agreement for auditing purposes.

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If an IEP team decides to waive a pupil's three (3)-year reevaluation, then for SNSP eligibility purposes, the pupil's parent must provide the private school with the reevaluation waiver agreement signed by a school district representative indicating that the parent or guardian agreed that an IEP reevaluation was not required. If a pupil's reevaluation is waived by the IEP team, the pupil is still considered to have a disability and the pupil's next reevaluation date would be three (3) years from the date of the reevaluation waiver. The school must retain the reevaluation waiver agreement in the pupil's file for the auditor's review.

Schedule 1-IEP Reevaluations

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered
1	1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024				No
2	1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023				No
3	1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022				No
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022				No
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022				No

- The pupils listed on Schedule 1 are continuing SNSP pupils.

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Schedule 1, Columns A to E will be prefilled by the department and the "Questions Answered" column will indicate "No" for all of the students until Columns F to H are completed. The schedule will include full scholarship pupils who applied for the SNSP in a previous school year who are still eligible for the program and students who transferred to your school in the current school year. The schedule also has information on their IEP evaluations.

Schedule 1-IEP Reevaluation Dates

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered
1	1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024				No
2	1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023				No
3	1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022				No
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022				No
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022				No

- Last evaluation date is initially based on the evaluation or reevaluation date on the application. This date will be updated for any reevaluations reported in a Preliminary Enrollment Report or Enrollment Audit.
- The next required reevaluation date is prefilled by the department based on the last evaluation date in Column D.

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The last evaluation date in Column D is either: (1) based on the IEP evaluation or reevaluation date on the application; or (2) if a reevaluation was reported on a prior year Preliminary Enrollment Report or in a subsequent Enrollment Audit, it is based on that date.

The next required reevaluation date is identified for each pupil in Column E. For most pupils, this date is 3 years from the date of the last evaluation or reevaluation identified in Column D. However, if the evaluation identified on the pupil's application was not within three (3) years of when the pupil began attending the school as an SNSP pupil, the pupil's three (3) year reevaluation date is determined as three (3) years from the date that the pupil began attending the school as an SNSP pupil.

Schedule 1-IEP Reevaluations

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered	M Scholarship Type
1	1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024	No			Yes	Full
2	1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023	No			Yes	Full
3	1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022	Yes	3/1/22	Disability	Yes	Full
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	No			Yes	Full
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022	Yes	5/3/22	No Disability	Yes	Partial

- For each pupil, indicate if a reevaluation was completed on or before June 30th of the previous school year in Column F. If so, identify the results in Columns G and H.
- Column M will indicate each pupil's scholarship type based on the IEP reevaluation determination.

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For each pupil listed, the school must identify in Column F if an IEP reevaluation or a waiver of an IEP reevaluation was completed on or before June 30, 2022. If any students are identified as no longer having a disability in the 2022 Preliminary Enrollment Report, the school will begin receiving a partial scholarship for the students in the 2022-23 school year. As long as the pupil continues at that school and does not have one of the situations occur that make the pupil no longer eligible for the SNSP, the pupil will be able to continue at that school for each subsequent school year as a partial scholarship student.

If the reevaluation was completed before July 1, 2021 for a pupil but not reported to the department in the previous school year, complete Columns G and H with the date of the reevaluation and the IEP reevaluation determination. If the student was determined to no longer have a disability prior to July 1, 2021, the student was not eligible for a full scholarship beginning in the school year following the determination. The department will notify the school of any amounts owed back to the department due to the difference in the payment rates.

For each pupil who had an IEP reevaluation completed on or before June 30, 2022, the school will also need to identify the date of the IEP reevaluation in Column G. You will receive an error message if you enter a date after June 30, 2022 or if the date is on or before the last evaluation date in Column D. Next, select if the pupil was determined to

still have a disability by selecting Disability or No Disability from the drop down in Column H.

In our example, Greg Brown had a reevaluation and was determined to have a disability; whereas Marcy Taylor had a reevaluation and was determined to no longer have a disability. In this case, Column M reflects that all of the SNSP pupils will receive a full scholarship except for Marcy Taylor, who will receive a partial scholarship, since she was determined to no longer have a disability.

Schedule 1-IEP Reevaluations (cont.)

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered	J IEP Reevaluation Required But Not Completed	K Status of IEP Reevaluation *Complete this Column if Column J indicates "Identify status"*	L Status ncomplete
1	1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024	No			Yes	OK	Status Not Required	OK
2	1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023	No			Yes	OK	Status Not Required	OK
3	1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022	Yes	3/1/22	Disability	Yes	OK	Status Not Required	OK
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	No			Yes	Identify status		ror
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022	Yes	5/3/22	No Disability	Yes	OK	Reevaluation Completed After 6-30-22 Reevaluation in Process Reevaluation Not Started Contacted District to Start Reevaluation Student is not eligible for the SNSP	OK
6											OK		OK
7											OK		OK

- If an IEP reevaluation that was required on or before June 30th of the previous school year was not completed by that date, identify the status of the reevaluation in Column K using the drop down.

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If the next required reevaluation in Column E was on or before June 30th of the previous school year, and an IEP reevaluation was not completed, Column J will indicate "Identify status." In this example, George Miller was required to have a reevaluation by 3-2-22 but did not have a reevaluation on or before June 30, 2022. The school must identify the status of the IEP reevaluation in Column K by selecting which of the statuses in the drop down is applicable. If a reevaluation has not yet started but the school and/or parent has contacted the district regarding the required reevaluation, the school should select "Contacted District to Start Reevaluation." If the reevaluation has started but is not yet completed, select "Reevaluation in Progress". These reasons can be used if a reevaluation has been delayed due to COVID-19 and one of the options is applicable for the student.

If the school identifies "Reevaluation Not Started" for any of the pupils where a reevaluation was required, the school and/or parent should reach out to the district as soon as possible to begin the reevaluation process. The school will also be required to resubmit the Preliminary Enrollment Count Report with Schedule 5 completed by the 3rd Friday in September. The school should refer to the Continuing and Transfer Student Eligibility Bulletin for additional information on the reevaluations and which district completes the reevaluation.

Pupil Eligible for Scholarship?

A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:

- The student graduates from high school;
- The student turns 21;
- The student no longer resides in Wisconsin;
- The student enrolls in another school or a home-based educational program;
- The student is not made available for a reevaluation; or
- A student who has been determined to no longer have a disability leaves the SNSP school that they are attending.

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A student who has been accepted into the SNSP will continue to receive a SNSP scholarship until one of the situations listed on this screen occurs. Schools are required to notify the DPI when a pupil is no longer eligible for a scholarship by submitting the Student Withdrawal or Transfer Notification Form available here: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing. If this form was not submitted prior to the Preliminary Enrollment Report being sent to the school, the school must identify the student is no longer eligible for the scholarship in Schedule 2, Column K.

The first situations when a student would no longer be eligible for the SNSP are when a SNSP student at your school graduates from high school or turns 21 by the end of a school year. In these cases, the school should notify the department at the end of that school year or the beginning of the next school year since the student will no longer be eligible for the SNSP.

The next situation is when a student no longer resides in Wisconsin. Annually, SNSP schools are required to determine continuing students' current address. If a student lives outside of Wisconsin, the student would no longer be eligible for the SNSP.

If a student has not been attending the school, the school should follow up with the parent to determine if the parent would like to withdraw from the SNSP or if the student is enrolled in another school or a home-based educational program. If the parent indicates they would like to withdraw or if the student is enrolled in another school or a home-based educational program, the student is no longer eligible for the SNSP.

Additionally, if a parent does not make the student available for an IEP team reevaluation within 60 days of a request being made by the school district for SNSP eligibility purposes, the student would not be eligible for the SNSP.

Finally, if a student who has been determined to no longer have a disability leaves the SNSP school that they are attending, the student would no longer be eligible for the SNSP.

Schedule 1-IEP Reevaluations (cont.)

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered	J IEP Reevaluation Required But Not Completed	K Status of IEP Reevaluation *Complete this Column if Column J indicates "Identify status"*	L Status Incomplete
1	1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024	No			Yes	OK	Status Not Required	OK
2	1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023	No			Yes	OK	Status Not Required	OK
3	1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022	Yes	3/1/22	Disability	Yes	OK	Status Not Required	OK
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	No			Yes	Identify status		rror
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022	Yes	5/3/22	No Disability	Yes	OK	Reevaluation Completed After 6-30-22 Reevaluation in Process Reevaluation Not Started Contacted District to Start Reevaluation Student is not eligible for the SNSP	OK
6											OK		OK
7											OK		OK

- If a student who is listed is no longer eligible for a SNSP scholarship and you are not aware of a reevaluation having occurred in the previous school year, indicate "No" in Column F.
- If an IEP reevaluation was required for a student no longer eligible for the SNSP indicate, "Student is not eligible for the SNSP" in Column K. If this is identified, the student must also be identified as ineligible for a scholarship in Schedule 2 or the school will receive an error.

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If a student who is listed on Schedule 1 is no longer eligible for a SNSP scholarship at the school and the school does not have information that an IEP reevaluation was completed for the student, indicate "No" in Column F.

If a reevaluation was required for the pupil during the previous school year, Column J will require that the school identify the status of the reevaluation. If a student is no longer eligible for the SNSP, "Student is not eligible for the SNSP" should be identified. If this status is identified, Schedule 2 must indicate the pupil is not enrolled or eligible for a scholarship.

Students Transferring From Your School to a Different School

- If a pupil transferred from your school to a different SNSP school, the pupil will be included on Schedule 1 & 2 if your school has not notified the department that the student will no longer be participating in the SNSP at your school.
- If you receive notification from the student that he or she has accepted a SNSP scholarship at a different SNSP school by the due date of the Preliminary Enrollment Report complete the following:
  - Schedule 1: If a reevaluation was required for a student but not completed or the school does not have the information on the reevaluation, the school can indicate "Student is not Eligible for the SNSP" in Schedule 1, Column K.
  - Schedule 2: Identify the pupil as no longer eligible for a SNSP scholarship.

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If a pupil transferred from your school to a different SNSP school, the pupil will be included on Schedule 1 and 2 if your school has not notified the department that the student will no longer be participating in the SNSP at your school.

If you receive notification from the student that he or she has accepted a SNSP scholarship at a different SNSP school by the due date of the Preliminary Enrollment Report, the student should be identified as no longer eligible for a SNSP scholarship on Schedule 2. If a reevaluation was required for a student but not completed or the school does not have the information on the reevaluation, the school can indicate "Student is not Eligible for the SNSP" in Column K if the student transferred to a different school. In the case of a student that is transferring, this is a notification that the pupil is no longer eligible for a scholarship at that school rather than an indication that the pupil is no longer eligible for a SNSP scholarship at any school.

If the school receives the notification between September 1st and the 3rd Friday in September that the pupil has accepted a SNSP scholarship at a different school, the school should complete the Student Withdrawal or Transfer Notification Form available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing.

Schedule 1 – IEP Reevaluations (cont.)
School must complete Schedule 5

A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/22?	G Date of IEP Reevaluation *Complete if Column F is Yes*	H IEP Reevaluation Determination *Complete if Column F is Yes*	I Questions Answered	J IEP Reevaluation Required But Not Completed	K Status of IEP Reevaluation *Complete this Column if Column J indicates "Identify status"*	L Status Incomplete	M Scholarship Type	N Ineligible Pupil Match	O Status of IEP Reevaluation Required by September 16th
1058	Lynn	Smith	8/15/2016	10/10/2021	10/9/2024	No			Yes	OK	Status Not Required	OK	Full	OK	No
1059	Sylvia	Jones	9/1/2014	11/11/2020	11/10/2023	No			Yes	OK	Status Not Required	OK	Full	OK	No
1062	Greg	Brown	3/10/2015	5/15/2019	5/14/2022	Yes	3/1/22	Disability	Yes	OK	Status Not Required	OK	Full	OK	No
1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	No			Yes	Identify status	Reevaluation Not Started	OK	Full	OK	Yes
1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022	Yes	5/3/22	No Disability	Yes	OK	Status Not Required	OK	Partial	OK	No

- If an IEP reevaluation that was required on or before June 30th of the previous school year was not completed by that date, identify the status of the reevaluation in Column K using the drop down.
- Column O will indicate that the school must complete Schedule 5 and resubmit the updated Preliminary Enrollment Report by September 16, 2022 in the following situations:
  - If the school selects "Reevaluation Not Started" for a student that had a reevaluation required in the prior school year.
  - If the school selects anything other than "Reevaluation Completed After 6-30-22" for a reevaluation that was required before July 1, 2021.

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If an IEP reevaluation that was required on or before June 30th of the previous school year was not completed by that date, identify the status of the reevaluation in Column K using the drop down.

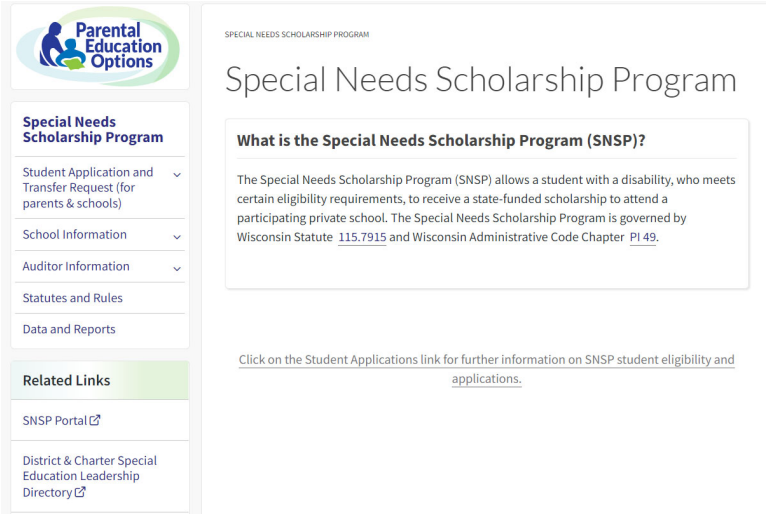
Column O will indicate that the school must complete Schedule 5 and resubmit the updated Preliminary Enrollment Report by September 16, 2022 in the following situations:

- If the school selects "Reevaluation Not Started" for a student that had a reevaluation required in the prior school year.
- If the school selects anything other than "Reevaluation Completed After 6-30-22" for a reevaluation that was required before July 1, 2021.

Application & Transfer Request Submissions in the SNSP Portal

SNSP Portal

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



- The link to the SNSP Portal is the first link under "Related Links" on the left hand side of the SNSP webpages.

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In order to access the SNSP Portal, go to the SNSP webpage. In the related links, click on the "SNSP Portal" link.

Submitting Eligible Applications and Transfer Requests to DPI (cont)

- All 2022-23 eligible applications and transfer requests that are not on a waiting list must be submitted in the SNSP Portal by the next submission deadline.
- The submission deadlines are:
  - The 2nd Friday in August
  - The last weekday in August
  - The 3rd Friday in September
  - The 2nd Friday in January

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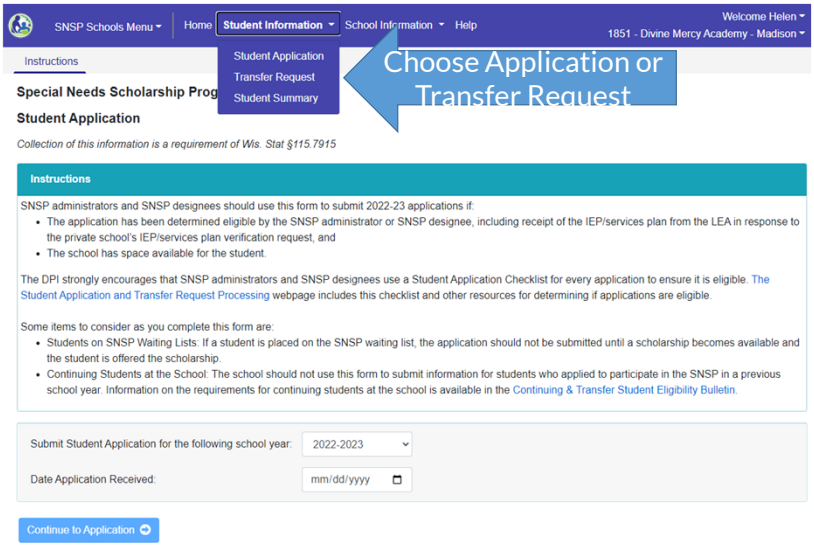
2022-23 student applications and transfer requests must be submitted in the SNSP Portal by SNSP Administrators and designees.

All applications and transfer requests that are determined eligible must be submitted by the next submission deadline. Application submission deadlines are the 2nd Friday in August, last weekday in August, 3rd Friday in September, or 2nd Friday in January. If possible, the applications and transfer requests should not be submitted until the school has determined if the applicant accepted or declined the seat.

Student Application or Transfer Request Submissions



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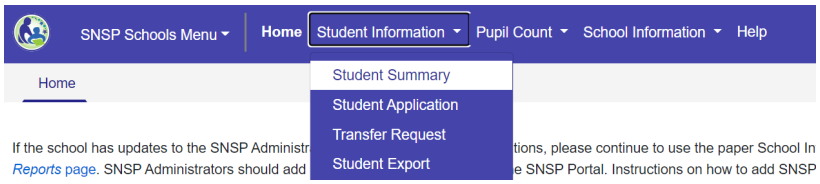
In order to submit a Student Application or Transfer Request, go to the Student Information drop down menu and choose either Student Application or Transfer Request. Then, complete and submit the form.

Student Summary



App #	Student Name	Date of Birth	Grade	Scholarship Type	Last Eval Date	Next Eval Date	Status	App/TR Year	App/TR	Parent Name
4410	Clapton, Layla	8/15/2008	09	Full	6/1/2021	6/1/2024	Submitted	2022-23	App	Clapton, Eric
4373	Smith, Mary	1/1/2018	08	Full			Submitted	2022-23	TR	Smith, Greg

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The Student Summary is also available in the Student Information drop down. This provides a list of all 2022-23 applications and transfer requests for which the school has completed a submission form in the Portal. The school should ensure that all 2022-23 applications and transfer requests that it has determined eligible by August 31, 2022 have been submitted in the Portal and are listed in the Student Summary by August 31, 2022. The school should also ensure that the status for each eligible student is "Submitted".

If an application is "Not Submitted", the SNSP administrator or designee can complete the application or transfer request submission process by clicking on the student name link. This will return the school to the submission form. The school must ensure it clicks the "Submit" button at the end of the form and that the Status on the Student Summary page is updated to Submitted.

Applications and transfer requests from previous school years (prior to the 2022-23 school year) will be added to the Student Summary at a later date.

Information Review & Corrections

Application Information Review

Application Information

School Applying To: Fox Valley Lutheran High School - Appleton
School Year Applying For: 2022-23

Student Information

First Name: Lisa
Last Name: Smith
Date of Birth: 7/5/2016
2022-23 Grade Level: 10th Grade

Family Information

Parent/Guardian 1 Name: Greg Smith
Parent/Guardian 2 Name: None
Current Resident School District: Madison Metropolitan School District
Home Address: 872 Groven Lane, Hartford, WI 53027
Date Application Received: 7/12/2022

IEP or Services Plan

The student has a(n): Services Plan
Name of Local Education Agency (LEA) That Developed the IEP or Services Plan: Do it Rockapella
Date of Last IEP or Services Plan Evaluation or Reevaluation: 1/1/2021
Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student no longer had a disability? No

Form Status Information

Status of scholarship acceptance: The applicant accepted the SNSP scholarship
Form Status: Submitted
Completed By: Andrea Kratz 8/23/2022 1:06:54 PM

Edit Submission Form

Return to Student Summary

- Review the information for students in a Submitted or Ineligible status by clicking on the student's name in the Student Summary.
- Click on the "Edit Submission Form" link to make corrections to the data if it is before the correction deadline.

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Review the information for students in a Submitted or Ineligible status by clicking on the student's name in the Student Summary.

If the school identifies that data needs to be corrected for a student, click on the "Edit Submission Form" link to make corrections to the form if it is before the correction deadline. The school must then ensure it resubmits the application or transfer request.

2022-23 Data Corrections

- The SNSP administrator or designee will be able to correct the data using the "Edit Submission Form" link until the last weekday in August, the 3rd Friday in September, or the 2nd Friday in January, whichever comes first, by clicking on the student's name in the Student Summary.
- The school must notify their auditor that the change needs to be reported in the September Enrollment Audit, for the following situations:
  - The school identifies required corrections for an application or transfer request from a different school year; or
  - The school identifies a change to a 2022-23 application/transfer request after the deadline.

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If the school identifies something needs to be corrected for a 2022-23 application or transfer request, the school can correct the application or transfer request information in the SNSP Portal until the next deadline. The next upcoming deadline is August 31, 2022.

The school must notify their auditor that the change needs to be reported in the September Enrollment Audit due by December 15, 2022, for the following 2 situations:

1) The school identifies required corrections for an application or transfer request from a different school year; or
2) The school identifies a change to a 2022-23 application/transfer request after the deadline.

Schedule 2 & 3

Schedule 2

- The department will prefill Schedule 2 with the applications or transfer requests that were submitted to the department by August 12, 2022.
- Schools must confirm the grades are correct for new applications or transfer requests and insert the 2022-23 expected grade for continuing students. For K5 pupils, the school must select the grade category for each pupil (1.0 FTE, 0.6 FTE, or 0.5 FTE) in Column H.

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar-ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count
1	1062	Greg	Brown	3/10/2015	Full	2019-20	2						No	Yes	No
2	1150	Lisa	Gregory	9/4/2012	Full	2022-23		5	5				No	Yes	No
3	1059	Sylvia	Jones	9/1/2014	Full	2019-20	3						No	Yes	No
4	1078	George	Miller	5/10/2014	Partial	2020-21	3						No	Yes	No

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Schedule 2 will be prefilled by the department with the eligible pupils who are continuing SNSP pupils and any eligible applications or transfer requests for the current school year that the school has submitted to the department by the 2nd Friday in August. Column E will identify the year that the application or transfer request was received by the school for each pupil. If the pupil is a continuing SNSP pupil, Column F will indicate the prior year grade and the 2022-23 expected grade must be completed in Column H.

If an application or transfer request was submitted to the school during the current school year, the application grade will be identified in Column H and the 2022-23 expected grade will default to the grade on the application or transfer request except for K5 pupils. Ensure the grade matches the pupil's expected grade for the school year. If it does not, update the grade to the 2022-23 expected grade. For K5 pupils, you will need to select the grade category for each pupil (1.0 FTE, 0.6 FTE, or 0.5 FTE).

If the school has not submitted any applications or transfer requests to the department or all of the applications or transfer requests submitted to the department have been determined ineligible, Schedule 2 will be blank and the school should proceed to Schedule 3.

Schedule 2-Pupil Name or Date of Birth Corrections

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade
1	1062	Greg	Brown	3/10/2015	Full	2019-20	2
2	1150	Lisa	Gregory	9/4/2012	Full	2022-23	
3	1059	Sylvia	Jones	9/1/2014	Full	2019-20	3
4	1078	George	Miller	5/10/2014	Partial	2020-21	3
5	1058	Lynn	Smith	8/15/2016	Full	2019-20	K5
6	1035	Marcy	Taylor	12/8/2009	Full	2021-22	7
7	1153	Shawn	West	12/11/2013	Full	2022-23	
8	1876	Tasha	Jackson	7/1/2018	Full	2022-23	

- Corrections to pupil first and last name and date of birth errors for 22-23 applications and transfer requests can be made in the Portal until August 31, 2022.
- Changes to application/transfer requests from a prior school year and all changes identified after August 31, 2022 for applications and transfer requests the school begins submitting by August 31st must be included in the September 2022 Enrollment Audit.

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If the school identifies the pupil's first or last name or date of birth is incorrect for a 2022-23 application or transfer request, the school can correct the application or transfer request information in the SNSP Portal until August 31, 2022. The year of the application or transfer request is identified in Column E. See the previous slides for information on how to make this correction in the Portal.

The school must notify their auditor that the change needs to be reported in the September Enrollment Audit due by December 15, 2022 for the following 2 situations:

1) The school identifies required corrections for an application or transfer request from a different school year; or
2) The school identifies a change to a 2022-23 application/transfer request after August 31, 2022, for applications and transfer requests the school began submitting before September 1st.

Age Eligibility

- Pupils must meet age eligibility requirements :
  - K4 pupils = 4 years old by September 1
  - K5 pupils =5 years old by September 1
  - 1st graders =6 years old by September 1
  - Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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Pupils participating in the SNSP are required to meet age eligibility requirements. K4 pupils must be four-years old by September 1, K5 pupils must be five-years old by September 1, and 1st graders must be six-years old by September 1. Please note there is no early admission option for the SNSP.

In addition, pupils may not be twenty-one years old as of the date they apply or September 1, whichever is later. A current participant in the program is not eligible to participate in the SNSP the school year after he or she turns twenty-one years old.

Age Eligibility

- If the pupil does not meet the age requirement, Column M will indicate "No" and Column N will indicate the pupil is not eligible.

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar-ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count
7	1153	Shawn	West	12/11/2013	Full	2022-23		3	3				No	Yes	No
8	1876	Tasha	Jackson	7/1/2018	Full	2022-23		K4	K5-1.0 FTE				No	No	No

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If the pupil does not meet the age requirements, a "No" will be identified in Column M and the pupil will not be eligible for the SNSP.

In this example, the school is completing the report for the 2022-23 school year. The grade on Tasha Jackson's application was K4. When completing the count report, the school determined that the expected grade for Tasha was K5. Tasha is not age eligible for K5 so Column M is indicating "No" and Column N, the pupil eligibility column, is indicating the pupil is not eligible.

Schedule 2-Enrolled & Agreed to Services

- For each pupil the school must identify, using the drop down options:
  - Column I= Whether the pupil was enrolled at the school.
  - Column J= If the parent/guardian and the school agreed to the services that will be provided.
  - Column K=If the pupil is still eligible for a SNSP scholarship.

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar-ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count	O 2022-23 Scholarship Type
1	1062	Greg	Brown	3/10/2015	Full	2019-20	1		2	No	Yes	No	Yes	Yes	No	Full
2	1150	Lisa	Gregory	9/4/2012	Full	2022-23		5	5	Yes	Yes	Yes	Yes	Yes	Yes	Full
3	1059	Sylvia	Jones	9/1/2014	Full	2019-20	3		4	Yes	Yes	Yes	Yes	Yes	Yes	Full
4	1078	George	Miller	5/10/2014	Partial	2020-21	3		4				No	Yes	No	Partial
5	1058	Lynn	Smith	8/15/2016	Full	2019-20	K5		K5-0.5 FTE	Yes	Yes	Yes	Yes	Yes	Yes	Full
6	1035	Marcy	Taylor	12/8/2009	Full	2021-22	7		8	Yes	Yes	Yes	Yes	Yes	Yes	Partial
7	1153	Shawn	West	12/11/2013	Full	2022-23		3	3	Yes	No	No	Yes	Yes	No	Full
8	1876	Tasha	Jackson	7/1/2018	Full	2022-23		K4	K5-1.0 FTE	Yes	Yes	Yes	Yes	No	No	Full

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Once the grade has been identified, the school must complete Columns I, J, and K by inserting Yes or No. If any of the questions are not answered, such as for George Miller, "No" will show in Column L. Column K will default to "Yes" if the student is identified as enrolled in Column I.

If the pupil was not enrolled or does not have an agreement for the services to be provided, the pupil will not be eligible for a September payment. Greg Brown is an example of a pupil who is not eligible for the preliminary count because he was not enrolled. Shawn West is an example of a pupil who is not eligible because the parent/guardian has not agreed on the services to be provided.

Column O will indicate whether the pupil will receive a full or partial scholarship. If a student was a partial scholarship student in the previous school year (as identified in Column D), this will indicate "Partial." If the pupil is a continuing pupil who received a full scholarship in the previous school year, this will be based on the IEP reevaluation information on Schedule 1. If Schedule 1 indicates the pupil had a reevaluation in the previous school year and the pupil was determined to no longer have a disability, Column O will indicate that the pupil will receive a partial scholarship. If the pupil had an application or transfer request in the current school year, the scholarship type will be a full scholarship.

Enrolled Requirement

- A pupil is considered enrolled if the student meets all of the following:
  - New applicants in the current school year must have an eligible SNSP application or transfer request.
  - Continuing SNSP students must still be eligible for the SNSP.
  - Was enrolled as an SNSP pupil.
  - The pupil has not withdrawn from the school and is not expected to withdraw before the 3rd Friday in September.

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In order for a pupil to be considered enrolled the student must meet several requirements. The first requirement depends on if the student is a new applicant or a continuing SNSP student at the school. If the student is a new applicant, the pupil must have an eligible SNSP application or transfer request for the current school year. In order for an application to be eligible, the school must have received a copy of the IEP or services plan from the Local Education Agency (LEA) as the verification from the LEA that the pupil met the IEP or services plan requirement. A continuing student must still be eligible for the SNSP. The next slide will describe the situations that would make a student no longer eligible for the SNSP.

Second, the school must determine if the pupil was enrolled as a SNSP pupil at the school.

Finally, the pupil must not have withdrawn from the school and the school must not expect that the pupil will withdraw before the 3rd Friday in September.

Students No Longer Eligible for Scholarship

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar-ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count
4	1078	George	Miller	5/10/2014	Partial	2020-21	3		4				No	Yes	No

- If you have confirmed one of the items that makes a student no longer eligible for the SNSP has occurred, indicate "No" in Column K. Columns H-J do not need to be completed if the pupil is no longer eligible for the SNSP.
- If you have **not** confirmed one of those items has occurred, indicate "No" in Column I. Column K must indicate "Yes" until the school has confirmed one of the items has occurred that make the pupil no longer eligible for the SNSP.

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If a student listed on Schedule 2 is no longer eligible for a scholarship due to one of the situations explained on the *Pupil Eligible for Scholarship?* slide occurring, the school should answer "No" in Schedule 2, Column K. This pupil will then be marked ineligible at your school for any future SNSP payments. Columns H-J do not need to be completed if the pupil is no longer eligible for a scholarship.

If the school has not been able to confirm one of the situations has occurred that makes the student no longer eligible for the SNSP but the student is not enrolled at your school and you do not anticipate they will be enrolled at your school as a SNSP student on the 3rd Friday in September, answer "No" in Column I and "Yes" in Column K. The agreed to services column, Column J should be answered based on whether the school has a completed agreement with the parent. If the student was not eligible for one of the count dates but does not have one of the situations occur that makes them no longer eligible for a scholarship, the student would still be eligible to receive a SNSP scholarship if the student meets the SNSP requirements in the future. The expected grade should be based on the grade they would be in if they continued at your school. So, for example, if you offer 1st through 8th grade and the student was in 8th grade in the previous school year, 8th grade should be selected as the expected grade since they would not attend your school as a 9th grader.

Agreed to Services Requirement

- The school and the parent/guardian must have agreed to the services to be provided to the pupil. The school must have a signed and dated document with the parent/guardian indicating what services will be provided by the last weekday in August.
- If the school does not have a signed statement with the parent/guardian of the services, the school will not be eligible for payment.

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The school is required to implement the most recent IEP or services plan, as modified by agreement between the school and the pupil's parent. In order to receive a September payment for a pupil, the school and the parent/guardian must have agreed to the services that will be provided for the pupil by the last weekday in August. The agreement of the services to be provided must be in writing and signed and dated by the parent/guardian and a school representative.

Once the school and the parent have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services. As part of the Enrollment Audits, the auditor will ensure the school had a signed agreement by the applicable count date.

See the Agreement of Services to be Provided section and Frequently Asked Questions in the Student Application and Transfer Request Information Bulletin for additional information on these requirements.

Schedule 3-Additional Eligible Applications

- If any additional pupils have been determined eligible by the last weekday in August, they may be added on Schedule 3.
- The pupil's app #, first and last name, date of birth, and grade must be entered. Column G will show an error if any of the information is not entered.
- The pupil's app # can be found on the SNSP Portal, Student Summary page once the application or transfer request has been entered.

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Expected 2022-23 Grade	E Enrolled	F Agreed to Services?	G Pupil Information Complete	H Questions Answered	I Age Eligible	J Pupil Eligible for Prelim Count	K Full Scholarship Headcount	L Pupil Included on Schedule 2
1													
2													
3													

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Since the Preliminary Enrollment Report is based on eligible pupils as of the last weekday in August and must be submitted by the last weekday in August, the department provides the Preliminary Enrollment Report before all potential applications and transfer requests may be submitted to the department. Any additional pupils may be added to Schedule 3 if they have an eligible application or transfer request. In order to determine an application eligible, the school must have received a copy of the IEP or services plan from the LEA as the verification from the LEA that the pupil met the IEP or services plan requirement. The application or transfer request for any pupils listed on Schedule 3 must be submitted to the department by the last weekday in August using the applicable submission link. If a pupil is not eligible, the pupil should not be added to this schedule.

If a pupil is eligible, the school must add the pupil's app #, first and last name, date of birth, and the expected grade for the school year. If any of the pupil information is not entered, a "No" will show in Column G and the cell will be highlighted in red. The pupil's app # can be found on the SNSP Portal, Student Summary page once the application or transfer request has been entered.

This schedule should not include pupils that are already included on Schedule 2. Column L will identify if a pupil is included on Schedule 3 who is already on Schedule 2. These pupils must be removed from Schedule 3 or an error will show on the Error Report.

Student Summary

App #	Student Name	Date of Birth	Grade	Scholarship Type	Last Eval Date	Next Eval Date	Status	App/TR Year	App/TR	Parent Name
4410	Clapton, Layla	8/15/2008	09	Full	6/1/2021	6/1/2024	Submitted	2022-23	App	Clapton, Eric
4373	Smith, Mary	1/1/2018	08	Full			Submitted	2022-23	TR	Smith, Greg

- Ensure the application or transfer request is not already included in Schedule 2 before adding it to Schedule 3.
- Ensure the app #, student name and date of birth in the Portal matches what you input on Schedule 3. Note Schedule 3 has the first name and then the last name.
- Verify that the Status for each application or transfer request being added to Schedule 3 is in a "Submitted" status. If it is not in a "Submitted" status on August 31, 2022, the student will not be eligible for a September SNSP payment for the pupil.

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The list of 2022-23 applications and transfer requests that have been submitted by the school will be identified in the school's Student Summary. This can be accessed in the SNSP Portal. In the Portal, go to "Student Summary" in the Student Information drop down.

There are several items the school should complete to verify that the data in Schedule 3 is correctly entered and matches the Portal data:

1) Ensure the application or transfer request is not already included in Schedule 2 before adding it to Schedule 3.

2) Ensure the app #, student name, and date of birth in the Portal match what you input on Schedule 3. Note Schedule 3 has the first name and then the last name. The Student Summary has the last name, a comma, and the first name. Ensure the names are correctly input on Schedule 3. If you identify a correction that is needed to the student's name or date of birth, make the correction as described in the application and transfer request submission section of this PowerPoint.

3) Verify that the Status for each application being added to Schedule 3 is in a "Submitted" status. If it is not in a "Submitted" status on August 31, 2022, the student will not be eligible for a September SNSP payment for the pupil.

Schedule 3-Additional Eligible Applications (cont.)

- Similar to Schedule 2, the school must identify if the pupil was enrolled (Column E) and if the parent/guardian and school agreed to the services to be provided (Column F).
- Column H will indicate "No" if any questions have not been answered.

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D Expected 2022-23 Grade	E Enrolled	F Agreed to Services?	G Pupil Information Complete	H Questions Answered	I Age Eligible	J Pupil Eligible for Prelim Count	K Full Scholarship Headcount	L Pupil Included on Schedule 2
1													
2													
3													

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The school must identify if each pupil meets the enrolled requirement and if the school and the parent have agreed to the services that will be provided. The determination that these requirements are met is made the same way that was discussed for Schedule 2. Column H will identify if either question is unanswered.

Resolving Report Errors & Finalizing the Report

Cover Page-Schedule 2 & 3 Errors Review

- Before completing Schedule 4, determine that Errors 1-6, 8, and 10 on the cover page are not showing "ERROR."
- If any are showing "ERROR," the error must be resolved before proceeding to Schedule 4.

Correct any errors before submitting the report to DPI. Read ? for additional information on how to resolve the error.

?	1. The questions must be answered for all of the pupils on Schedule 1	OK
?	2. The questions must be answered for all of the pupils on Schedule 2	ERROR
?	3. The questions must be answered for all of the pupils on Schedule 3	OK
?	4. The questions must be answered for all of the pupils on Schedule 3	ERROR
?	5. The pupil information must be completed for all of the pupils on Schedule 3	ERROR
?	6. SNSP students must be in a grade that was designated as an SNSP available grade	OK
?	7. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK
?	8. The school name must be completed	ERROR
?	9. The signature and signature date in Section VI must be completed	ERROR
?	10. A pupil included on Schedule 2 has also been included on Schedule 3	OK

ENROLLED & SERVICES AGREED UPON

For each pupil on Schedule 2, complete the yellow cells. See Schedule 2 for additional information.

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Once the school has completed Schedules 1, 2, and 3, review the errors summary on the Cover Page. By placing your cursor on the question mark you can view the comments that provide information on how to resolve the error. Errors 1-5 will have an error if all of the required components were not properly completed in Schedules 1, 2, or 3. For example, the Error section would identify if the enrolled or agreed to services question was not answered on Schedule 2 or 3. It will also identify if all of the pupil information was not included for the pupils in Schedule 3. Error 10 is identified if a pupil is included on Schedule 3 who is already on Schedule 2.

Cover Page-Schedule 2 & 3 Errors Review & Corrections

- Identify how to resolve errors by reviewing Schedule 2 and 3 and determining which cells are red due to incomplete information.

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholarship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count
4	1078	George	Miller	5/10/2014	Partial	2020-21	3		4				No	Yes	No

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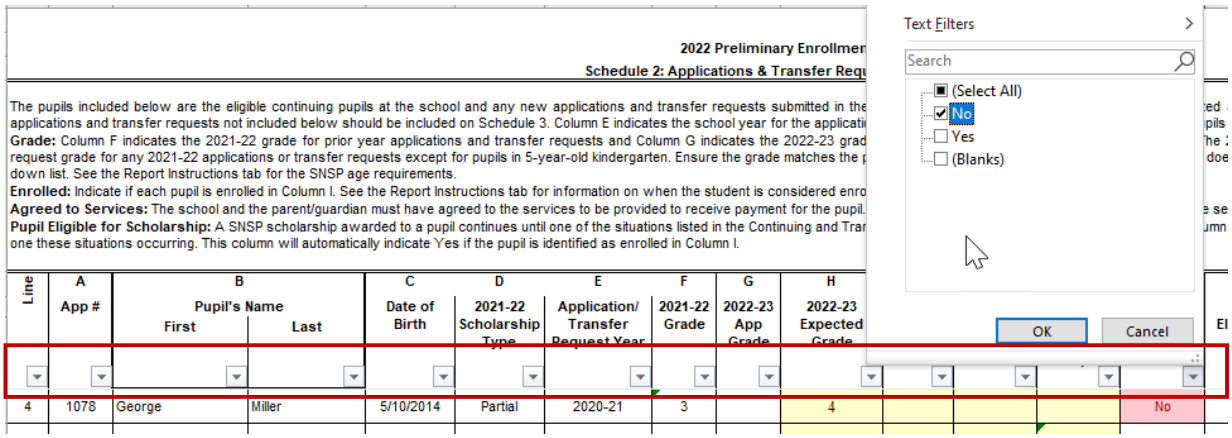
The school can identify the pupils who are creating the error in Errors 1-5 by reviewing the applicable schedule. In the example shown on the previous slide, Error 2 is showing because Column I, J, and K on Schedule 2 have not been answered for the pupil. Column L indicates “No” and is red for any students who do not have the questions answered. Answering the questions will result in Column L indicating “Yes” rather than “No.”

Using Filters to Identify Errors



Filters are included on Schedules 1, 2, and 3 so that schools can filter the data to identify errors. In order to use the filter, click on the arrow in the column you would like to filter. Then, select what you would like to see. In this example, we did a filter on Column L. In the box that appears, check the box that says “Select All” to remove all the checks. Then, put a check next to “No” and press “OK” to identify which students have an error in this column.

It is very important that after you review the error and resolve it, you remove the filter. If you do not remove the filter, all of the students will not be visible in the schedule. The filter can be removed by clicking on the gray box in the column that is filtered, checking the box next to the “Select All”, and clicking “OK”.

Cover Page-Schedule 2 & 3 Errors Review & Corrections (cont.)

	I. SCHOOL INFORMATION
School Name	
School City	
SNSP Available Grades	

	II. ERRORS	
Correct any errors before submitting the report to DPI. Read ? for additional information on how to resolve the error.		
?	6. SNSP students must be in a grade that was designated as an SNSP available grade	OK
?	7. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK

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Error 6 will be identified if the school selects a grade in an Expected Grade column that was not designated as a SNSP available grade on the Intent to Participate (ITP) or a subsequent School Information Update form submitted via the SNSP Portal. The SNSP available grades are identified on the cover page in the "School Information" section. The school may not accept applications or transfer requests for grades it did not identify in the ITP or in a School Information Update form submitted via the SNSP Portal.

Error 7 will be identified if the number of pupils in a grade category exceeds the number of scholarships available. The school may not give a scholarship to a new applicant if there is not a scholarship available in the applicant's grade category.

If the expected grade is different than the original application or transfer grade, it may create an error for 6 or 7. If the school receives Error message 6 or 7 due to a grade change, the school should email snsp@dpi.wi.gov prior to submitting the count report for proper reporting. The email should include the student's app #, previous grade, and revised expected grade.

If the school would like to change the grades available or the number of scholarships available, it must complete a School Information Update via the SNSP Portal and meet the requirements described in the Student Application and Transfer Request Information Bulletin available at https://dpi.wi.gov/parental-education-options/special-needs-

scholarship/student-applications-processing.

Schedule 4-Errors Review & Corrections

		Full Scholarship		Partial Scholarship		Total SNSP Pupils		Available Scholarships	
Line	Category	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Available Scholarships	SNSP Headcount Exceeds Available Scholarships
1	4 Year-Old K/437 Hours (.5 FTE)	0	0	0	0	0	0		OK
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE)	0	0	0	0	0	0		OK
3	5 Year-Old K/.5 Day (.5 FTE)	0	0	0	0	0	0		OK
4	5 Year-Old K/3 Day (.6 FTE)	0	0	0	0	0	0		OK
5	5 Year-Old K/4 Day (.8 FTE)	0	0	0	0	0	0		OK
6	5 Year-Old K/5 Day (1.0 FTE)	0	0	0	0	0	0		OK
7	Grades 1-8 (1.0 FTE)	0	0	0	0	0	0		
8	Grades 9-12 (1.0 FTE)	0	0	0	0	0	0		
9	**Total Grades 1-12**					0	0		OK
10	**Total SNSP Pupils**	0	0.00	0	0.00	0	0.00		

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Schedule 4 indicates the SNSP headcount and full time equivalent for each grade category. It is separated by the full scholarship and partial scholarship counts. If the number of SNSP pupils exceeds the available scholarships, you will receive an error message. The school may only accept pupils if it has available scholarships for that grade category.

Identify and Remove Filters on Schedules 1, 2, and 3

Line	A App #	B Pupil's Name First	B Pupil's Name Last	C Date of Birth	D 2021-22 Scholarship Type	E Application/ Transfer Request Year	F 2021-22 Grade	G 2022-23 App Grade	H 2022-23 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar-ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count	O 2022-23 Scholarship Type
7	1153	Shawn	West	12/11/2013	Full	2022-23		3	3	Yes	No	No	Yes	Yes	No	Full

- If all of the students are not showing, remove the filters before submitting the report to DPI.
- The columns that are filtered will have a symbol rather than an arrow.

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If you used any filters in the schedules, review Schedules 1, 2, and 3 before submitting the report to DPI to make sure all of the filters have been removed. You will be able to identify if there is a filter because the Line column will not include the sequentially progressive line numbers.

For example, in the screen above, only Line 7 is showing. The icon on the gray box in Column J identifies that the column is filtered. The filter can be removed by clicking in the gray box, checking the box next to the “Select All”, and clicking “OK”. If more than one column was filtered, you must remove the filter for each column.

Cover Page-SNSP Pupil Status Summary

III. INELIGIBLE PUPIL REASONS

The following identifies the number of pupils that are ineligible for the reasons identified. If a student is ineligible for more than one reason, the student will be included in each ineligibility line.

Not Enrolled	Did Not Agree to Services	Not Age Eligible	Pupil is not eligible for the SNSP	**Total Ineligible Pupils**
1	2	2	2	6

IV. IEP REEVALUATION STATUS

The following is the summary of the IEP reevaluation statuses identified on Schedule 1. Review this information to ensure it is accurate. The department will follow up as needed on the status of the IEP reevaluations.

Reevaluation Completed After 6-30-22	Reevaluation in Process	Reevaluation Not Started	Contacted District to Start Reevaluation	Student is not eligible for the SNSP	**Total SNSP Reevaluations Not Completed**
0	0	1	0	0	1

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The Cover Page provides a summary of the number of ineligible SNSP pupils. It shows how many pupils are ineligible and the reasons they are ineligible. Since a pupil may be ineligible for more than one reason, the total of the pupils in the ineligibility reasons line may not equal the total ineligible pupils.

The IEP reevaluation status is also summarized for pupils on Schedule 1. The school should review this information to ensure it is accurate. The school should also review Schedule 5 to see whether it will need to be updated and the Preliminary Enrollment Report resubmitted by September 16, 2022.

Cover Page-SNSP Electronic Signature & Submission

- The school must ensure there are no errors on the Cover Page.
- The SNSP administrator must type their name and provide a signature date.
- The report must then be uploaded as an Excel document to Kiteworks.

V. PRELIMINARY ENROLLMENT REPORT: SNSP ADMINISTRATOR CERTIFICATION

I HEREBY CERTIFY, as the SNSP Administrator, that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete. I agree that typing my name below constitutes a legal signature.

Electronic Signature of SNSP Administrator *The SNSP Administrator must type their name below.*	Date Signed *Mo./Day/Yr.*

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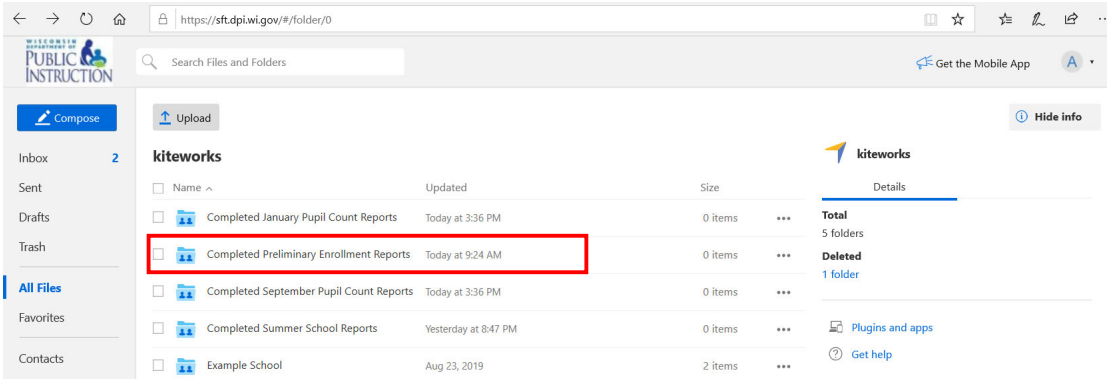
The Cover Page will indicate if any errors have not been resolved. See the question marks next to the error for information on the error and how to resolve it.

Once the report is complete, including all errors resolved, the SNSP administrator must type their name and the date, indicating that the data submitted is accurate and complete to the best of their knowledge. Typing their name on this report is the equivalent of a legal signature. A SNSP designee may assist with the completion of the report but only the SNSP administrator may sign and submit the report.

If the school added any applications or transfer requests on Schedule 3, the SNSP Administrator will need to confirm that all of those applications and transfer requests were submitted to the Department by August 31, 2022. The applications and/or transfer requests must be submitted using the SNSP Portal. If these applications or transfer requests are not submitted by August 31, 2022, the school will not receive a September payment for those students.

The report must be uploaded as an Excel document to Kiteworks by the SNSP administrator. Do not upload a pdf of this document. See the SNSP Kiteworks Instructions at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports for instructions on how to upload reports to Kiteworks.

Report Submission in Kiteworks



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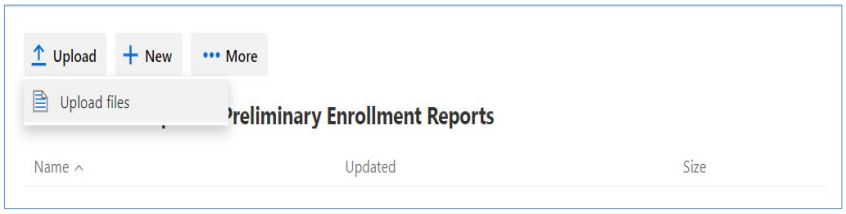
The completed Preliminary Enrollment Report must be loaded to the Completed Preliminary Enrollment Reports folder in Kiteworks at https://sft.dpi.wi.gov/. Kiteworks Instructions are available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports that explain how to set up a Kiteworks account, download documents, and upload completed reports.

Each SNSP administrator is given access to the folder where the report must be uploaded. The SNSP administrator must then log into the Kitworks account, click on “All Files” and then click on the Completed Preliminary Enrollment Reports folder.

Report Submission in Kiteworks (cont)



- Upload the files in the folder.
- If you can see the file in the folder, DPI has access to the report and it is considered submitted to the DPI.
- Do not also email the report.

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In the applicable folder, the SNSP administrator must select the "Upload" button at the top of the screen and then select "Upload files". Once the document is uploaded you should get a message that states "Files successfully uploaded". The uploaded report should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document. Please do not also email the report to snsp@dpi.wi.gov unless specifically requested by DPI staff.

If you can see the report in your folder, it has been submitted to the DPI. The DPI is able to view it once you have uploaded the report. As a result, if you can see it in this folder, DPI also has received it.

Quiz #1

What are the requirements for a pupil to be identified as enrolled on the Preliminary Enrollment Report?

a. The pupil is an eligible continuing SNSP pupil or has an eligible SNSP application or transfer request form.
b. The pupil was enrolled as an SNSP pupil at the school.
c. The pupil has not withdrawn from the school and it is not expected that they will withdraw before the 3rd Friday in September.
d. All of the above.

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D is the correct answer. In order for a pupil to be considered enrolled on the Preliminary Enrollment Report, the pupil must meet all of the following requirements: (a) the pupil is an eligible continuing SNSP pupil or has an eligible SNSP application or transfer request form; (b) the pupil must have been enrolled as a SNSP pupil at the school; and (c) the pupil must not have withdrawn from the school and it is not expected that they will withdraw before the 3rd Friday in September.

Quiz #2

True or False: The school can have an early admission policy allowing for K5 SNSP pupils to be 4 years old as of September 1.

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The correct answer is false. Schools cannot have an early admission policy for the SNSP. All K4, K5, and 1st grade pupils must meet the age requirements. K4 pupils must be four-years old by September 1, K5 pupils must be five-years old by September 1, and 1st graders must be six-years old by September 1.

Quiz #3

True or False: The services that the school will provide to the pupil must be in writing and signed and dated by the parent and school by the last weekday in August in order for the school to receive a September payment for the pupil.

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The correct answer is true. In order for a school to receive a SNSP scholarship on behalf of a SNSP pupil, the school is required to implement the most recent IEP or services plan, as modified by agreement between the school and the pupil's parent. Modifications or agreements to follow an IEP/services plan as written must be put in writing and signed and dated by the school and parent by the last weekday in August in order for the school to receive a September payment. The agreement must be maintained for the auditor to review as part of the Enrollment Audits.

Quiz #4

Which of the following should **not** be reported as an IEP reevaluation on Schedule 1 in the 2022 Preliminary Enrollment Report?

a. A pupil who had a required reevaluation date of November 5, 2023, who had an IEP reevaluation completed February 3, 2022.
b. A pupil who had a required reevaluation date of March 5, 2022, who had an IEP reevaluation completed July 5, 2022.
c. A pupil who had a required reevaluation date of April 8, 2022, who had the IEP reevaluation waived on April 6, 2022.
d. A pupil who had a required reevaluation date of October 25, 2021, who had an IEP reevaluation completed October 6, 2021.

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The correct answer is b. Any IEP reevaluations, including waivers of reevaluations, completed on or before June 30, 2022 must be reported in Schedule 1 in the 2022 Preliminary Enrollment Report. Although the reevaluation for the pupil in b was required by March 5, 2022, the reevaluation was not completed until after June 30, 2022. As a result, the IEP reevaluation for the student will be reported in the 2023 Preliminary Enrollment Report rather than the 2022 Preliminary Enrollment Report.

If the school has a student who was required to have an IEP reevaluation in the 2021-22 school year or before, and that reevaluation process is reported on the Preliminary Enrollment Report to not have started yet, then that school will be required to submit a Schedule 5 update by September 16, 2022.

Schedule 5
IEP Reevaluation Update

Schedule 5 – IEP Reevaluation Update

- Only schools that have "Complete This Schedule by September 16th" showing at the top are required to resubmit the Preliminary Enrollment Count Report by September 16, 2022.
- To see which students need an update, the school can review the list of students to see if any students are marked with a "Yes" in Column F. If Column F shows a "Yes," then the school needs to answer the questions in Columns G, H, I, and J for those students.

2022 Preliminary Enrollment Report
Schedule 5: IEP Reevaluation Update

This schedule required by September 16, 2022 (completion of this schedule by August 31st is not required for any school): **Complete This Schedule by September 16th**

For any students with a "Yes" in Column F, the school must provide an update on the status of the student's reevaluation. For each of these students, the school must identify if an IEP reevaluation or a waiver of an IEP reevaluation has been complete

Line	A App #	B Pupil's Name First	B Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F Status of IEP Reevaluation Required by September 16th	G IEP Reevaluation Completed Since Last Reevaluation?	H Date of IEP Reevaluation *Complete if Column G is Yes*	I IEP Reevaluation Determination *Complete if Column G is Yes*	J Status of IEP Reevaluation	K Questions Answered
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	Yes					No
5	1035	Marcy	Taylor	12/8/2009	1/15/2015	2021-2022	No					
6							No					

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Not all schools will be required to resubmit the Preliminary Enrollment Report by September 16, 2022. Schools can determine whether any students need an update by September 16th by reviewing the top of Schedule 5. If the schedule states, "Complete This Schedule by September 16th" at the top, then the school will be required to resubmit the Preliminary Enrollment Report with Schedule 5 completed.

To see which students need an update, the school can review the list of students to see if any students are marked with a "Yes" in Column F. If Column F shows a "Yes," then the school needs to answer the questions in Columns G, H, I, and J. Once all of the required questions have been answered, Column K will indicate "Yes."

To remain eligible for the SNSP, a student needs to be made available for a reevaluation once every three years. Each student is required to have this reevaluation, unless the district's IEP team decides to waive the student's three-year reevaluation and a waiver agreement is completed. If a waiver agreement is entered into, the waiver should be identified as the reevaluation for the pupil.

In order for a student to be able to continue their participation in the SNSP, the student's parent must make the student available for a reevaluation within sixty (60) days of a reevaluation request being made by the school district.

Therefore, if more than three years has passed, and the student has not been reevaluated, the school should reach out to the school district to ensure that the three year evaluation is requested.

Schedule 5 – IEP Reevaluation Update (cont.)

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F Status of IEP Reevaluation Required by September 16th	G IEP Reevaluation Completed Since Last Reevaluation?	H Date of IEP Reevaluation *Complete if Column G is Yes*	I IEP Reevaluation Determination *Complete if Column G is Yes*	J Status of IEP Reevaluation	K Questions Answered
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	Yes	Yes	7/15/22	Disability		Yes

- If the student had an IEP reevaluation completed after June 30, 2022, the school must indicate that in Column G and provide the reevaluation information in Columns H and I.

Line	A App #	B Pupil's Name First	Last	C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F Status of IEP Reevaluation Required by September 16th	G IEP Reevaluation Completed Since Last Reevaluation?	H Date of IEP Reevaluation *Complete if Column G is Yes*	I IEP Reevaluation Determination *Complete if Column G is Yes*	J Status of IEP Reevaluation	K Questions Answered
4	1078	George	Miller	5/10/2014	3/3/2019	3/2/2022	Yes	No			Reevaluation in Process	Yes

- If the student has not had an IEP reevaluation completed, and the answer to Column G is "No," then the school needs to reach out to the school district to request a reevaluation. Once that is completed and the school district has started the reevaluation process, the school may select, "Reevaluation in Process" in Column J.

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If the student had an IEP reevaluation completed after June 30, 2022, the school must indicate that in Column G and provide the reevaluation information in Columns H and I.

If the student has not had an IEP reevaluation completed, and the answer to Column G is "No," then the school needs to reach out to the school district to request a reevaluation. Once that is completed and the school district has started the reevaluation process, the school may select, "Reevaluation in Process" in Column J.

Schedule 5 – IEP Reevaluation Update (cont.)

- Once Schedule 5 is complete, the SNSP Administrator may sign the cover sheet and resubmit the Preliminary Enrollment Report by uploading the report to Kiteworks by September 16, 2022.

VI. IEP REEVALUATION UPDATE REQUIRED BY SEPTEMBER 16TH	
IEP/SERVICES PLAN VERIFICATION: Based on Schedule 1, an update on the IEP/services plan revevaluation statuses is required for this school by Friday, September 16th.	**Yes**
I HEREBY CERTIFY, as the SNSP Administrator, that the IEP reevaluation updates in Schedule 5 are, to the best of my knowledge and belief, accurate and complete. I agree that typing my name below constitutes a legal signature.	
Electronic Signature of SNSP Administrator *The SNSP Administrator must type his/her name below.*	Date Signed *Mo./Day/Yr.*

- The cover sheet will also indicate whether resubmitting Schedule 5 of the Preliminary Enrollment Report is necessary.

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The SNSP Administrator needs to sign the Cover Sheet in section VI. Then, the SNSP administrator must upload the updated Preliminary Enrollment Report to Kiteworks by September 16, 2022.

Resources

- Kiteworks Instructions
- Continuing and Transfer Student Eligibility Bulletin-Describes the IEP reevaluation requirements.
- Student Application and Transfer Request Information Bulletin
  - Describes the Agreement of Services to be Provided requirements.
  - Explains how to make changes to the number of scholarships available and grades available.
- Student Application & Transfer Request Processing Webpage-Provides information on how to determine the eligibility for applications and transfer requests.

Questions

Email: snsp@dpi.wi.gov

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

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