



2024-25 COMPLETING THE STUDENT ROLLFORWARD

SNSP Portal Instructions

At the beginning of each school year, SNSP Administrators or designees will need to indicate which SNSP students will be continuing SNSP students at their school for the next school year. This process in the SNSP Portal is called the Student Rollforward.

Please note that the following schools do NOT have to complete this process:

- 1) Schools that are new to the SNSP for the 2024-25 school year.
- 2) Schools that are continuing in the SNSP but do not have any applications or transfer requests with a next year status of "Submitted" in the 2023-24 Student Summary.

If you do not get the prompt to complete the Student Rollforward when you select the Student Summary, then the school is not required to complete the Student Rollforward.

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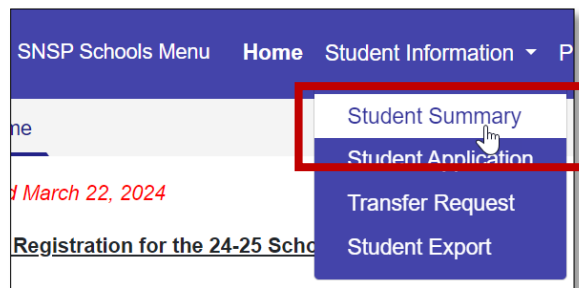
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Step 1: Ensure that no 2023-24 applications or transfer requests need to be submitted in the SNSP Portal.

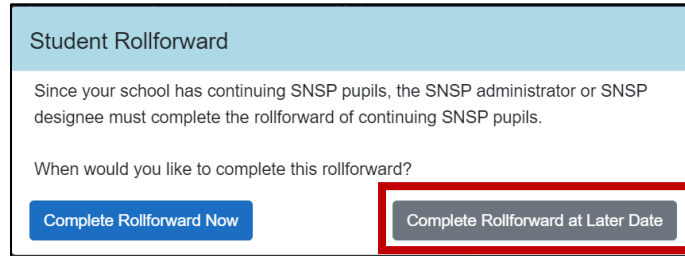
If the school has not submitted all of its eligible 2023-24 student applications or transfer requests in the SNSP Portal, that must be completed prior to completing the Student Rollforward. If an application or transfer request was determined ineligible or the student remained on the SNSP waiting list at the end of the 2023-24 school year, the student’s application or transfer request should **not** be submitted to DPI.

In order to see the 2023-24 student applications and transfer requests that have been submitted in the SNSP Portal, complete the following:

1. Log into the SNSP Portal and navigate to the Student Summary:

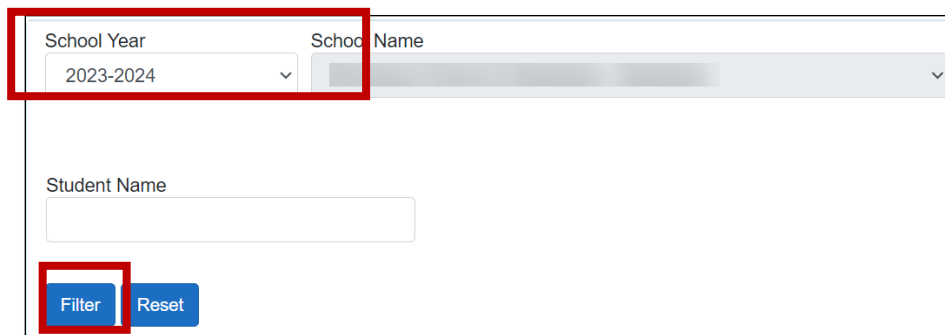


- When you select the Student Summary, you will get the option to complete the Student Rollforward immediately or you may select “Complete Rollforward at Later Date.” Select “Complete Rollforward at Later Date” to see the Student Summary.



The screenshot shows a form titled "Student Rollforward". Below the title, there is explanatory text: "Since your school has continuing SNSP pupils, the SNSP administrator or SNSP designee must complete the rollforward of continuing SNSP pupils." Below this text is the question "When would you like to complete this rollforward?". At the bottom of the form, there are two buttons: "Complete Rollforward Now" (highlighted in blue) and "Complete Rollforward at Later Date" (highlighted in grey with a red border).

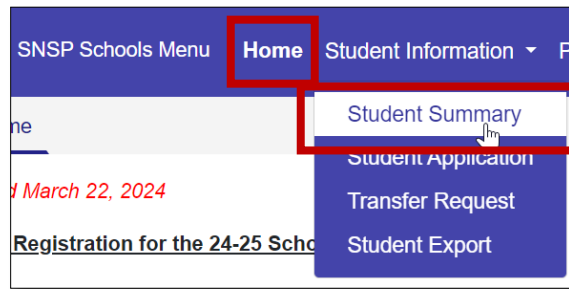
- The Student Summary will default to the 2024-25 school year. Until you complete the Student Rollforward, none of your continuing SNSP pupils will be identified on the Student Summary. If you would like to see the 2023-24 Student Summary, select “2023-2024” in the top right corner and press “Filter”.



The screenshot shows a filter interface for the Student Summary. At the top, there are two dropdown menus: "School Year" (set to "2023-2024") and "School Name". Below these is a text input field labeled "Student Name". At the bottom left, there are two buttons: "Filter" (highlighted in blue with a red border) and "Reset".

- Ensure that the 2023-24 Student Summary includes all 2023-24 applications and transfer requests that were determined eligible and granted a seat.

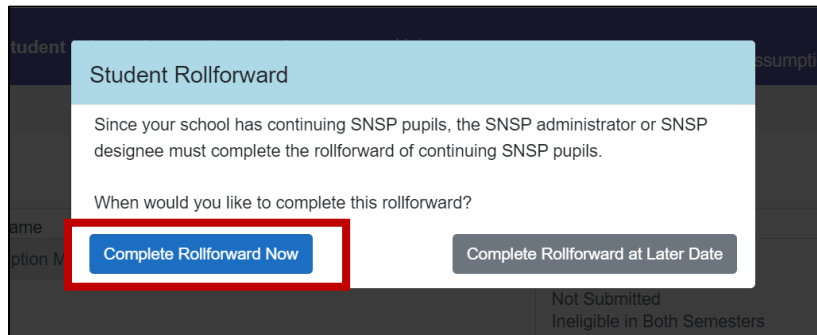
Step 2: Navigate to the Student Summary



After ensuring all 2023-24 applications and transfer requests have been submitted, you can begin the rollforward by going to the “Home” and navigating back to the Student Summary. Note that if you stay on the Student Summary and select the “2024-25 school year”, you will not receive the message to begin the rollforward.

Step 3: Select “Complete Rollforward Now” to Begin

When you select the Student Summary, you will get the option to complete the Student Rollforward immediately or you may select “Complete Rollforward at Later Date.” Select “Complete Rollforward Now” when you are ready to complete the rollforward.



Step 4: Confirm that no outstanding student applications or transfer requests from 2023-24 need to be submitted.

Confirm the school has submitted all eligible 2023-24 school year student applications and transfer requests, by selecting the check box acknowledging the first statement on the Student Rollforward as seen below:

Student Summary Student Rollforward

Student Rollforward: Identify Continuing Students

I confirm that all eligible 2023-24 SNSP applications and transfer requests received by the school have been submitted in the SNSP Portal.

Step 5: Indicate the anticipated 2024-25 grade for ALL students.

For each student listed in the Student Rollforward, indicate the expected 2024-25 grade. Only the grades the school has available for the 2024-25 school year will be listed in the drop down.

If the school needs to add a grade, the SNSP Administrator must go to the School Information drop down and select “Scholarships and Grades Available”. The SNSP administrator must then complete the Scholarships and Grades Available form to add the grade for the 2024-25 school year before completing the Student Rollforward. Additional information on changes to scholarships and grades available is in the Student Application and Transfer Request Information Bulletin on the [School Application & Transfer Request Processing webpage](#).

App #	Student Name	Date of Birth	2023-24 Grade	2024-25 Grade	Parent Name	Pupil Eligible for Scholarship? <small>Mark All Yes</small>	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	▼	Hunter, Larry	▼	N/A
5268	Morse, Mary	12/23/2013	3rd Grade	▼	Morse, Regan	▼	N/A
3938	Burrows, Lynn	5/16/2013	4th Grade	▼	Burrows, Doug	▼	N/A
4860	Kraft, Missy	11/12/2011	5th Grade	▼	Kraft, Patrick	▼	N/A
3308	Winston, Ezra	10/16/2011	5th Grade	▼	Winston, Hilda	▼	N/A
2467	Jones, Allison	3/12/2011	6th Grade	▼	Jones, Kelsey	▼	N/A
4890	Pratt, Eugene	6/12/2011	6th Grade	▼	Pratt, Melissa	▼	N/A

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Step 6: Indicate which students are continuing for the 2024-25 school year.

Identify if each student is eligible for a scholarship at the school in the “Pupil Eligible for Scholarship?” drop down. The reasons a student would no longer be eligible for a scholarship are identified in the Scholarship Continuance section of the [Continuing & Transfer Student Eligibility Bulletin](#).

If the student will no longer be continuing in the SNSP at the school, select “No” in the “Pupil Eligible for Scholarship?” drop down to withdraw the student.

After selecting “No” in the “Pupil Eligible for Scholarship?”, the “Reason No Longer Eligible for Scholarship at School” will change to have a drop down menu:

App #	Student Name	Date of Birth	2023-24 Grade	2024-25 Grade	Parent Name	Pupil Eligible for Scholarship? <small>Mark All Yes</small>	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	3rd Grade	Hunter, Larry	Yes	N/A
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade	Morse, Regan	No	
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade	Burrows, Doug	No	N/A
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade	Kraft, Patrick	Yes	N/A
3308	Winston, Ezra	10/16/2011	5th Grade	4th Grade	Winston, Hilda	Yes	N/A
2467	Jones, Allison	3/12/2011	6th Grade	6th Grade	Jones, Kelsey	Yes	N/A
4890	Pratt, Eugene	6/12/2011	6th Grade	6th Grade	Pratt, Melissa	Yes	N/A

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Click on the drop down menu in the Reason column. If all of the reasons are not visible, you may use the scroll bar on the right hand side to scroll through the reasons. Select the appropriate reason. If you select “Other,” you will be prompted to explain the reason on the next page. The “Other” reason may only be used if no other reasons are applicable. Please note that students generally cannot be removed as a SNSP student for a different reason.

I confirm that all eligible 2023-24 SNSP applications and transfer requests received by the school have been reviewed.

App #	Student Name	Date of Birth	2023-24 Grade	2024-25 Grade	Parent Name	Pupil Eligible for Scholarship? <small>Mark All Yes</small>	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	3rd Grade	Hunter, Larry	Yes	
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade	Morse, Regan	No	
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade	Burrows, Doug	No	
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade	Kraft, Patrick	No	
3308	Winston, Ezra	10/16/2011	5th Grade	4th Grade	Winston, Hilda	Yes	N/A

The student has graduated from high school.
 The student has turned 21.
 The student no longer resides in Wisconsin.
 The school received a records request from a

Once the box at the top verifying all 2023-24 applications and transfer request have been submitted is checked and all of the drop downs are completed the Next Page button will activate:

I confirm that all eligible 2023-24 SNSP applications and transfer requests received by the school have been submitted in the SNSP Portal.

App #	Student Name	Date of Birth	2023-24 Grade	2024-25 Grade	Parent Name	Pupil Eligible for Scholarship? <small>Mark All Yes</small>	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	3rd Grade	Hunter, Larry	Yes	N/A
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade	Morse, Regan	No	The student no longer resides in Wisconsin.
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade	Burrows, Doug	No	The school received a records request from a different school or written notification from the parent/guardian indicating the student has enrolled, in or out of Wisconsin, in a different private school, a home-based educational program, a charter school, or a public school district.
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade	Kraft, Patrick	No	Other. Generally, only the reasons identified above would be reasons to withdraw a student from the SNSP or that a student would no longer be eligible for the SNSP at your school.
3308	Winston, Ezra	10/16/2011	5th Grade	4th Grade	Winston, Hilda	Yes	N/A
2467	Jones, Allison	3/12/2011	6th Grade	6th Grade	Jones, Kelsey	Yes	N/A
4890	Pratt, Eugene	6/12/2011	6th Grade	6th Grade	Pratt, Melissa	Yes	N/A

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Step 7: Confirm Students Not Continuing in the SNSP.

1. If the school indicates that all students are continuing in the SNSP, the screen will indicate that. You may hit the “Next Page” button and proceed to the next step. You do not need to complete the other items identified in this step.

Based on the information provided on the Student Rollforward page, all students in a submitted status will be carried forward to the current school year.

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2. The school will be required to provide additional information regarding a student if it identifies the school received a record request from another school or selects the “Other” reason for the student no longer being a SNSP student at the school.

- a. **School Received Record Request Reason:** If the identified reason is that the school received a record request from a different school, you must identify whether the student is transferring to another SNSP school and, if so, confirm the Transfer Request has been determined eligible at the new SNSP school. As a reminder, the school the student previously attended should not identify the student as no longer eligible for a scholarship at their school until it has received confirmation from the new school that the pupil has an accepted SNSP transfer request for the 2024-25 school year.

If the student was determined to no longer have a disability, the school should indicate “No” in the “Is the SNSP student transferring to another SNSP school?” column since students who have been determined to no longer have a disability cannot transfer to a different school. This includes all partial scholarship students.

Reason No Longer Eligible for Scholarship at School	Please describe the reason the student is no longer eligible for the SNSP <i>This field is only required if the ineligibility reason identified for a student is "Other".</i>	Is the SNSP student transferring to another SNSP school?	I have confirmed that the student's SNSP Transfer Request has been determined to be eligible, and a SNSP scholarship has been offered for the student
The school received a records request from a different school or written notification from the parent/guardian indicating the student has enrolled, in or out of Wisconsin, in a different private school, a home-based educational program, a charter school, or a public school district.	N/A	Yes ▾	Yes ▾

- b. **“Other Reason”:** If the reason selected is Other, explain why that reason was selected. Generally, one of the standard reasons should apply so please ensure the reason is clear enough so the DPI can verify the student should be withdrawn.

Indicating that the parents have not responded to the school regarding whether they will continue at the school is **not** a sufficient reason.

Reason No Longer Eligible for Scholarship at School	Please describe the reason the student is no longer eligible for the SNSP <i>This field is only required if the ineligibility reason identified for a student is "Other".</i>	Is the SNSP student transferring to another SNSP school?	I have confirmed that the student's SNSP Transfer Request has been determined to be eligible, and a SNSP scholarship has been offered for the student
Other. Generally, only the reasons identified above would be reasons to withdraw a student from the SNSP or that a student would no longer be eligible for the SNSP at your school.	Enter the reason the student is no longer eligible for a scholarship here.	N/A	N/A

- c. **Confirm Withdrawal:** Once you have entered any additional information required to withdraw students, you will need to confirm that you are withdrawing those applications and transfer requests from the SNSP by checking the box next to the statement:

I confirm that all of the above students are no longer eligible for the SNSP for the reasons identified above. I understand that if I identify a student as no longer eligible for a scholarship, the student's application or transfer request will be marked as ineligible. If a student identified as no longer eligible for a scholarship subsequently meets the initial SNSP eligibility requirements, the student must complete a new SNSP application in order to be eligible for the SNSP.

If, based on a review of the above, you are unsure if a pupil will remain eligible for a scholarship, return to the previous page and indicate "Yes" they are eligible for a scholarship.

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- d. **“Next Page” Enabled:** The “Next Page” button will be enabled so you can proceed to the next page once you have completed all of the following:
 - i. The drop down(s) for students that transferred to a different school,
 - ii. The additional information for students that had “Other” selected, and
 - iii. Checked the box at the bottom of the page.

Step 8: Submit the Student Rollforward

The final page will identify the number of continuing students the school identified in each grade category. Select the Submit button when the school is ready to submit.

Category	Full Scholarship Headcount	Partial Scholarship Headcount	Total SNSP Headcount
4-year-old kindergarten (0.5 FTE)	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.8 FTE)	0	0	0
5-year-old kindergarten (1.0 FTE)	0	0	0
Grades 1-8	3	2	5
Grades 9-12	0	0	0
Total Pupils	3	2	5

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Will Submit Later

Submit

The school will receive an error message that will prevent the submission of the Student Rollforward if the school does not have enough scholarships in a grade category.

If you need to add scholarships to a grade category, you must do so before you can Submit the Student Rollforward. If you need to adjust the school's grades or scholarships available, you must go to the School Information menu and select SNSP Scholarships and Grades Available. The SNSP Portal will save data previously inputted in the Student Rollforward and allow you to complete the rollforward at a later time. Additional information on changes to scholarships and grades available is in the Student Application and Transfer Request Information Bulletin on the [School Application & Transfer Request Processing webpage](#).

The number of continuing students that are eligible based on the rollforward includes 4 in the Grades 1-8 full scholarship category. The number of available scholarships for this grade category is 3. Review the grades on the Student Rollforward page for accuracy. If they are correct, the school must modify the number of scholarships available to add the required scholarships. The SNSP Administrator can add these by selecting "Scholarships and Grades Available" in the School Information drop down.

[Previous Page](#) [Will Submit Later](#) [Submit](#)

Once all changes have been submitted for the school's available grades and scholarships, you can return to the Student Rollforward by clicking on the Student Summary. You will again receive the prompt to complete the Student Rollforward.

Frequently Asked Questions

1. When I log into the SNSP Portal and select the Student Summary, I don't see an option to complete the Student Rollforward. How do I complete the Student Rollforward?

If you do not see a Student Rollforward when you select the Student Summary, that may mean another individual from your school already completed the rollforward. If you see students in the 2024-25 Student Summary, another individual at your school has already completed the Student Rollforward.

Alternatively, the following schools do not need to complete the Student Rollforward:

- a. Schools new to the SNSP for the 2024-25 school year.
- b. Schools that do not have any students with a next year status of "Submitted" in the 2023-24 Student Summary.

The school must submit all 2023-24 applications or transfer requests that were determined eligible and were not on the SNSP waiting list at the end of the 2023-24 school year. If any of these applications or transfer requests have not yet been submitted in the SNSP Portal, the school must submit them no later than the 2nd Friday in August. If the 2023-24 Student Summary did not include any other applications or transfer requests in a "Submitted" next year status, the Student Rollforward option will be available when you return to the Student Summary after submitting the eligible 2023-24 application or transfer request.

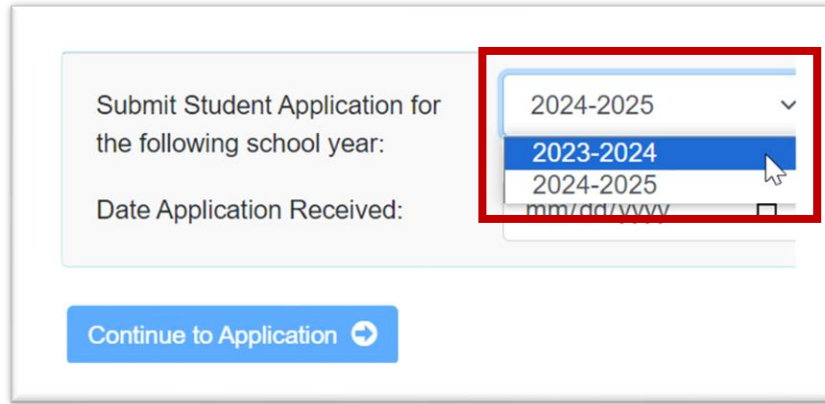
If the SNSP Administrator believes the school should have student records requiring the completion of the Student Rollforward, then please email snsp@dpi.wi.gov.

2. I am trying to submit a 2024-25 student application, but the SNSP Portal will not let me. What can I do?

SNSP Administrators and designees may not submit 2024-25 student applications or transfer requests prior to completing the Student Rollforward. Until you complete the Student Rollforward, you will get this error message. (The printscreen below is for the Application Submission.)

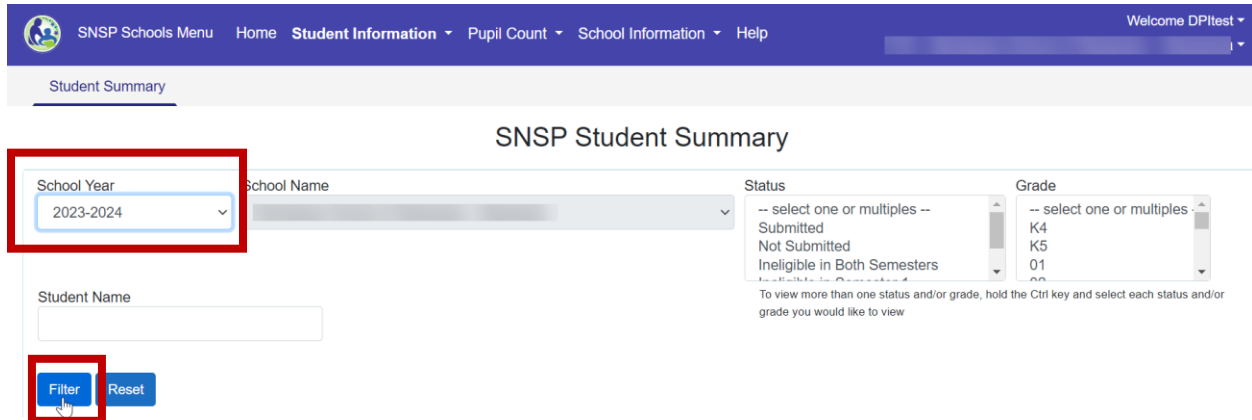
The screenshot shows a form for submitting a student application. It includes a dropdown menu for the school year (2024-2025) and a date input field for the application received date (mm/dd/yyyy). Below the form is a blue button labeled "Continue to Application". A red-bordered box highlights an error message: "Prior to submitting SNSP applications or transfer requests for the 2024-25, you must identify the SNSP students that will be continuing in the SNSP at your school. Go to the Student Summary to complete the rollforward of the continuing SNSP students."

If you are trying to submit a 2023-24 student application or transfer request, ensure you have selected the correct school year. (The printscreen below is for the Application Submission.)



3. How can I see the 2023-24 Student Summary?

The Student Summary will now default to the 2024-25 school year. If you would like to see the 2023-24 Student Summary, select “2023-24” in the School Year drop down and then press the Filter button.



4. When I look at the 2024-25 Student Summary, the SNSP Portal doesn't show any students even though our school has continuing SNSP students. What do I do?

If the school has not yet completed the 2024-25 Student Rollforward, the Student Summary will be blank. Once the Student Rollforward is completed, the continuing SNSP students will be included in the 2024-25 Student Summary. You may view the 2023-24 Student Summary by completing the steps in the previous FAQ.

5. I cannot submit the Student Rollforward due to an error message on the last page. How do I resolve the errors?

The Student Rollforward will compare the number of full scholarship and partial scholarship students with what was submitted in the Intent to Participate (ITP) and any changes submitted in the School Information Update Form: SNSP Scholarship and Grades Available in the SNSP Portal. If the school does not have enough scholarships in a grade category for the scholarship type, then you will need to update the scholarships and grades available before you can submit the Student Rollforward.

To see the total number of continuing SNSP pupils for each grade category, use the last page of the Student Rollforward:

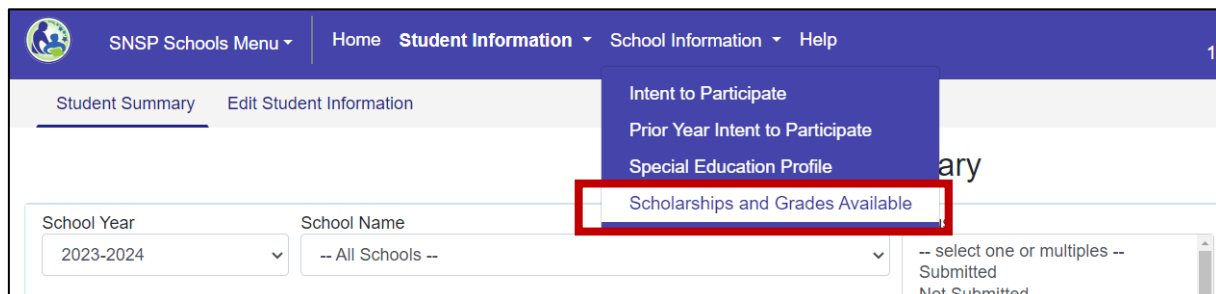
Category	Full Scholarship Headcount	Partial Scholarship Headcount	Total SNSP Headcount
4-year-old kindergarten (0.5 FTE)	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.8 FTE)	0	0	0
5-year-old kindergarten (1.0 FTE)	0	0	0
Grades 1-8	3	2	5
Grades 9-12	0	0	0
Total Pupils	3	2	5

To identify which students have a full or partial scholarship, review the 2023-24 Student Summary. See the FAQ on how to view the 2023-24 Student Summary if you have questions on how to do this.

See the next FAQ for information on how to change the number of SNSP scholarships available.

6. How do I determine the grades available for SNSP and the number of scholarships available for each grade category? How do I add a grade or change the number of scholarships available for a grade category?

Go to the School Information drop down menu and select “Scholarships and Grades Available.”



The SNSP Grades Available and SNSP Scholarships Available will be identified for the selected school year.

If you need to change the SNSP grades available or SNSP Scholarships Available, check the box next to the “Change Grades and/or Scholarships Available”. Ensure you have the correct school year selected prior to checking the box next to the “Change Grades and/or Scholarships Available”.

[SNSP Scholarships and Grades](#)

School Information Update Form: SNSP Scholarships and Grades Available

View Grades Available & Scholarships for the following school year:

2024-2025

If the school would like to make changes to the grades or scholarships available check the “Change Grades and/or Scholarships Available” box. You will then be able to make changes to the grades and scholarships available. Information on what changes may be made and when they can be made is available in the Student Application and Transfer Request Information Bulletin available on the [Student Application and Transfer Request Processing](#) webpage.

Change Grades and/or Scholarships Available

7. When can I make changes to the scholarships and grades available? What are the requirements when the changes are made?

Please refer to the [Student Application and Transfer Request Information Bulletin](#) for information on when changes to scholarships and grades can be made and the requirements when those changes are made.

8. I exited the Student Rollforward without submitting it. How do I return to the Student Rollforward to finish and submit it?

In order to return and complete the Student Rollforward, select the “Student Summary” from the Student Information drop down.

If you are already in the Student Summary, navigate to a different page, such as the Home page, and then return to the Student Summary.

9. I have submitted the Student Rollforward. I realized that I need to submit another 2023-24 Student Application or Transfer Request or I need to correct which students are continuing in the Student Rollforward. How do I proceed?

If you need to withdraw a student after the Student Rollforward is completed, you should do so using the “Withdraw” link next to the student in the 2024-25 Student Summary.

Email snsp@dpi.wi.gov to request that the school's Student Rollforward be unlocked if any of the following occurred:

- a. The school needs to submit another 2023-24 application or transfer request that was determined eligible and granted a SNSP seat, but not submitted in the SNSP Portal. The 2023-24 application or transfer request that was missed should be submitted in the SNSP Portal before emailing DPI.
- b. The school incorrectly reported a student was no longer eligible for the SNSP. Please note that if one of the items occurred that make the student no longer eligible for the SNSP, as described in the [Continuing & Transfer Student Eligibility Bulletin](#), the Student Rollforward should not be changed. If the student would like to again attend the school as a SNSP student, the school must receive a 2024-25 SNSP application for the student and the student must be found eligible for the SNSP.

In the email, please identify the application id of the student(s) that need to be corrected and what needs to be corrected for the students.

Please note that the Student Rollforward must be resubmitted no later than the 2nd Friday in August.

10. Do we need to identify students who no longer have a disability and are partial scholarship in the rollforward?

All students that are continuing at the school and remain eligible for the SNSP scholarship should be identified as continuing in the rollforward. The school does not identify students that had a reevaluation in the rollforward.

The school reports IEP reevaluation determinations from the previous school year in the Preliminary Enrollment Report due by the last weekday in August. IEP reevaluation completed by June 30, 2024 that haven't previously been reported to the DPI must be reported in the Preliminary Enrollment Report in August 2024. The school would then begin receiving a partial scholarship for the pupil in the 24-25 school year. If the IEP reevaluation occurred after June 30, 2024, the reevaluation will be reported in the 2025-26 Preliminary Enrollment Report due by the end of August 2025.

11. Who can complete and submit the Student Rollforward?

The Student Rollforward can be completed by any SNSP administrator or designee at the school.