



SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

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Continuing and Transfer Student Eligibility

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The following information is intended to assist participating private schools in understanding the requirements that a SNSP student must meet in order to retain SNSP eligibility. The requirements in this bulletin are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49.

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Scholarship Continuance

SNSP students are not required to reapply or submit annual applications or transfer requests to the program. A student who has been accepted into the SNSP will continue to receive a SNSP scholarship until one of the following occurs:

- a. the student graduates from high school;
- b. the student turns 21;
- c. the student no longer resides in Wisconsin;
- d. the student is enrolled, in or out of Wisconsin, in another private school, a home-based educational program, a charter school, or a public school district;
- e. the parent/guardian (hereafter “parent”) does not make the student available for an Individualized Education Program (IEP) team reevaluation; or
- f. a student who has been determined to no longer have a disability leaves the participating private school that the student is attending.

Further, a student can only attend another private school participating in the SNSP if a Transfer Request Form is completed and accepted at the school a student is transferring to *before* the student starts attending the new school. See the “Transfer Student” section for additional information.

Grade Age Eligibility

Students must continue to be age eligible for five-year old kindergarten (K5) and first grade. By September 1 of each school year, K5 students must be five (5) years old, and 1st graders must be six (6) years old.

Residency Reverification

Annually the parents of SNSP pupils who are continuing in the SNSP at the school must provide residency documentation to the participating private school. Continuing SNSP students are students who had SNSP application or transfer request forms that were accepted in a prior school year. The residency document must be provided to the student’s private school on or before the last weekday in September and must be dated between the 3rd Friday in August and the last

weekday in September of that current school year. Residency changes must be reported to the department in the 3rd Friday in September Pupil Count Report.

If the student's address has changed, the private school must also determine the current resident school district for the student. See the Residency Documentation Bulletin for information on residency documents and how to verify the current resident school district. The bulletin is available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>.

Student Rollforward

Annually, the SNSP Administrator or a designee will complete a process to rollforward all student records from the prior school year to the new school year. This is completed in the SNSP Portal. The SNSP Administrator and designee(s) will receive an email when this is available in the SNSP Portal. All prior year applications and transfer requests must be submitted in the SNSP Portal prior to completing the Student Rollforward. For example, in July 2024, the administrator or designee must ensure that all 23-24 student applications and transfer requests were submitted prior to completing the 24-25 Student Rollforward. For specific instructions on how to complete this step and a frequently asked questions, please see the *Student Rollforward Directions*, available here: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing>.

IEP Reevaluations

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 public school district. For SNSP eligibility purposes, public school districts may only make a reevaluation request once every three (3) years for each SNSP student.

The development of an annual services plan is **not** a reevaluation. A reevaluation will be on a form such as Form ER-1 available at <https://dpi.wi.gov/sped/laws-procedures-bulletins/procedures/sample/forms>. The last question in Section B, question 4, is the one that indicates whether or not the pupil has a disability. If this is answered No, the pupil no longer has a disability. If this is answered Yes, the pupil still has a disability.

Determination of Next Reevaluation Date

The three year reevaluation period is determined as follows:

- For a student who had an IEP team evaluation or reevaluation within three (3) years of having been accepted into the SNSP, the student's three (3) year reevaluation period is determined from the date of that most recent evaluation or reevaluation.
 - o For example, if a student's most recent evaluation or reevaluation was on September 1, 2022, and the student is accepted to participate in the SNSP for the 2023-24 school year, then the public school district could make a request for the student to be reevaluated by September 1, 2025. The parent must make the student available for the reevaluation within sixty (60) days of that request.

- For a student who has not had an IEP team evaluation or reevaluation within three (3) years from when the student begins attending a school as a SNSP student, the student's three (3) year reevaluation date is determined from the date that the student begins attending a school as a SNSP student.

To see what the next reevaluation date for the student is in the SNSP records, go to the school's Student Summary in the SNSP Portal. The next reevaluation date is listed in the Student Summary for all full scholarship students. You may press on the column heading to sort the next reevaluation dates and identify which SNSP students are due for a reevaluation.

Determination of Which District Completes the Reevaluation

If the school district where the private school is located and the SNSP student's resident school district are the same, the reevaluation must be completed by that district.

If the school district where the private school is located and the SNSP student's resident school district are different, the reevaluation for SNSP purposes can be completed by the SNSP student's resident school district or, if the parent provides consent, it can be completed by the non resident school district.

SNSP students are parentally placed private school students. The Individuals with Disabilities Education Act (IDEA) requires that school districts complete reevaluations for parentally placed private school students at least once every 3 years from the last reevaluation date. If a student has a services plan, the reevaluation can be done early if there is a reason for doing so. If the student is attending a private school that is not in their resident district, the non-resident school district is responsible for completing the reevaluation under IDEA. Under IDEA, if the resident and non-resident school district agree, the resident school district could, but is not required to, complete the reevaluation.

The SNSP does not require that the public school district develop a new IEP following a reevaluation.

Reevaluation Waivers

If an IEP team decides to waive a student's three (3)-year reevaluation, the student's parent must provide the school with a reevaluation waiver agreement. The agreement must be signed by a representative of the school district responsible for the IEP reevaluation and indicate the IEP reevaluation does not need to be completed. A sample waiver form is Form RE-3 available at <https://dpi.wi.gov/sped/laws-procedures-bulletins/procedures/sample/forms>. The school must retain the reevaluation waiver agreement in the student's file for review by the school's external auditor. If a student's reevaluation is waived by the IEP team, the student is still considered to have a disability. The student's next reevaluation date would be three (3) years from the date of the reevaluation waiver agreement.

Pupils Determined to No Longer Have Disability

If, during a student's IEP team reevaluation, the student is determined to no longer have a disability, then the student will receive a partial scholarship beginning the school year after the

determination is made. A partial scholarship student is able to continue to participate in the SNSP at that school for subsequent school years until the student has something occur that makes them no longer eligible for a scholarship as described in the [Scholarship Continuance Section](#). The partial scholarship that the school will receive will be at the Private School Choice Programs' rate. The student is still considered to be a participant in the SNSP, not the Private School Choice Programs. If a partial scholarship student transfers to another school, the student will not be able to retain the SNSP scholarship.

Transfer Students

A student who continues to be identified as a student with a disability may transfer to another SNSP school and retain their scholarship. A SNSP student who has been determined to no longer have a disability may not transfer to another SNSP school and retain their SNSP scholarship. Transfer requests may be made at any time during a school year. Transfer request forms, including the supporting documentation, should be submitted to the new private school during the school year that the student would like to attend a different private school participating in the SNSP. For example, if a student is graduating from 8th grade and will attend a high school in the following school year, the parent could submit a transfer request form to the high school beginning July 1 of the new school year.

In order for a SNSP student to transfer and successfully retain their scholarship, the student would need to complete a Transfer Request Form and submit the form and all required documents to the school that the student would like to transfer to. The school the student is transferring to must accept the student prior to the student attending the new school.

The residency documentation requirements for transfers are the same as the regular application requirements.

The parent must indicate whether or not the student had an IEP team reevaluation or received a reevaluation waiver agreement since the student began participating in the SNSP. If a transfer applicant has not yet completed an IEP team reevaluation or has not yet received a reevaluation waiver agreement while the student was participating in the SNSP, then the parent must identify whether the applicant had an IEP or services plan most recently developed and identify the Local Education Agency (LEA) that developed the IEP or services plan.

If the transfer applicant has completed an IEP team reevaluation while the student was a participant in the SNSP, then the parent must identify if the IEP team reevaluation resulted in a determination that the student has a disability. If the student had a reevaluation waiver agreement, the student would still be considered to have a disability, so the parent would check "Yes" that the student still has a disability on the Transfer Request Form. The Transfer Request Form must also identify the name of the public school district that completed the student's IEP team reevaluation or reevaluation waiver agreement.

If a transfer student on the SNSP waiting list is later given a scholarship for that school year, the school must confirm with the parent and the DPI that the student continued to participate in the SNSP while being on the waiting list. If the student did not continue to participate in the SNSP while being on the waiting list, the student is no longer eligible to transfer to the school.

After the Transfer Request Form is submitted to the department, the department will update the student's record in the SNSP Portal with the next reevaluation date. The school will see this information on the school's Student Summary.

Further information on the processing of applications and transfer requests is available in the Student Application and Transfer Request Information Bulletin. Information on the residency requirements can be found in the Residency Documentation Bulletin. Both bulletins are located on the SNSP Bulletins webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>.

Quarterly Progress Reports

SNSP schools are required to provide SNSP parents with quarterly reports. The quarterly reports must be on the Parent Record of Implementation and Progress Form available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>. The reports must contain the following information:

- The related services to be provided, if any, as agreed to by the school and the student's parent that are not included in the student's IEP or services plan.
- The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
- The student's academic progress during the school year. The school must describe the student's progress during the quarter under the "Record of the Child's Progress" section of the Quarterly Report.

The school may also include attachments to the Quarterly Report in providing this documentation.

Frequently Asked Questions

Student No Longer Participating in the Program

- 1. If a SNSP student graduates or leaves the school, when can the school offer the scholarship to a new applicant?***

When a SNSP student graduates from high school, the school may offer the scholarship to a new applicant. If a student is transferring to a different SNSP school, the school would be able to offer the SNSP scholarship to a new SNSP student once it receives confirmation from the student's parent that the transfer request was accepted by the new school. If the student will no longer participate in the SNSP, the school would be able to offer the SNSP scholarship once it either receives a letter from the parent withdrawing the student from the SNSP or receives notification that the student has enrolled in another private school, a home-based educational program, a charter school, or a public school district.

Schools must notify the department, as described in question 2, when one of the situations above occur.

If the available scholarship is a continuing SNSP pupil scholarship, the school can decide if it would like to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship. Schools are not required to notify the department whether they will convert the scholarship or not.

2. *If one of the situations described in question 1 occurs, what are the required notifications to the DPI?*

If a SNSP student leaves the school, no longer meets the SNSP requirements, or ceases to participate in the SNSP, a SNSP administrator or designee for the school must notify the DPI through one of the following methods:

- Click the student withdrawal link next to the student's name in the SNSP Portal and complete the withdrawal information. Please note the Student Withdrawal link is not open during certain times of the school year. The form will require that the school identify that the student has withdrawn from the SNSP or had one of the items identified in the "Scholarship Continuance" section occur.
- Identify the student is no longer eligible in the Student Rollforward.
- Identify the student is no longer eligible for a SNSP scholarship in the Preliminary Enrollment Report, 3rd Friday in September Pupil Count Report, or 2nd Friday in January Pupil Count Report. The withdrawal link will not be available in the SNSP Portal while the 3rd Friday in September Pupil Count Report and 2nd Friday in January Pupil Count Report are being processed.

IEP Reevaluations

3. *Does the SNSP require that an annual evaluation be completed for SNSP students? If an annual evaluation is required, does it need to be completed by the private school or the student's resident school district?*

Annual reevaluations are not required for the SNSP. The public school district only completes an IEP reevaluation once every three (3) years for SNSP eligibility purposes. Private schools are not required to complete annual reevaluations for students. Private schools and parents may choose to revise an agreement of services to be provided at any time if they determine that changes in services should be made for a SNSP student.

4. *Is a child still eligible for the SNSP if the IEP team does not schedule the evaluation until after the 3 year reevaluation period is up?*

The parent/guardian must make the child available for a reevaluation within 60 days of when the district requests it in order for the student to be eligible for a SNSP scholarship. The student would still be eligible for a SNSP scholarship as long as the parent makes the child available for a reevaluation within 60 days of the reevaluation request.

5. *If an IEP reevaluation is waived, what needs to be included in the waiver?*

The IEP waiver must be in writing from the school district and indicate that the district determined that an IEP reevaluation did not need to be completed. It must be signed by a representative of the district. A sample waiver form is Form RE-3 available at <https://dpi.wi.gov/sped/laws-procedures-bulletins/procedures/sample/forms>. The date of the waiver is then used to determine when the next reevaluation will be required for SNSP purposes. The school must obtain this waiver from the parent and retain it for review by the school's external auditor.

6. *How does a school identify when a student's next 3 year reevaluation is due?*

The Student Summary in the SNSP Portal provides a list of the school's SNSP students. The next reevaluation date is provided in the Student Summary for all full scholarship students. To determine which of the next reevaluations are due, you may sort the next reevaluation dates by clicking on the column header.

If a reevaluation was required but the parent has not yet provided the school the information on the reevaluation, you should follow up with the parent on the status of the reevaluation. If the reevaluation already occurred, you must obtain a copy of the reevaluation information. If the reevaluation has not already occurred and the parent did not receive a notice that a reevaluation was required, the parent should follow up with the resident school district regarding getting the reevaluation completed.

7. *If the student is reevaluated, does the school need to obtain a new IEP?*

No. The school must obtain a copy of the reevaluation that was completed. A new IEP is not required for the student to be eligible for the SNSP.

Student Determined to No Longer Have a Disability

8. *If a SNSP student was determined to no longer have a disability by the public school district as part of an IEP reevaluation, can the student still participate in the SNSP?*

Yes. A partial scholarship student is able to continue to participate in the SNSP at that school until the student has something occur that makes them no longer eligible for a scholarship as described in the [Scholarship Continuance Section](#). However, if a partial scholarship student transfers to another school, the student will not be able to retain the SNSP scholarship.

9. *If a SNSP student was determined to no longer have a disability by the public school district as part of an IEP reevaluation, how do I report the information to the department and when will my school start receiving a partial scholarship for the student?*

The school reports IEP reevaluation determinations from the previous school year in the Preliminary Enrollment Report due by the last weekday in August. If the IEP reevaluation was completed during the current school year (on or after July 1st of the current school year), it will be reported in the Preliminary Enrollment Report in the following school year. The school would then begin receiving the partial scholarship for the pupil in the school year it is reported.

The partial scholarship that the school will receive will be at the Private School Choice Programs' rate. The student is still considered to be a participant in the SNSP, not the Private School Choice Programs.

10. If a student is determined to no longer have a disability, how many years can the school receive a partial scholarship payment for the pupil?

The school will receive a partial scholarship payment for a pupil beginning in the school year following the determination that the pupil no longer has a disability. The school will receive a partial scholarship payment for the pupil each school year until the pupil is no longer eligible for a SNSP payment because one of the situations in the [Scholarship Continuance](#) section occurred that make the pupil no longer eligible for a scholarship.

11. If a student is determined to no longer have a disability, is a modified agreement of services to be provided or the quarterly progress reports still required?

Yes. All SNSP students, including partial scholarship students, must have an agreement of services and must receive quarterly progress reports. If a determination is made that a student no longer has a disability, the school may work with the parent to revise the agreement of services to reflect the services that the private school will be providing to the student. The quarterly reports will provide a record of both the child's progress and the implementation of any services the school has agreed to provide.

Quarterly Progress Report

12. What type of documentation is required for the quarterly progress reports?

The [Quarterly Progress Reports](#) section describes the information that must be provided as part of the form. The school may choose what documentation it feels best provides the information required by the form, including providing attachments with the form.

13. Are there specific dates that must be used for the quarterly reporting?

There are no specific dates that must be used for the quarterly reporting. The school must provide the report four times a year. The school could choose to have those dates align with when it is providing other progress reports or reports cards for their school. The form that must be used for the quarterly reporting is the Parent Record of Implementation and Progress Form available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>.