# **Appendix A: IEP/Services Plan LEA Verification Request Email**

The following is the email that the SNSP administrator or designee should send to the LEA that developed the IEP or services plan requesting verification that an applicant has an IEP or services plan that meets program requirements. The DPI strongly recommends the SNSP administrator use this email to ensure the IEP/Services Plan LEA Verification Request email meets all requirements. Additional information on the application processing requirements is available in the [Student Application and Transfer Request Information Bulletin](https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing).

**The block of information from student first name to the private school phone number must be updated prior to sending the email.** The determination of whether the school should select Yes or No in the “Student Resides in Your District” section must be determined by identifying if the LEA that developed the IEP or services plan is the same as the resident school district on the application.

Dear <LEA contact first name> < LEA contact last name>,

This email is to notify you that the following student has been found eligible by our school to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that was meets one of the following requirements. You are receiving this email because the student’s SNSP application identified that your LEA developed the IEP or services plan. The information for this applicant is as follows:

**Student First and Last Name**:

**Date of Birth**:

**Date Application Received**:

**Student Resides in Your District**: Yes/No ***Choose one answer***

**Name of Private School Applying To**:

**Private School Phone Number**:

The above individual must meet one of the following to be eligible:

* The student has an IEP or services plan that is being implemented as of the date application received listed above; or
* The student has an IEP or services plan that was developed no earlier than September 15, 2018 AND the student has not had a more recent reevaluation since the plan was developed that determined that he or she no longer had a disability.

Wis. Stat. 115.7915 (3) (bm) and Wis. Admin. Code PI 49.05 require that the LEA that developed the IEP or services plan verify the student meets the above requirement within five (5) business days of receiving this verification request from the private school. **Please reply to this email within five (5) business days with one of the following:**

* If the student meets the above requirements, provide a copy of the student’s most recent IEP or services plan.
* If the student does not meet the above requirements, indicate the LEA has no record that the student meets the above requirements.

If you have any questions, please reply to this email or call the school phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications> that has information on the SNSP in general and the LEA’s verification that the student has an IEP or services plan that meets the SNSP requirements.

Thank you,

<Private School SNSP Administrator or Designee>

# **Appendix B: Resident School District Notification of Eligible SNSP Student**

The SNSP administrator or designee must send an email to the resident school district notifying them that, pending the verification that the student has an IEP or services plan that meets program requirements, the student will receive a SNSP scholarship. If the LEA that developed the IEP or services plan is the resident school district, only the email in Appendix A needs to be sent. **If a different LEA developed the IEP or services plan, the email below or a similar communication must be sent to the resident school district.** Additional information on the application processing requirements is available in the [Student Application and Transfer Request Information Bulletin](https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing).

The block of information from student first name to the private school phone number must be updated prior to sending the email.

Dear <resident school district contact first name> <resident school district contact last name>,

This email is to notify you that the following student has been found eligible to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that meets program requirements. In order to be eligible for the SNSP, the student must either have: (1) an IEP or services plan that was being implemented on the date application received listed below, or (2) an IEP or services plan that was developed no earlier than September 15, 2018 AND have not subsequently been determined to no longer have a disability.

**Student First and Last Name**:

**Date of Birth**:

**Date Application Received**:

**Student Resides in Your District**: Yes

**Name of Private School Applying To**:

**Private School Phone Number**:

Based on the SNSP application, a different Local Education Agency (LEA) developed the student’s IEP or services plan. The email requesting verification that the student has an IEP or services plan that meets the SNSP requirement has been sent to this LEA.

If you have any questions, please reply to this email or call the phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications> that has information on the SNSP.

Thank you,

<Private School SNSP Administrator or Designee>