



SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

Bulletin 01-02

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Student Application & Transfer Request Information

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, which is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49, is intended to assist the SNSP administrators and designees with processing a student’s application and transfer request form. The SNSP applications and transfer requests cannot be accepted by anyone other than the SNSP administrator or designee.

The official application and transfer request forms must be filled out completely, accurately, and legibly with required signatures. Parents must complete the paper student application form or transfer request available on the student application and transfer request webpages. The links for the documents for each school year are available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications>. Further information on student eligibility is available in the Initial Student Eligibility Bulletin, Continuing & Transfer Student Eligibility Bulletin, and Residency Bulletin on the [Program Bulletins webpage](#).

To ensure that each student application or transfer request form includes all required information, the Department strongly recommends that schools use the Student Application checklist and Transfer Request checklist on the [SNSP School Application Processing webpage](#).

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Application & Transfer Request Processing

Application & Transfer Request Receipt

SNSP schools may accept SNSP applications from July 1st to June 30th of each school year for that school year. Applications and transfer requests may be accepted at any time during a school year. Applications and transfer requests must be accepted in the order that they are received except for the sibling preference described below.

- An application is considered to be “received” when the SNSP administrator or designee obtains all of the following: (1) the student’s SNSP application; and (2) the required residency documentation.
- 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.

Once the school has received all of the documents listed above to be considered “received”, the SNSP administrator or designee must enter the date received in the “for school use only” section of the paper application or transfer request.

Sibling Preference

If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. Preference may only be given if:

- The sibling’s application or transfer request is determined eligible prior to the date that the eligibility determination must be made for any student who submitted an earlier application or transfer request; and
- The school has not (a) sent the Individualized Education Program (IEP)/services plan verification email or notification email to the student’s resident school district for any student applicants who submitted an application earlier; or (b) sent the acceptance letter to any applicants who submitted a transfer request earlier.

Eligibility Review

Applications: Within twenty-one (21) days of receiving an application (21 day verification period) the SNSP administrator or designee must determine if the student is eligible using the application checklist by completing each step before the “For School Use Only Section - LEA Emails” section. This eligibility determination must include determining that the parent/guardian (hereafter “parent”) provided the correct residency documentation.

Transfer Requests: Within the 21 day verification period the SNSP administrator or designee must determine if the student is eligible using the transfer checklist by completing each step until the “For School Use Only Section” section and making sure any required corrections to the transfer request form have been completed using the strike through method. This eligibility determination must include determining that the parent provided the correct residency documentation and a

copy of the current IEP/services plan. As part of this process, the SNSP administrator or designee must complete the SNSP [Transfer Student DPI Confirmation Request form](#). When a Transfer Request form is received, DPI will send an email through Kiteworks notifying the SNSP administrator or designee that submitted the form whether the student was counted on the previous SNSP pupil count report, as required.

If any documentation provided is not correct, the school may obtain the correct documentation within the 21 day verification period. The date received does not need to be updated if revised documentation is obtained during the 21 day verification period. The date received is based on the initial date the required items described in the [Application & Transfer Request Receipt](#) section are received, even if corrections are later identified. If the correct documentation is not provided during the 21 day verification period, the application or transfer request must be determined ineligible.

Eligibility Notifications and Verifications

The school must then complete one of the following within the 21 day verification period based on the eligibility determination that is made and if there is a scholarship available at the school.

Eligibility Determination	Steps to be Completed During the 21 Day Verification Period After Eligibility is Determined
Ineligible	Send written notification to the parent. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible but the school does not have a scholarship available	Send written notification to the parent. The notification must indicate that the student has an eligible transfer request or eligible application pending the IEP/services plan verification, but the school does not have a scholarship available and indicate the student’s place on the waiting list. The IEP/services plan verification email should not be sent to the Local Education Agency (LEA) until the school has a scholarship available for the pupil.

<p>Eligible and the school has a scholarship available</p>	<p><u>Transfer Request:</u></p> <ul style="list-style-type: none"> • Send the letter of acceptance to the applicant. <p><u>Application:</u></p> <ul style="list-style-type: none"> • Send the email in Appendix A to the LEA that developed the IEP or services plan requesting the LEA send one of the following within five (5) business days: <ul style="list-style-type: none"> ○ A copy of the IEP/services plan if the student has an IEP/services plan that meets the SNSP requirements; or ○ Notification that the student does not meet the requirements. This email must be sent, even if the school has an IEP or services plan on file. The list of the public school district special education contacts is available in the School Directory by searching for the district and looking under “More Contacts.” • Determine if the LEA identified in the “Name of Local Education Agency (LEA) That Developed the IEP or Services Plan” listed in the IEP or Services Plan Requirement section of the application is different that the “Current Resident School District” listed in the Family Information section of the application. If so, send the email in Appendix B notifying the current resident school district that, pending the IEP/services plan verification, the pupil will receive a SNSP scholarship. <p>Note the emails in Appendix A and B are also available in a separate Word document on the Student Application and Transfer Request Processing webpage.</p>
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Application Processing After IEP/Services Plan Verification (Applications Only)

Within 7 days of the private school receiving either the IEP or services plan from the LEA in response to the private school’s verification request or notification that the student does not meet the requirement, the private school must complete the following:

- Check the box on the application identifying the LEA’s response to the IEP/services plan verification. The school should ensure that the checkbox in the IEP or Services Plan Requirement section has IEP or services plan identified consistent with the responses from the LEA.
- The SNSP administrator or designee must sign and date the application, as well as insert their printed name.
- Notify the student applicant whether or not they are eligible for the program. If the student is not eligible for the SNSP, the notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.

If the LEA determines the student does not have an IEP or services plan that meets program requirements but the parent has documentation indicating that the student does, the parent should contact the LEA directly regarding the discrepancy. If the LEA determines the verification was completed incorrectly prior to the time the letter of denial is required to be sent, the LEA should send a revised verification email with the corrected information. If a revised email is not sent by the LEA to the private school within the 7 days, a letter of denial must be sent out by the

private school based on the original email indicating the student is not eligible. If the LEA determines the verification was completed incorrectly after the letter of denial is sent to the student applicant, then the student applicant must submit a new SNSP application to the private school.

Application & Transfer Request Submission to DPI

The school must submit all eligible applications and transfer request forms to the DPI by the next upcoming submission deadline using the SNSP Portal. The submission deadlines and the eligibility status based on applications 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 applications and transfer requests should not be submitted until the school has determined if the applicant accepted or declined the scholarship.

If the school completed the eligibility determination after the 2nd Friday in January for an application or transfer request, the school must submit the application or transfer request to the DPI by the 2nd Friday in August in the following school year.

Payments & Application/Transfer Request Statuses

Payments are made based on two count dates, the 3rd Friday in September and 2nd Friday in January. The Student Summary will identify the current year status and next year status for all applications and transfer requests. These statuses identify if an application or transfer request is eligible for a count date. A student must meet all eligibility requirements, including being counted in a count report, in order for a school to receive payment for a student. See the [Payments webpage](#) for additional information.

The statuses are as follows:

- **Not Submitted:** The school has started submitting an application or transfer request but has not completed the submission. The school must submit the application or transfer request by the next submission deadline or it will automatically be changed to ineligible for the current school year and next school year.
- **Submitted:** The application or transfer request is eligible for the identified year. If the application or transfer request is for the current year, the application or transfer request has been submitted.
- **Ineligible in Semester 1:** The application or transfer request is eligible for the 2nd Friday in January, but not eligible for the 3rd Friday in September. Please note any applications or transfer requests submitted after the 3rd Friday in September are only eligible for the 2nd Friday in January, so they will be identified as “Ineligible in Semester 1.”
- **Ineligible in Semester 2:** The application or transfer request is eligible for the 3rd Friday in September, but not eligible for the 2nd Friday in January. This status will be identified for the Current School Year if a school submits a withdrawal for a student after the 3rd Friday in September.
- **Ineligible in Both Semesters:** The application or transfer request is not eligible for the 3rd Friday in September or the 2nd Friday in January.

Any applications or transfer requests submitted after the 2nd Friday in January will have a Current Year Status of Ineligible in Both Semesters and a Next Year Status of Submitted. This is because

applications and transfer requests determined eligible after the 2nd Friday in January will first be eligible to be counted in the following school year.

Agreement of Services to be Provided

The school and the parent must agree to the services that will be provided to each SNSP student. The document must be signed and dated by the parent and a representative of the school. The agreement must identify the services that the private school will provide to the student.

The school will indicate if the parent and school have agreed to the services that will be provided on the pupil count report. If the school and parent have not agreed to the services that will be provided by the count date, the school will not be eligible for payment for the student for that count date. The agreement of services to be provided will be reviewed by the auditor as part of the Enrollment Audit. 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.

Documentation Retention

Schools are required to retain all of the following for at least five (5) years from the end of the school year in which the student applies or five (5) years after the student no longer attends the school, whichever occurs later:

- a. A copy of all letters accepting or denying any applications or transfer requests,
- b. All applications,
- c. All transfer request forms, and
- d. All supporting documentation received, including a copy of the IEP/services plan verification from the LEA for applications.

The school must retain this documentation even if the application or transfer request is not accepted or if the student declines a scholarship when offered. The *Comparison of Rights of Students with Disabilities and their Families under State and Federal Special Education Law and under the Wisconsin Special Needs Scholarship Program*, which is included with the application and transfer request, does not need to be retained.

Corrections to Application & Transfer Request Information

Student Application & Transfer Request Form Corrections

Any corrections to the application or transfer request form are to 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. Any applications or transfer requests corrected with “white-out” will be ineligible for payment. **The SNSP administrator/designee and parent may not make the following changes to an application after the school sends the LEA the IEP/services plan verification email or the email to the resident school district; or to a transfer request after the school sends a letter of acceptance or denial to the parent:**

- Adding the parent signature and/or date signed to the application, transfer request form, or Alternative Residency Form.
- Adding the date received.
- Any changes that result in:

- The application being ineligible due to residency or status of the IEP or services plan, or
- The transfer request 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.

Application or Transfer Request Information Changes

If the school determines that any information was incorrectly included in the SNSP Portal for an application or transfer request submission, the SNSP administrator or designee will be able to correct the data 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 in the SNSP Portal. For example, an application that the school submits on August 1st could be corrected in the SNSP Portal until the last weekday in August.

If by the 3rd Friday in September, but after the dates specified above, the school determines that the resident school district was incorrectly identified for a current year application or transfer request submission, the SNSP administrator or designee should send an email to snsps@dpi.wi.gov with the application id for the student and an indication that the resident school district needs to be corrected. The application id can be obtained from the Student Summary in the Portal.

Grade changes that are not made by the deadlines above must be done by the school while completing the Preliminary Enrollment Report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report.

If any grade changes are missed in the count reports or other inaccuracies are identified after the deadlines above, the school must notify the auditor of the required change. The auditor will include the correction in the September or January Enrollment Audit.

As a reminder, a school may only accept applications or transfer requests for a grade that was identified as an available SNSP grade in the Intent to Participate or subsequently identified as an available grade in the School Information Update: SNSP Scholarships and Grades Available in the SNSP Portal. Information explaining how a school may add a grade is available in the [SNSP Grades Available Changes](#) section.

SNSP Available Scholarship Changes

Changing Continuing SNSP Scholarships to New Student Scholarships

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 withdraw the student in the SNSP Portal by going to the Student Summary and clicking the "Withdraw" button next to the student that is no longer eligible. The school will then be required to provide information on the reason the pupil is no longer eligible for a SNSP Scholarship at the school. Once the withdrawal has been submitted, the school does not need to notify DPI if it chooses to change a continuing SNSP student scholarship to a new SNSP student scholarship.

The withdraw button in the SNSP Portal will not be available while a count report or the Student Rollforward is pending. The Student Rollforward allows for the school to identify which students are no longer eligible for a SNSP scholarship at the school. The Preliminary Enrollment Report, 3rd Friday in September Pupil Count Report, and 2nd Friday in January Pupil Count Report include a column where the school can identify students who are no longer eligible for a SNSP scholarship.

SNSP Grades Available Changes

If a school would like to make changes to the grades that are available, the SNSP administrator must submit the change in the School Information Update: SNSP Scholarships and Grades Available (SNSP Scholarships and Grade Changes page) in the SNSP Portal. This may be done at any point during the year as long as there are enough scholarships available in the grade(s) being changed for applications or transfer requests that the school has not determined ineligible and the requirements in the [Changes to the Number of Available Scholarships](#) section are met, if applicable.

Changes to the grades may also require changes to the number of scholarships available if a new grade category is being added or all of the grades in a grade category are being removed. For example, if a school is adding 4 year old kindergarten (K4), it must also add at least one K4 scholarship in the SNSP Scholarships Available section of the SNSP Scholarships and Grade Changes page. Please see the next section for information on when changes to the number of available scholarships may be made.

Changes to the Number of Available Scholarships

The table below describes when the number of scholarships may be revised for schools and the requirements to revise the number of available scholarships. The SNSP administrator must complete the SNSP Scholarships and Grade Changes page in the SNSP Portal prior to giving out any additional scholarships. **A school cannot remove a scholarship for which it has already received an application or transfer request, unless it has been determined ineligible.** Schools that are adding available scholarships or moving scholarships to a grade category that has a higher payment amount may also be required to provide a bond/revised bond. If a bond or revised bond is not required for a change, the change may be completed at any time during the school year.

School Description	Required items prior to giving out additional scholarships	When is bond/revised bond required	Last day to make changes if bond or revised bond required	Bond/ Revised Bond Due Date
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted the surety bond due by the first weekday in June	Submit changes using the SNSP Portal	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	3rd Friday in September	First weekday in November
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted financial information that met SNSP requirements	Submit changes using the SNSP Portal and, if required, Bond	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	Last weekday in August	Last weekday in August
School had an expected SNSP scholarship amount, based on the ITP, of less than \$50,000	Submit changes using the SNSP Portal and, if required, Bond	The revised expected SNSP scholarship amount is \$50,000 or more	Last weekday in August	Last weekday in August

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 schools use this email to ensure the IEP/Services Plan LEA Verification Request email meets all requirements. This email is also available as a Word document on the [Student Application and Transfer Request webpage](#).

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 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, 2020 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.** This email is also available as a Word document on the [Student Application and Transfer Request webpage](#).

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, 2020 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>

Frequently Asked Questions

General Application Completion & Processing

- 1. If the last IEP team or services plan evaluation or reevaluation that makes the student eligible for the SNSP was waived, what date should be inserted on the application as the date of the last IEP team or services plan evaluation or reevaluation?**

The date of the last IEP team or services plan evaluation or reevaluation on the application should be the date of the waiver agreement.

- 2. The date of the last evaluation/reevaluation on the application does not appear correct based on the IEP or services plan. How should I proceed?**

If you are unsure whether the date of the last IEP or services plan evaluation or reevaluation is correct, the school should consider reaching out to the LEA that developed the IEP or services plan to confirm the correct date. The date may be unclear from the IEP/services plan. Confirming this date is correct will ensure the school has the correct next required reevaluation date for SNSP eligibility purposes. If a different date is provided than the date on the application, the paper application must be corrected. In order to correct the date, the incorrect date must be struck through, the correct date written in, and the SNSP administrator or designee must initial the change.

- 3. When should a parent submit a transfer request form to a new school they would like their child to attend in the next 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. As a reminder, if the pupil has been determined to no longer have a disability, the pupil will not be able to transfer to a different school and retain their SNSP scholarship.

If a pupil is transferring schools while school is in session, the pupil must continue to attend their current school until the new school sends the letter to the parent indicating the pupil has been accepted into the SNSP at the new school.

- 4. Can parents provide an application or transfer request and the required documentation to the school electronically? Does the school need to obtain the hard copy of the paper application or transfer request from the parent?**

The parent may provide the paper application or transfer request to the school electronically. However, once the application or transfer request form is submitted electronically to the school, all changes must be made to the application or transfer request received by the school. The school should only have one master copy of the application or transfer request. All

corrections, if any are required, must be made on this copy. Further, the “For School Use Only” section of the application or transfer request must be completed on this master version.

The required supporting documents (e.g. residency documentation) can be provided to the school electronically. A school can use a pdf, picture, or print screen of a required document as long as the document includes all of the required components and Wisconsin law permits copying of the document. If a lease agreement is used for residency documentation, the lease provided must be a complete, signed lease. The [Residency Documentation Bulletin](#) includes information on the required components for residency documentation and Appendix C of the Bulletin includes a summary of documents that may be obtained for SNSP students that cannot be copied.

5. Do the signatures on the application or transfer request form need to be handwritten signatures?

The signatures on the application and transfer requests must be completed using one of the three options below:

- 1) Handwritten signatures. The signatures do not need to be original signatures if the application or transfer request form is provided to the school electronically.
- 2) Digital signature completed using Adobe PDF. Signatures completed by Adobe will show with the Adobe logo as follows:

Signature of Parent or Guardian *MUST be the same name as one of the parents / guardians listed above.*

➤ John Smith

Digitally signed by John Smith
Date: 2022.06.30 10:02:01 -05'00'

- 3) Digitally signed using DocuSign. If this option is used the DocuSign Certificate of Completion must be retained in the student file.

The school should ensure the date signed is completed for all signatures, even if the document is signed digitally.

IEP/Services Plan Verifications

6. When should the SNSP administrator or designee send the email in Appendix A to the LEA that developed the IEP or services requesting verification that the student has an IEP or services plan that meets program requirements?

If a school has a SNSP scholarship available for the student, the SNSP administrator or designee should send the verification request email to the LEA once the private school has determined the pupil meets the SNSP eligibility requirements other than the IEP/services plan requirement. The email must be sent within 21 days of the private school receiving the paper application for the pupil.

If there are not enough scholarships available for a pupil, the SNSP administrator or designee should not send the IEP/services plan verification email until there is a scholarship available for the pupil and the school determined it will give the next pupil on the waiting list a scholarship.

See the [Application & Transfer Request Processing](#) section for additional information on the steps in the eligibility determination and verification processes.

7. If the private school already has a copy of the IEP or services plan, does the private school still need to send the IEP/services plan verification email to the LEA and get a copy of the IEP/services plan from the LEA as part of this verification?

Yes. Even if the private school has a copy of an IEP or services plan on file or previously received a copy from the LEA or parent, it must send the IEP or services plan verification email and receive the copy of the IEP or services plan in response to the verification request. The LEA providing the IEP or services plan in response to the verification request is the process by which the LEA confirms that the student meets the SNSP requirements, including that the student has not been determined to no longer have a disability after the IEP or services plan was developed.

8. If a charter school created a student's IEP, where should the school send the verification email?

Independent charter schools are LEAs, so if an independent charter school developed the IEP, the verification email would be sent directly to the school.

Charter schools that are authorized by a public school district are not independent charter schools, and only independent charter schools are considered LEAs. If the charter school is not an independent charter school, the verification email should be sent to the district that that serves as the charter school's authorizer.

A list of current charter schools is available at <https://dpi.wi.gov/parental-education-options/charter-schools/current>. This webpage includes a list of the current independent charter schools. It also includes a list of all charter schools and identifies the district that authorized the school.

The Wisconsin School Directory includes contact information for all the LEAs in Wisconsin. Use the "More Contacts" link to find contact information for the LEA staff. This directory is available at <https://apps6.dpi.wi.gov/SchDirPublic/home>.

9. How should the school proceed if the LEA indicates it cannot provide a copy of the IEP or services plan without a release from the parent?

Wis. Stat. 115.7915 specifies that the LEA must provide the IEP or services plan to the private school as part of the application verification process. Further, the parent/guardian signature section of the student application includes a release of any IEP or services plan for the student to the private school for use in connection with Wis. Stat. 115.7915 and Wis. Admin Code PI 49. If LEAs have questions on this process, schools can refer them to the Public School District Frequently Asked Questions available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications>.

Available Scholarships & Grades**10. If the school has a SNSP waiting list and a SNSP scholarship comes available, does the school need to offer the scholarship?**

No. However, if the school chooses to offer the scholarship, the school must offer the scholarship to the next student on the waiting list.

11. If the school specifies the number of scholarships available for 1-8 or 9-12 but only has a certain number of scholarships available in a particular grade, can the school restrict the number of scholarships for a particular grade?

The school may internally designate the number of scholarships it has available for a particular grade. If the school has indicated that it has a grade available, it must have at least one scholarship available in that grade. If a SNSP scholarship opens up in a grade that there is a waiting list for and the school chooses to fill the available scholarship from the waiting list, the school must offer the scholarships in the order of the waiting list.

12. How do I determine the number of SNSP scholarships or SNSP grades the school has available?

The number of scholarships or SNSP grades the school has available is identified in the [SNSP Portal](#). Once logged into the SNSP Portal, go to the School Information section and click Scholarships and Grades Available. SNSP administrators will also have the option to change the number of scholarships available and grades available on this page.

13. How are corrections made if the SNSP administrator or SNSP designee enter the information incorrectly into the application or transfer request submission in the SNSP Portal?

Please see the [Corrections to Application & Transfer Request Information section](#) for information on how changes are made once an application or transfer request is submitted to the DPI.

Agreement of Services to be Provided**14. Are there specific requirements for what must be included in the agreement of services to be provided? How specific does the agreement of services need to be?**

Generally, the agreement must specify the services that the school will provide to the student. There are no specific requirements for the level of detail for the SNSP agreement of services to be provided. Please see the [Agreement of Services to be Provided](#) section for general information on the requirements for the agreement.

15. If the school and parent agree that the services in the IEP or services plan will be implemented as written how should the agreement of services be written?

The agreement of services should indicate that the services in the IEP or services plan will be provided. Please see the [Agreement of Services to be Provided](#) section for additional information on the requirements for the agreement.

16. How often does the agreement of services need to be updated?

If there are no changes in the agreed/requested services, it does not need to be updated. If the parent requests alternative services or if the school determines alternative services should be provided, it should then be updated.

SNSP Portal Questions

17. How can the SNSP administrator or designee access the SNSP Portal?

The SNSP Portal is available in WISEhome. SNSP administrators and designees who have been given access can log in at <https://apps6.dpi.wi.gov/WISEhome/>.

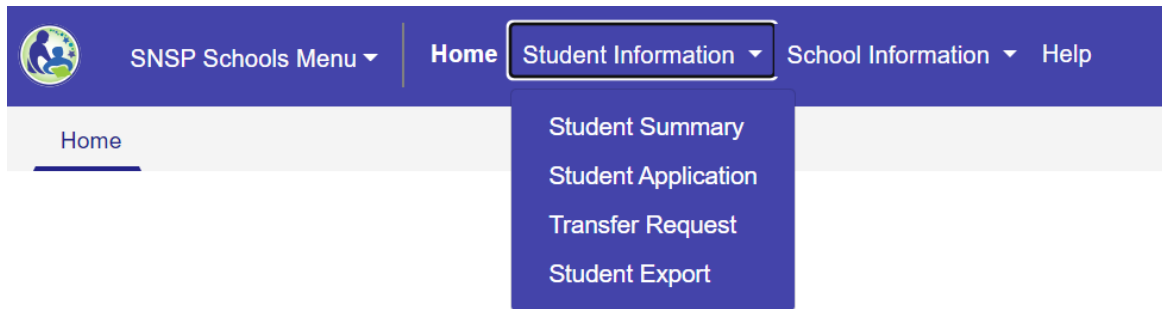
18. What information does a school need to submit to the DPI for applications and transfer requests?

Schools complete the initial eligibility determination for applications and transfer requests. The school does not submit the paper application or transfer request to the DPI unless DPI specifically requests it. Instead, the school must submit all eligible applications and transfer request forms to the DPI by the next upcoming submission deadline 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 applications and transfer requests should not be submitted until the school has determined if the applicant accepted or declined the scholarship.

19. How does a school submit a student application or transfer request in the Portal? Where are the application and transfer request submission links?

SNSP Administrators and designees submit all applications and transfer requests in the [Portal](#). There are no separate application or transfer request submission links.

In the top ribbon of the SNSP Portal, click on “Student Application” to submit a student application or “Transfer Request” to submit a transfer request. You will then be directed to a step by step form that directs you to enter the information from the application or transfer request into the form.



If your school is required to complete a Student Rollforward, you must complete the school's Student Rollforward before you may submit student applications or transfer requests for the next school year.

20. How does a school review the application or transfer request data after it is submitted in the SNSP Portal?

In order to view the submitted data for an application or transfer request for the current school year, go to the "Student Summary" link in the Student Information menu (shown in the print screen above) and click on the name of the student in the Student Summary. For all students who have a status other than "Not Submitted", you will be directed to a summary of the application or transfer request data submitted in the Portal.

The student name will not be linked for applications and transfer requests submitted in a prior school year. If you would like to see the data for students submitted in a previous year or obtain an Excel document with the student data in the Portal, you may use the Student Export link and select the desired data you would like to review. The Student Export is also available in the Student Information menu.

21. Can a school edit application or transfer request data after it is submitted in the SNSP Portal?

Application and transfer request data can be edited by the school up through a certain date.

- Any application or transfer requests submissions ("submissions") started by the last weekday in August can be edited until the last weekday in August;
- Any submissions started by the third Friday in September can be edited until the third Friday in September; and
- Any submissions started by the second Friday in January can be edited until the second Friday in January.

In order to edit a submission, click on the name of the student in the Student Summary. If the status is in "Not Submitted", you will return to the submission form. If the status is anything other than "Not Submitted", you will need to scroll to the bottom of the form and click the edit submission button. If the application or transfer request is eligible, you must ensure you resubmit it after making any updates.

22. If an individual is a SNSP Administrator or designee for more than one school, how do they which school the application or transfer request is for?

Before beginning the new application or transfer request submission, change the school name in the top right corner. Click on the current school name in the top right corner. Then, select the school the application or transfer request is for.

23. How does a user ensure data in the application or transfer request submission form is saved?

The data entered in the submission form is generally saved when the “Next Page” or “Previous Page” button is clicked. If a school needs to leave the form before submitting it, clicking the next page or previous page button first will ensure the data that was most recently entered is saved.

24. If a school begins submitting an application or transfer request and realizes it was submitted in error, how should the school proceed?

If the application or transfer request is identified as ineligible as described on one of the screens, you can mark the application as ineligible by clicking the following box:

Click this button if the information is entered correctly. Clicking this button will mark the student ineligible.

If the box above is not visible, exit the submission form. The application or transfer request will be in a “Not Submitted” status. All application and transfer requests that are in a “Not Submitted” status will change to ineligible on the next submission deadline beginning with the last weekday in August.

25. What should a school do if it started an application or transfer request submission in the Portal but did not complete it before it was automatically marked ineligible in the Portal?

If the application or transfer request is eligible, the school may begin a new application or transfer request submission for the student. However, the school should ensure it does not submit the application or transfer request more than once in the Portal.

26. An application or transfer request the school just submitted is showing as “Ineligible in Semester 1” or “Ineligible in Both Semesters”. The application or transfer request should be eligible. How does the school fix this?

Applications and transfer requests submitted after the 3rd Friday in September will have a Current year Status of “Ineligible in Semester 1”. Applications and transfer requests submitted after the 2nd Friday in January will have a Current Year Status of “Ineligible in Both Semesters”. These are the correct status for these applications and transfer requests based on when the application or transfer request is eligible for

payment. See the Payments & Application/Transfer Request Statuses section for additional information on when these applications are eligible for payment and how statuses are determined.

27. How does a designee gain access to the SNSP Portal?

All SNSP designees must be added to the SNSP Portal by the SNSP administrator. See the [Adding SNSP Designees to the SNSP Portal](#) for information on how to add designees.

28. How can I determine that the application or transfer request is eligible?

This bulletin describes how SNSP administrators and SNSP designees determine an application or transfer request is eligible. The department strongly encourages that schools complete a [Student Application Checklist or Transfer Request Form Checklist](#) for every application and transfer request. Finally, the application and transfer request submission forms in the Portal include a checkbox where the school indicates it has confirmed that each of the items are completed. These items should only be checked as part of the submission if the individual completing the submission is verifying each item was completed as they complete the submission form. Checking each of these items as part of the submission form will help ensure that each application or transfer request is eligible.

29. How do payments work for the SNSP?

Please see the [Payments webpage](#) for information on how payments work for the SNSP.

30. How does a school complete the Student Rollforward in the Portal?

The Student Rollforward must be completed by the 2nd Friday in August annually in the SNSP Portal. For detailed instructions on how to complete this report, please see the Student Rollforward Directions available here: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing>.