



Special Needs Scholarship Program Transfer Request Checklist – 2024-25 School Year

The following checklist is intended to assist SNSP administrators and designees as they are reviewing a student’s transfer request. The requirements are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49. Further information on student eligibility and transfer request processing is available on the [SNSP School Application & Transfer Request Processing webpage](#). SNSP administrators and designees are reminded that their signature at the bottom of the Transfer Request Form, and submission of the Transfer Request Form to the Department of Public Instruction (DPI), attests that they have reviewed the transfer request and determined the student is eligible for a SNSP transfer.

Student Name:	
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Transfer Request Form Review:

	1. The Transfer Request form is legible and complete. The form is completed in ink or typed. All signatures are completed in ink, signed with a Digital ID through Adobe, or using DocuSign. If DocuSign was used, the transfer request file includes the DocuSign Certificate of Completion.
	2. The school transferring to is identified at the top of the transfer request. The school may use a school stamp or type in the school name.
	3. The school year applying for is identified next to the SNSP school transferring to. This must indicate the 2024-25 school year. The school year cannot be changed to 2024-25 if it is not the correct school year. If the form is not for the 2024-25 school year, the parent/guardian (hereafter “parent”) must complete and submit a form for the 2024-25 school year.
	4. The student’s first and last name are indicated. The middle initial, suffix, ethnicity, and race should be completed but are not required.
	5. Student’s date of birth is listed. For K4, K5 and 1st grade applicants, the student must have been born on or before: (a) September 1, 2020, for K4; (b) September 1, 2019, for K5; or (c) September 1, 2018, for 1st grade. Additionally, students may not be 21 as of September 1 in the school year they are transferring.
	6. Grade level for the student is listed as K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12. Please note that no grade, ungraded, or a blank box is not sufficient. The grade must be the anticipated grade for the 2024-25 school year.
	7. The grade on the form was identified as an available SNSP grade on the Intent to Participate or in a subsequent School Information Update form submitted in the SNSP Portal. If the grade is not an available SNSP grade, the school must notify the parent that the grade is not a SNSP available grade. If the school would like to add a grade, it must follow the SNSP Grades Available Changes section of the Student Application & Transfer Request Information Bulletin .
	8. The name of the SNSP school where the student is currently enrolled is listed. This cannot match the name of the SNSP school identified as the school transferring to.

IEP/Services Plan:

	9. Parent has submitted a copy of either an IEP or a Services Plan.
	10. The question, “Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?” must be answered. It should indicate “Yes” if the student had a reevaluation, including a waiver of an evaluation, while the student was participating in the SNSP.
	11. If the answer to 10 above is “Yes,” determine the following: <ul style="list-style-type: none">• The question “Did the IEP reevaluation result in a determination that the student has a disability?” must be answered.• If the student has had an IEP reevaluation since they began participating in the SNSP, the answer must be “Yes” for the student to be eligible to transfer. If the answer is “No”, the student is not eligible for a transfer.• The name of the school district that completed the student’s IEP reevaluation must be identified.
	12. If the answer to 10 above is “No,” determine the following: <ul style="list-style-type: none">• The Transfer Request Form must indicate whether the student had an IEP or services plan most recently developed by a Local Education Agency (LEA).• The name of the LEA that developed the IEP or services plan must be identified.
	13. The name of the Local Education Agency (LEA)/school district in the IEP or Services Plan section is the full name spelled out. No abbreviations may be used.

Family Information Section:

	14. The parents’ first and last name(s) are completed. The middle initial and suffix do not need to be completed.
	15. The entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	16. The name of the “Current Resident School District” is the full name spelled out. No abbreviations may be used.

Residency Information:

	<p>17. <u>Residency Documentation:</u> Determine that the parent has submitted a residency document that shows that the student lives at the address on the Transfer Request Form. DPI’s guidance is that schools obtain one of the documents listed in 17.a.-17.h. below. If a different document is used, the document must contain the name of a parent on the Transfer Request form and an address that matches the form, and the school must ensure the documentation shows the applicant resides at the address on the Transfer Request form at the time the form was received. If a different document is used, the school should complete the review described in 17.i.</p> <p>The residency documentation provided must meet the requirements in 18, 19, and 21 below.</p> <p>a. Wage statement (i.e. pay check stub) or a Form W2 Wage and Tax Statements. (Note: 2024 Form W2 Wage and Tax Statements are only accepted for forms received from Jan 2025-April 2025.)</p>
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- b. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Schools should use the bill date or the last meter reading date on a utility bill to determine that the bill meets the date requirements described in 19. DPI’s guidance is that the bill should be for services at the address on the Transfer Request form. A gas bill may include a natural gas or propane gas bill.

If the bill includes both a mailing address and a service address, DPI recommends that the addresses match, unless the mailing address is a PO Box or email address. If the mailing address and service address do not match and it is not due to the mailing address being a PO Box or an email address, this is a potential indication that the individual may not reside at the service address. The school must have documentation that shows the parent lives at the address on the Transfer Request Form.

- c. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the Transfer Request Form.** This letter must have been sent to the address on the Transfer Request Form. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the Transfer Request Form for service at that address.
- d. **Signed and dated lease agreement with a lease term that includes the required date.** Therefore, expired leases are not acceptable. The lease agreement must be complete and legible. Generally, schools should try to obtain one of the residency documents in 17a – 17h other than month-to-month leases. However, if a month-to-month lease is used, the start date must be dated within three (3) months prior to the date the Transfer Request Form is received.

DPI does not recommend utilizing rent receipts as a residency document to determine if a student resides at the address on the Transfer Request form at the time the form is received. Rent receipts are not recommended because rent receipts often can be handwritten documents and may not contain the required elements such as parent name, date, and/or an address that matches the Transfer Request form or school district verification document.

- e. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” United States Postal Service (USPS), or Housing Assistance letter. A USPS change of address letter could be used if the address on the Transfer Request form is the new address. An additional example is a license plate renewal postcard from the Wisconsin Department of Transportation. Printed statements from Access.gov can be used as residency support if the statement includes a date that shows it meets the date requirement explained in 19 and the parent name. Documents sent from a third party provider for a government agency, such as a loan service provider for governmental loans, are not considered governmental correspondence.
- f. **Letter from Service Organization for Homeless Individuals.** Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family may provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a

	<p>representative of the organization indicating the family lived at the location during the required time period as explained in 19.</p> <p>g. Properly completed Alternative Residency Verification form (Form PI-SNSP-0004) for situations where: (a) the student is not living with one of their parents; or (b) the parent(s) does not have one of the residency documents listed in 17a-17f or 17h and someone else living at the address on the Transfer Request Form is able to provide one of the residency documents listed in 17a-17e for the family. The form should be fully completed, including being signed by the household occupant and the parent. Additionally, the documentation from the household occupant and parent must be provided with the form. The Alternative Residency Verification form is available on the School Application & Transfer Request Processing webpage.</p> <p>h. Safe at Home card. If a family is participating in the Safe at Home program through the Wisconsin Department of Justice, the school may obtain the Safe at Home card (card) from the parent and complete the items found under number 8 of the “Residency Documents” section in the Residency Documentation Bulletin.</p> <p>i. Other. If the school uses a document that is not identified above, the school must ensure the residency document contains the name of a parent on the Transfer Request Form and an address that matches the Transfer Request Form and the school district verification document. Additionally, the school must ensure the documentation obtained shows the student resides at the address on the Transfer Request Form. As a reminder, residency documentation is reviewed by the school’s external auditor as part of the Enrollment Audits to ensure it contains the parent name and matches the address on the Transfer Request. If it is later determined a student did not reside at the address on the Transfer Request form, the transfer request may be determined ineligible for the SNSP.</p>
	<p>18. Residency Documentation Contains Parent Name: The residency documentation must contain the parent name on the Transfer Request Form. The DPI’s guidance is that the first and last name on the residency documentation should match one of the parents on the Transfer Request Form. See the Parent Name Match section of the Residency Documentation Bulletin for additional guidance.</p>
	<p>19. Required Date: The residency documentation, except for the Safe at Home card, is dated between three (3) months prior to the date the Transfer Request Form was received and the date the transfer form was received. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the date the Transfer Request Form is received must fall within the term of the lease.</p>
	<p>20. School District Determination: Determine what school district the address is in using one of the permitted school district verifications in the Residency Documentation Bulletin. Please note only the options listed in the Bulletin may be used. Maintain a print screen of the school district verification for your auditor’s review. Note: If the family is participating in the Safe at Home program, Steps 20-22 are not required. See 17h for information on the Safe at Home program requirements.</p>
	<p>21. Matching Address: The law requires that the address on the Transfer Request and school district verification documentation match the address on the residency documentation. See the Matching Address Components section of the Residency Documentation Bulletin for DPI’s guidance on this topic.</p>
	<p>22. Current Resident School District on Form: Determine that the current resident school district listed in the Family Information section of the transfer request matches the school district on the school district verification document obtained in 20.</p>

Parent or Guardian Certification:

	23. Parent initialed that the parent received the explanation of rights of students with disabilities under special education law and under the SNSP.
	24. Parent initialed that the parent received a profile of the school's special education program.
	25. The parent who signed the Transfer Request Form matches one of the parents' names in the Family Information Section of the Transfer Request.
	26. The date the parent signed the Transfer Request Form must be no later than 21 days after the date the form is received. The date signed must be completed even if the form is signed using DocuSign or a Digital ID through Adobe. The parent signature and/or signature date may not be added after the school sends a letter of acceptance or denial to the parent.

Continuing Student DPI Verification:

	27. The school must complete the Transfer Student DPI Confirmation Request form . The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the school complete the Transfer Student DPI Confirmation Request form no later than two (2) weeks after the Transfer Request form is received.
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For School Use Only Section:

	28. The date the Transfer Request Form was received is indicated. A transfer request is considered to be "received" when the SNSP administrator or designee obtains all of the following: (a) a Transfer Request Form; (b) residency documentation; and (c) the student's most recent IEP or services plan. The date received may not be added after the school sends a letter of acceptance or denial to the parent. Further, 2024-25 transfer requests may only be received from July 1, 2024 to June 30, 2025 so the date received must be during this date range.
	29. The SNSP administrator or designee has checked whether or not the student is eligible.
	30. Determine the number of scholarships the school has available in the grade on the form. This is identified on the Scholarships and Grades Available page in the SNSP Portal. Ensure the school has a scholarship available for the student by comparing the number of scholarships available to the total continuing and accepted new SNSP students at the school. If there is no available scholarship for the student, the school must place the student on the SNSP waiting list. The SNSP Available Scholarship Changes section of the Student Application & Transfer Request Information Bulletin explains when scholarships may be added and the process to add them.
	31. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator or designee signed the Transfer Request Form must be completed even if the form is signed using Adobe or DocuSign.

Transfer Request Changes, Acceptance, and Services to Be Provided Agreement:

	<p>32. The Transfer Request Form cannot have any white-out on it. All corrections must be made with a “strike through line” and initialed by the SNSP administrator or designee. The school must have written documentation to support the change.</p> <p>The SNSP administrator or designee and parent may not make the following changes to a Transfer Request Form after the school has sent a letter of acceptance or denial to the applicant:</p> <ul style="list-style-type: none">• Adding the parent signature and/or date signed to the Transfer Request Form or Alternative Residency form.• Adding the date the transfer request was received.• Any changes that result in the applicant being ineligible due to residency, the student not being continuously enrolled in the SNSP, or the student having been determined to no longer have a disability through an IEP reevaluation.
	<p>33. Applicants must be notified in writing whether or not the transfer request was accepted within 21 days of the date the transfer request is received. If the student is ineligible, the letter must specify the reason why the student is ineligible. If the student is placed on the waiting list, the letter must specify the student’s place on the waiting list.</p>
	<p>34. Complete a document with the parent identifying the agreed upon services the school will provide to the student. A template to create the agreement of services is available here: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing. This agreement must be signed and dated by the parent and a representative of the school. The school will not be eligible for SNSP payments for the student until the school and parent have agreed to the services the school will provide for the student.</p>

Transfer Request Form Submission:

	<p>35. By the next upcoming submission deadline, submit the Transfer Request Form to the DPI if it is eligible and the school has space available. The information on the transfer request form is submitted using the SNSP Portal. The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. If possible, the transfer requests should not be submitted until the school has determined if the applicant accepted or declined the scholarship.</p>
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Waiting List Student Acceptance:

	<p>36. If a transfer student on the 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.</p>
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