Special Needs Scholarship Program
2nd Friday in January
Pupil Count Report

January 2023

WISCONSIN DEPARTMENT OF
Public Instruction
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Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program (SNSP). The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49.

Provisions of this training module are subject to statutory and rule changes. This training module will provide information on completing the 2nd Friday in January Pupil Count Report.

Agenda

- Payment Overview
- Obtaining the Pupil Count Reports & Completing the Cover Page
- Completing Schedules 1 & 2
- Final Review & Submission

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This training will go through the following. Click on the links below to go to that section of this training.

Payment Overview
Obtaining the Pupil Count Reports & Completing the Cover Page
Completing Schedules 1 & 2
Final Review & Submission

Payment Overview

FTE Determination

- **FTE means full-time equivalent and is used to calculate the payment amount per SNSP pupil.**
- **Pupils in grades 1 -12 are counted as 1.0 FTE.**

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The SNSP payments are made based on the full-time equivalent or FTE. Pupils in grades 1-12 are counted as 1.0 FTE.

5-Year Old Kindergarten FTE

- **Five year-old kindergarten (K5) pupils are counted as:**
  - **0.5 FTE if attending less than full-time but at least 437 hours a school year.**
  - **0.6 FTE if attending 3 full days of instruction each week.**
  - **0.8 FTE if attending 4 full days of instruction each week.**
  - **1.0 FTE if they attend school five full-days a week.**

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The FTE for pupils in five year-old kindergarten, or K5, is dependent on how many full days a week a pupil is attending. If the school provides a K5 program for its SNSP pupils, the school must identify on the Intent to Participate form, or ITP, which K5 program the school will have.

Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.

4-Year Old Kindergarten FTE

- **Four year-old kindergarten (K4) pupils are generally counted as 0.5 FTE.**
- **If the school provides an additional 87.5 hours of parental outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.**

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Pupils in four year-old kindergarten, or K4, are generally counted as 0.5 FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides K4 Parental Outreach activities for the parents of its K4 pupils. The school is required to identify on its ITP if it plans on providing an additional 87.5 hours of K4 Parental Outreach activities to qualify for the additional 0.1 FTE. If the school is also participating in the Choice programs, the K4 FTE category must be the same for the SNSP and Choice programs.

K4 Parental Outreach activity requirements are discussed in further detail in the K4 Parental Outreach Activities Bulletin available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins and in the K4 Parental Outreach Activities training available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training.

Payments

- **The Department of Public Instruction (DPI) pays the scholarship amount per FTE.**
- **Eligible schools receive payments in September, November, February and May.**
  - **The September and November payments are ultimately based on the number of pupils who meet the attendance requirements for the 3rd Friday in September.**
  - **The February and May payments are based on the number of pupils who meet the attendance requirements for the 2nd Friday in January.**
  - **The summer school payment is issued to eligible schools as a separate payment and paid at the same time as the quarterly payment the school receives in November.**

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During the school year, the Department of Public Instruction (DPI) pays the school based on the scholarship amount per FTE. The SNSP payments are made via electronic funds transfers into a bank account designated by the school.

SNSP payments are made quarterly. The payments for September and November are ultimately based on the number of pupils that met the attendance requirements as of the 3rd Friday in September. The February and May payments are based on the number of pupils that met the attendance requirements for the 2nd Friday in January. The summer school payment is issued to eligible schools as a separate payment and paid at the same time as the quarterly payment the school receives in November. For more information about Payments, please see https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments.

Payment Process

- **The September payment is 25% of the annual FTE SNSP payment amount for each eligible pupil on the Preliminary Enrollment Report.**
- **The November payment is 50% of the annual FTE SNSP payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.**
- **The February & May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Pupil Count Report and class list.**

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In order to generate a September payment, schools must submit the Preliminary Enrollment Report. This report identifies the number of pupils who are enrolled in the school as of the last weekday in August.

However, since the September and November payments are ultimately based on the number of pupils who meet the attendance requirements for the 3rd Friday in September, the November payment acts as a true-up payment that uses the data reported in the 3rd Friday in September Pupil Count Report. The November payment is calculated based on the number of SNSP pupils on the 3rd Friday in September Pupil Count Report multiplied by 50% of the annual payment less the payments received in September.

Therefore, the November payment will be reduced for pupils included on the Preliminary Enrollment Report who were not included on the 3rd Friday in September Pupil Count Report. This would happen, for example, for a pupil who enrolls in the school by the last weekday in August but never attends the school.

Conversely, the November payment is increased for pupils who were not included on the Preliminary Enrollment Report but who were included on the 3rd Friday in September Pupil Count Report. For these pupils, the school would receive 50% of the

annual payment in November.

The February and May payments are each 25% of the annual FTE amount for each eligible pupil on the 2nd Friday in January Pupil Count Report.

2nd Friday in January Pupil Count Report

- **Provide the total number of all pupils and SNSP pupils at the school who meet the SNSP requirements .**
- **The 2nd Friday in January Pupil Count Report is due by the last weekday in January.**

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The 2nd Friday in January Pupil Count Report identifies pupils who meet the attendance requirements *and*, by the corresponding count date, have an eligible application or transfer request and an agreement regarding the services to be provided to the pupil. The report also includes the total number of pupils at the school.

The 2nd Friday in January Pupil Count Report is due by the last weekday in January.

Pupil Payment Lists

- **Pupil payment lists are provided in Kiteworks twice a year:**
  - **As part of the September Enrollment Audit certification.**
  - **After the end of the school year. The year end statement includes a summary of the payments made for the year.**
- **During the year, the school can use the count reports to determine the pupils for which the school received a payment. Unless the DPI notifies the school a pupil is not eligible, the school will receive a SNSP payment based on the submitted pupil count reports.**

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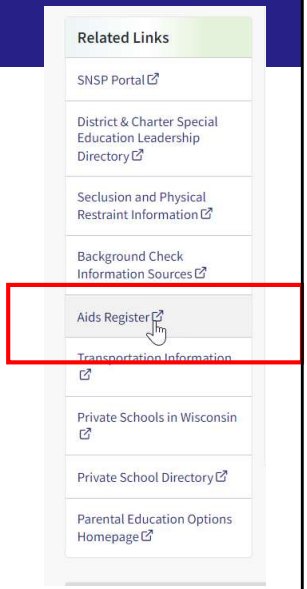
The DPI provides a listing of pupils for which the school received a SNSP payment twice a year. As part of the SNSP September Enrollment Audit certification process, the DPI will provide each SNSP Administrator with a listing of the pupils that the school received a payment for in the first half of the school year. After the school year is done, the DPI will provide the SNSP Administrator with a list of the pupils for whom the school received a payment for at any time during the school year. These listings will be uploaded to the school's Kiteworks folder, which is accessible to the SNSP administrator. Instructions how to access and download information in Kiteworks are available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports.

Prior to receiving these lists, schools can use their pupil count reports to determine the pupils for which the school received a payment. The school will receive a payment for each pupil in the count reports unless the school receives notification from the DPI that a pupil was not eligible for payment. Please note the school's folder in Kiteworks will only include a blank copy of the reports. The completed copy of the reports are uploaded by the SNSP administrator in the completed report folders we will discuss at the end of this training.

Aids Register

- **Schools can use the Aids Register to identify the program each payment is related to.**
- **The link for the Aids Register is available on the SNSP/Choice homepage under "Related Links".**



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Schools are able to see any payments made by the DPI in the Aids Register, including SNSP payments, Choice payments, and payments for the USDA food program. The Aids Register identifies what program each payment relates to.

To access the register from the SNSP website, click on "Aids Register" located on the left menu bar of the SNSP homepage.

Aids Register

- **The "Fiscal Year" is the end of the school year for which the payment is made. The payments are not included in the Aids Register based on the period they relate to.**
- **In order to obtain the payments for your school, begin typing in the school name and the Agency ID will automatically fill in.**

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In order to view the school's payments, enter the fiscal year, the school's legal entity name and agency number. For example, if you enter "2023" for the fiscal year, you would see the payments made during the 2022-23 school year. Next, enter the school's legal entity name and click in the agency number box. The agency number will automatically fill in. Finally, press submit to view the payments for your school.

SNSP Payment Amounts

- **See the SNSP payment page at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments.**

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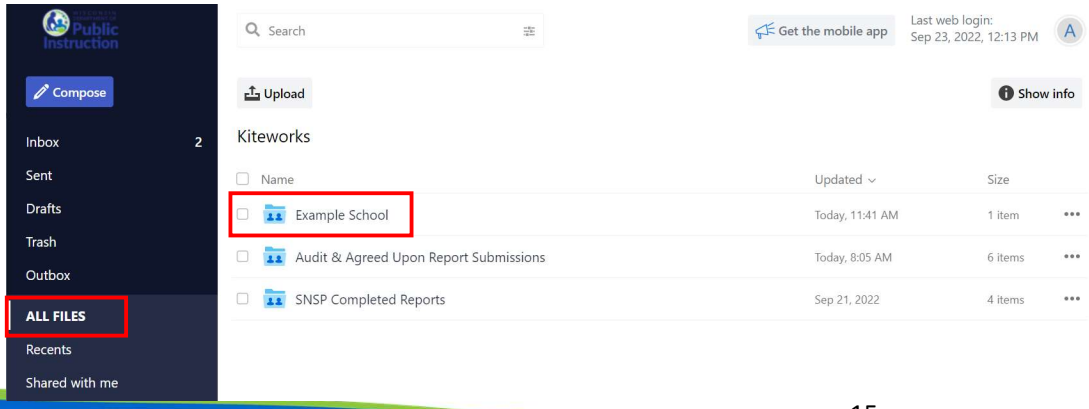
See the SNSP payment page at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments for the payment rates for the school year.

Obtaining the Pupil Count Report & Completing the Cover Page

Obtaining the Pupil Count Reports

- **The pupil count report is available in the school's Kiteworks folder. Click on your school's name.**



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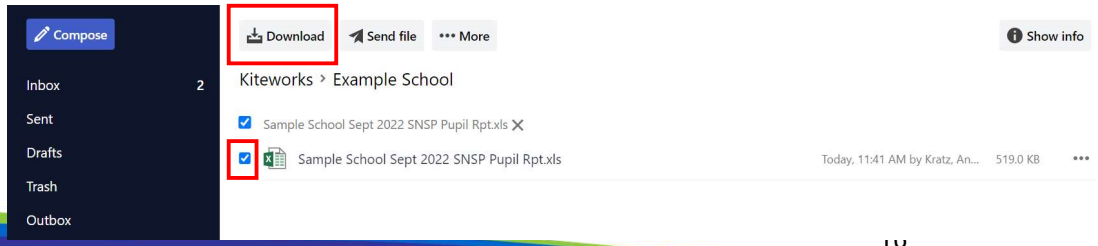
The count reports are available in Kiteworks at https://sft.dpi.wi.gov/. Each SNSP administrator is given access to their reports in Kiteworks. The DPI will send an email to all SNSP administrators and designees when the count reports are available. The SNSP administrator must then log into the Kitworks account, click on "All Files" and then click on the school's folder. Kiteworks Instructions are available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports that explain how to set up a Kiteworks account, download documents, and upload completed reports.

SNSP designees may assist with completing the reports but only the SNSP administrator may download the report from Kiteworks, sign the report, and upload it to Kiteworks once completed.

Obtaining the Pupil Count Reports (cont)

- **Download the report by checking the box next to the report and selecting "Download".**
- **DO NOT CLICK ON THE REPORT NAME to download the report.**
- **To access and complete the report, you need to use a PC computer with the Excel program installed.**



In the school folder, the SNSP administrator must download the report by checking the box next to the report and clicking the "Download" button. If the SNSP administrator clicks on the report name, Kiteworks will only open a pdf version of the report. This will not allow you to change it to an Excel document or download it as an Excel document.

Please note the school's folder in Kiteworks will only include the blank copy of the report. The completed copy of the report is uploaded by the SNSP administrator in the completed report folders we will discuss later in the training.

Cover Page – First & Last Day

- **The school name and available grades will be prefilled.**
- **On the 3rd Friday in September Pupil Count Report, the school must enter the first and last day of school in Section I on the Cover Page.**

	I. SCHOOL INFORMATION	
School Name		
SNSP Available Grades		
	First Day of School	Last Day of School

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The DPI will be providing a prefilled 3rd Friday in September Pupil Count Report that indicates the school name and SNSP available grades for the school.

On the 3rd Friday in September Pupil Count Report, the school must enter the first and last day of school in Section I on the Cover Page. The dates inserted here should not include summer school dates.

Completing Schedules 1 & 2

Schedule 1 - Applications

- **The DPI will prefill Schedule 1 with eligible pupils who met one of the following by the applicable count date:**
  - **Are continuing SNSP pupils at your school; or**
  - **The school submitted an eligible application or transfer request for the current school year.**

Line	A App #	B Pupil's First Name	Pupil's Last Name	C Date of Birth	D Scholarship Type	E 22-23 Grade	F Grade on Count Date	G Attended & Eligible	H Agreed to Services?	I Pupil Eligible for Scholar-ship?	J Grade Changed	K Questions Answered	L Age Eligible	M Pupil Eligible for 3rd Fri	N Head-count
1	1053	Mary	Weber	7/1/2018	Full	K4	K4				No	No	Yes	No	
2	1058	Lynn	Smith	8/15/2017	Full	K5					Yes	No	Yes	No	
3	1059	Sylvia	Sjones	9/1/2015	Partial	2	2				No	No	Yes	No	
4	1054	Marcy	Taylor	12/8/2010	Full	7	7				No	No	Yes	No	
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Schedule 1 will be prefilled by the DPI with the pupils who are continuing SNSP pupils and any applications or transfer requests for the current school year that the school has submitted to the DPI by the applicable count date that are eligible when the count report is prepared. Column D will identify the type of scholarship the pupil is eligible for. It will indicate partial if the pupil had an IEP team reevaluation that determined the pupil no longer had a disability while he or she was participating in the SNSP in a prior year. The payment for partial scholarship pupils will be based on the Choice program payment rate.

If the school has not submitted any applications or transfer requests to the DPI or if all of the applications or transfer requests submitted to the DPI have been determined ineligible, Schedule 1 will be blank and the school should proceed to Schedule 2.

Schedule 1 - Grade Changes

- **The school must review the Grade on Count Date column to determine that each grade matches the pupil's grade on the count date per the attendance records. If it does not, the school must:**
  - **Choose the correct grade in Column F from the drop-down list, and**
  - **If the pupil applied in the current school year, change the grade on the paper application or transfer request form.**
- **If the grade changes, Column J will say "Yes" and be highlighted green.**

Line	A App #	B Pupil's First Name	Pupil's Last Name	C Date of Birth	D Scholarship Type	E 22-23 Grade	F Grade on Count Date	G Attended & Eligible	H Agreed to Services?	Pupil Eligible for Scholar-ship?	J Grade Changed	K Questions Answered	L Age Eligible	M Pupil Eligible for 3rd Fri	N Head-count
2	1058	Lynn	Smith	8/15/2017	Full	K5					Yes	No	Yes	No	
4	1054	Marcy	Taylor	12/8/2010	Full	7	8				Yes	No	Yes	No	

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Column E will identify the grade most recently identified for the pupil on the application, transfer request, or a previous count report. The Grade on Count Date in Column F will automatically default to this grade, with the exception of K5 pupils. If the pupil is a K5 pupil, the school must select the applicable K5 category in Column F. There will be a "Yes" in Column J for all K5 pupils.

For pupils in a grade other than K5, if the grade the pupil attended on the count date per the attendance records is different than the grade in Column F, the school must update the grade using the drop down in Column F.

Additionally, if the pupil applied in the same school year the report is being completed for, the school must correct the grade on the application or transfer request form using the strike through method. This means the school must put a line through the incorrect grade on the paper application or transfer request form, write the correct grade, and the SNSP administrator or designee must initial the change. The auditor will ensure that this has been completed as part of the Enrollment Audit.

In this example, the grade for Marcy changed from 7th to 8th grade. Since there is a grade change, Column J indicates "Yes" and is highlighted green. The school should review Column J for any grade changes and update the paper application or transfer

request form to the new grade using the strike-through method if the pupil applied in the same school year for which the report is being completed.

Age Eligibility

- **Pupils must meet age eligibility requirements:**
  - **K4 pupils =4 years old by September 1**
  - **K5 pupils =5 years old by September 1**
  - **1st graders =6 years old by September 1**
  - **Pupils may not be 21 as of the date they apply or September 1, whichever is later.**

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Pupils participating in the SNSP are required to meet age eligibility requirements. K4 pupils must be four-years old by September 1, K5 pupils must be five-years old by September 1, and 1st graders must be six-years old by September 1. Please note there is no early admission option for the SNSP.

In addition, pupils may not be twenty-one years old as of the date they apply or September 1, whichever is later. A current participant in the program is not eligible to participate in the SNSP the school year after he or she turns twenty-one years old.

Age Eligibility (cont.)

- **If the pupil does not meet the age requirement, Column L will indicate "No" and Column M will indicate the pupil is not eligible.**

Line	A App #	B Pupil's First Name	Pupil's Last Name	C Date of Birth	D Scholarship Type	E 22-23 Grade	F Grade on Count Date	G Attended & Eligible	H Agreed to Services?	I Pupil Eligible for Scholar-ship?	J Grade Changed	K Questions Answered	L Age Eligible	M Pupil Eligible for 3rd Fri	N Head-count
1	1053	Mary	Weber	7/1/2018	Full	K4	K5-0.5 FTE				Yes	No	No	No	

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If the pupil does not meet the age requirements, a "No" will be identified in Column L and the pupil will not be eligible for the SNSP.

In this example, the grade on Mary Weber's application was K4. The attendance records indicate Mary attended K5 on the count date. Mary is not age eligible for K5 so Column L is indicating "No" and Column M, the pupil eligibility column, is indicating the pupil is not eligible.

Schedule 1 - Attended, Eligible & Agreed to Services

- **For each pupil the school must identify, using the drop down options:**
  - **Column G= Whether the pupil met the attendance requirements and is eligible for the SNSP by the count date.**
  - **Column H= If the parent/guardian and the school agreed to the services that would be provided.**
  - **Column I=If the pupil is still eligible for a SNSP scholarship.**

Line	A App #	B Pupil's First Name	Pupil's Last Name	C Date of Birth	D Scholarship Type	E x1-x2 Grade	F Grade on Count Date	G Attended & Eligible	H Agreed to Services?	I Pupil Eligible for Scholar-ship?	J Grade Changed	K Questions Answered	L Age Eligible	M Pupil Eligible for 2nd Fri	N Head-count
1	1053	Mary	Weber	7/1/2017	Full	K4	K5-1.0 FTE	Yes	Yes	Yes	Yes	Yes	No	No	
3	1059	Sylvia	Sjones	9/1/2014	Partial	2	3	No			Yes	No	Yes	No	
4	1054	Marcy	Taylor	12/8/2009	Full	7	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1

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Once the grade has been identified, the school must complete Columns G, H, and I by inserting Yes or No. If any of the questions are not answered, such as for Sylvia Sjones, “No” will show in Column K. The exception to this is if the school indicates a pupil is no longer eligible for a scholarship in Column I, the remaining columns and grade on the count date do not need to be completed.

If “Yes” is selected in Column G, Column I will automatically default to “Yes.” If the pupil does not meet the requirements in Columns G, H, and I, the pupil will not be eligible for the SNSP as of the applicable count date.

Column G - Attendance Requirement

- **To meet the attendance requirement a pupil must either:**
  - **Be in attendance for instruction on the count date; or**
  - **If absent on the count date, have attended at least one of the days before *and* at least one of the days after the count date *and* not have been enrolled in *any* other school or have been homeschooled during the absence.**

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The first of two requirements necessary to mark "Yes" in Column G is that the pupil met the attendance requirement. In order to meet the attendance requirement, the pupil must either be in attendance on the count date or be in attendance any day before <u>and</u> any day after the count date. Additionally, the pupil cannot have been enrolled in any other school or have been homeschooled during the absence.

Please note the requirement that the pupil attend any day before and any day after does not mean that the pupil must attend the school the Thursday before and the Monday after the count date. It is <u>any</u> day before and <u>any</u> day after during that school year, other than during summer school.

Determining Attendance For Virtual Instruction

- **If a school is providing virtual instruction, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day.**

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If a school is providing virtual instruction, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day.

Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. Please note that instruction must include more than dropping off homework. The teacher must be working with the child on the materials such as grading the materials and providing the graded materials to the student.

Determining Attendance For Virtual Instruction (cont)

- **The school is responsible for documenting that the pupil received instruction that meets the count requirements and recording the pupil's attendance in the school's attendance records.**
- **The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the Enrollment Audits.**

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The school is responsible for documenting that the pupil received instruction that meets the count requirements and recording the pupil's attendance in the school's attendance records.

The policy of how the school determined a pupil is in attendance for a day must be provided to the auditor as part of the Enrollment Audits. The auditor will then ensure that the attendance was taken consistent with the policy.

Column G - Eligibility Requirement

- **A new applicant is eligible if the pupil has an eligible SNSP transfer request or application. For an application to be eligible, the school must have received a copy of the Individualized Education Program (IEP) or services plan as verification from the Local Education Agency (LEA) that the pupil met the IEP or services plan requirement by the applicable count date.**
- **Continuing SNSP pupils must still be eligible for the SNSP.**

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For a new applicant, which includes SNSP pupils transferring from another school, the pupil must have an eligible SNSP transfer request or application. As a reminder, in order for an application to be eligible, the school must have received a copy of the Individualized Education Program (IEP) or services plan from the Local Education Agency (LEA) in response to the IEP/services plan verification email by the count date.

A continuing pupil must still be eligible for the SNSP. We will discuss the situations that would make a pupil no longer eligible for the SNSP shortly.

Column H - Agreed to Services Requirement

- **The school has a written agreement with the parent/guardian specifying the services to be provided to the pupil. The written agreement must be signed and dated by the parent/guardian and a school representative by the count date.**
- **If the school does not have a written and signed agreement by the count date, the pupil will not be eligible for a payment for that count date.**

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In order to mark "Yes" in Column H, the school and the parent must have agreed to the services that will be provided for the pupil. This must be in writing and signed and dated by the parent and a school representative by the count date. As part of the Enrollment Audits, the auditor will ensure the school had a signed agreement on what services will be provided by the applicable count date. A written agreement is required even if the school decides to implement the IEP or services plan as written. If the school does not have the agreement by the count date but gets it by the next count date, the pupil would be eligible for the next count date.

Column I - Eligibility Requirement

- **Continuing pupils meet the eligibility requirements until one of the following occurs:**
  - The pupil graduates from high school;
  - The pupil turns 21;
  - The pupil no longer resides in Wisconsin;
  - The pupil enrolls in another school or a home-based educational program;
  - The pupil is not made available for a reevaluation; or
  - A pupil who has been determined to no longer have a disability leaves the SNSP school that the pupil is attending.

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A pupil who has been accepted to the SNSP will continue to receive a SNSP scholarship until one of the situations listed on this screen occurs. If a pupil listed on Schedule 1 had one of these situations occur, indicate they are no longer eligible for a scholarship in Column I. This pupil will then be marked ineligible at your school for any future SNSP payments. If the pupil was not eligible for one of the count dates but does not have one of the situations on this screen occur, the pupil would still be eligible to receive a SNSP scholarship if he or she meets the SNSP requirements in the future.

If the school determines a pupil is no longer eligible for a scholarship either before they receive the count report or after the due date of the count report, the school must complete the Student Withdrawal or Transfer Notification Form available here notifying DPI the student is no longer eligible: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing. *Please note that this form will not be available between the count date and the due date of the count report, please use the count report to report student withdrawals during that time.*

The first situation that would make a pupil no longer eligible for a scholarship is if the

pupil graduates from high school or turns 21 by the end of a school year. If this occurs, the school should notify the DPI at the end of that school year or the beginning of the next school year since the pupil will no longer be eligible for the SNSP.

The next situation that would make them no longer eligible for the SNSP is if the pupil lives outside of Wisconsin. For continuing pupils this will generally be determined in conjunction with the 3rd Friday in September Pupil Count Report. As part of this report, SNSP schools are required to determine continuing pupils' current address.

Another situation that would make a pupil no longer eligible for the SNSP is if they attend a different school or a home-based educational program. If a pupil has not been attending the school in person or virtually, the school should follow up with the parent to determine if the parent would like to withdraw from the SNSP or if the pupil is enrolled in another school or a home-based educational program. If the parent indicates he or she would like to withdraw or if the pupil is enrolled in another school or a home-based educational program, the pupil is no longer eligible for the SNSP.

Next, if a parent does not make their pupil available for an IEP team reevaluation within 60 days of a request being made by the resident school district, the pupil would not be eligible for the SNSP.

Finally, if a pupil who has been determined to no longer have a disability leaves the SNSP school that the pupil is attending, the pupil would no longer be eligible for the SNSP.

Column I-Choice Program Participation

- **Schools also participating in the Choice program should:**
  - **Review the list of pupils identified as eligible for a SNSP scholarship on Schedule 1 and ensure the pupils were not also counted as a Choice pupil for the same count date.**
  - **If a pupil applied to the Choice program and the SNSP, the department recommends getting a letter from the parent/guardian identifying which program the pupil will participate in. See the SNSP Initial Student Eligibility Bulletin to determine if there are any required notifications to DPI based on the program selected by the parent.**

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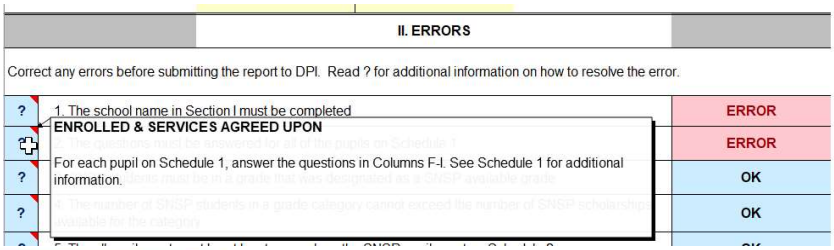
If the school is also participating in the Choice program, the school must determine whether any of the pupils counted for the SNSP were also counted for the Choice program for the respective count date. Schools may not receive a SNSP and Choice program payment for the same pupil for the same count date. If a student applies to the Choice program and the SNSP, the department recommends that the school obtain a letter from the parent/guardian indicating which program they would like the pupil to participate in. Additional information on this letter and the required notifications to DPI is available in the first Frequently Asked Question in the SNSP Initial Student Eligibility Bulletin available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins.

Please note that a pupil may be in the Choice program for one count date and the SNSP for the other count date. For example, a pupil participates in the Choice program for the 3rd Friday in September. After the 3rd Friday in September, the pupil applies to and is accepted into the SNSP. The parent determines they would like their child to participate in the SNSP. This pupil would then be counted in the SNSP for the 2nd Friday in January count date as long as they meet the attendance requirements.

Cover Page – Cover Page and Schedule 1 Errors Review

- **Before completing Schedule 2, determine that Errors 1-4 on the Cover Page are not showing "ERROR."**
- **If any are showing "ERROR," the error must be resolved before proceeding to Schedule 2.**
- **By placing your cursor on the question mark you can view the comments that provide information on how to resolve the error.**



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Once the school has completed Schedule 1, it should review the errors summary on the Cover Page for Errors 1-4. By placing your cursor on the question mark you can view the comments that provide information on how to resolve the error. An explanation of errors 2-4 is provided on the following slides.

Cover Page - Resolving Error 2

- **Pupils who are missing information can be identified because Column K will be highlighted red. In the example below, Error 2 would show because Columns F-I have not been completed.**

Line	A App #	B Pupil's First Name	Pupil's Last Name	C Date of Birth	D Scholarship Type	E 22-23 Grade	F Grade on Count Date	G Attended & Eligible	H Agreed to Services?	I Pupil Eligible for Scholar-ship?	J Grade Changed	K Questions Answered	L Age Eligible	M Pupil Eligible for 3rd Fri	N Head-count
1	1053	Mary	Weber	7/1/2018	Full	K4	K5-0.5 FTE				Yes	No	No	No	

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The SNSP administrator can identify the pupil(s) who are creating Error 2 because the Questions Answered column for the pupils creating the error will indicate “No” and be highlighted in red. In the example shown on this slide, Error 2 would show because Columns F-I have not been answered for the pupil. Answering the questions will remove the “No” from Column K in Schedule 1 and the error message from the Cover Page, if the pupil was the only one missing the information.

Cover Page - Errors 3 & 4 Review & Corrections

I. SCHOOL INFORMATION	
School Name	
SNSP Available Grades	

	II. ERRORS	
?	3. SNSP students must be in a grade that was designated as a SNSP available grade	OK
?	4. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK

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Error 3 will be identified if the school selects a grade in the Grade on Count Date column that was not designated as a SNSP available grade on the Intent to Participate (ITP) or a subsequent School Information Update form submitted via the SNSP Portal. The SNSP available grades are identified on the Cover Page in the "School Information" section. The school may not accept applications or transfer requests for grades it did not identify as available in the ITP or in a School Information Update form via the SNSP Portal.

Error 4 will be identified if the number of pupils in a grade category exceeds the number of scholarships available. The school may not give a scholarship to a new applicant if there is not a scholarship available in their grade category. If the school receives Error 3 or 4 due to a grade change, the school should contact the DPI prior to submitting the count report for proper reporting.

Schedule 2 - Errors Review & Corrections

ENROLLMENT COUNT—SNSP PUPILS

The SNSP pupil counts listed below are based on the number of eligible SNSP pupils listed in Schedule 1. Review the last column labeled "SNSP Headcount Exceeds Available Scholarships" and ensure that "Error" is not identified in red. If this is identified, the number of SNSP pupils for a grade category exceeds the number of scholarships the school has available. This must be corrected by reviewing the "Grade on Count Date" column on Schedule 1 for accuracy, ensuring that they are SNSP available grades. If they are correct, contact the department for proper reporting.

		Full Scholarship		Partial Scholarship		Total SNSP Pupils		Available Scholarships	
Line	Category	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Headcount	Full Time Equivalent	Available Scholarships	SNSP Headcount Exceeds Available Scholarships
1	4 Year-Old K/437 Hours (.5 FTE)	0	0.00	0	0.00	0	0		OK
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE)	0	0.00	0	0.00	0	0		OK
3	5 Year-Old K/.5 Day (.5 FTE)	0	0.00	0	0.00	0	0		OK
4	5 Year-Old K/3 Day (.6 FTE)	0	0.00	0	0.00	0	0		OK
5	5 Year-Old K/4 Day (.8 FTE)	0	0.00	0	0.00	0	0		OK
6	5 Year-Old K/5 Day (1.0 FTE)	0	0.00	0	0.00	0	0		OK
7	Grades 1-8 (1.0 FTE)	0	0.00	0	0.00	0	0		
8	Grades 9-12 (1.0 FTE)	0	0.00	0	0.00	0	0		
9	**Total Grades 1-12**	0	0.00	0	0.00	0	0		OK
10	**Total SNSP Pupils**	0	0.00	0	0.00	0	0		

ERRORS

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The top of Schedule 2 indicates the SNSP headcount and full-time equivalent for each grade category. It is separated by the full scholarship and partial scholarship counts. If the number of SNSP pupils exceeds the available scholarships, you will receive an error message. This error must be resolved before completing the next section in Schedule 2.

All Pupil Count

- **Include ALL pupils (including non-SNSP pupils) at the school in grades K4-12, even if a particular grade is not offered to SNSP pupils.**
- **If the school provides K4, K5, or any other grade for the public school district, do not include those pupils in the all pupil count.**
- **If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.**
- **If the school is providing educational programming that meets the required number of hours of instruction and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count. If the school is fully accredited, it must also be accredited for that grade to add it.**

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The all pupil count must include all pupils at the school in grades K4 to 12, even if a particular grade is not offered to the SNSP pupils. If the school provides K4, K5, or any other grade for the public school district, those pupils should not be included in the all pupil count. If the school has kindergarten age children and kindergarten is not a grade that is available for SNSP or Choice program pupils, the school must determine if it considers the children enrolled in educational programming or if it considers the children enrolled in daycare. It is the school's decision how it would like to treat the program. However, if the school is fully accredited, it must also be accredited for that grade to add it. If the children are considered to be in day care, the costs for that program may **not** be included as an educational programming cost for the school. If the school is also participating in the Choice program, the determination of whether the program is educational programming or not must be the same.

Generally, if the school is providing educational programming that meets the required number of hours of instruction, the program meets accreditation requirements, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

All Pupil Count (cont.)

- **Include any pupils, including SNSP pupils, who meet the attendance requirement. As a reminder, the attendance requirement is that the pupil was either:**
  - **In attendance for instruction on the count date; or**
  - **Absent on the count date, but in attendance on at least one day before *and* one day after the count date *and* was not enrolled in another school or homeschooled during their absence.**

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The all pupil headcount must be entered into Schedule 2 for **all** pupils at the school who meet the attendance requirement. The attendance requirements are the same for SNSP pupils and non-SNSP pupils. The pupils must either be in attendance on the count date or be in attendance any day before **and** any day after the count date.

Schedule 2 - Complete All Pupil Count

- **The all pupil count must be at least as much as the SNSP pupil count for each category. If it is not, an error will show next to that category.**

ERRORS

The school does not have any errors in Errors 1-4. Proceed with completing the Enrollment Count-All Pupils section below.

ENROLLMENT COUNT—ALL PUPILS

Insert the all pupil headcount for each category in Lines 11-17. The all pupil headcount includes all pupils meeting the attendance requirements at the school. The all pupil count must include all non-SNSP pupils, eligible SNSP pupils, and SNSP pupils determined to be ineligible for SNSP payment for reasons other than not being enrolled. If the all pupil headcount below is less than the SNSP pupil count, an error will show. This must be resolved prior to submitting the report.

Line	Category	Headcount	All Pupil Count Less than SNSP Count
11	4 Year-Old K/437 Hours (.5 FTE)		OK
12	4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE)		OK
13	5 Year-Old K/.5 Day (.5 FTE)		OK
14	5 Year-Old K/3 Day (.6 FTE)		OK
15	5 Year-Old K/4 Day (.8 FTE)		OK
16	5 Year-Old K/5 Day (1.0 FTE)		OK
17	Grades 1-12 (1.0 FTE)		OK
18	**Total All Pupils**	0	0
19	The SNSP headcount matches the all pupil headcount. Does the all pupil headcount include all pupils enrolled in educational programming at the school such as tuition paying pupils, Choice pupils, etc? Does the all pupil count above include all non-SNSP pupils, eligible SNSP pupils, and SNSP pupils determined to be ineligible for SNSP payment for reasons other than not being enrolled?		

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The "Errors" section of Schedule 2 must reflect that there are no errors related to Errors 1-4 on the Cover Page before completing the all pupil section. If there are no errors, insert the all pupil count in the yellow cells in the "Enrollment Count-All Pupils" section.

The all pupil count must be at least as much as the SNSP pupil count because all SNSP pupils must be included in the all pupil count. If it is not, an error will show next to the all pupil count category. These errors must be resolved before the report is submitted. If they are not resolved, an error will show on the Cover Page.

Further, the all pupil count must include all pupils enrolled in educational programming at the school. As a result, if the all pupil count matches the SNSP pupil count, the school will receive a question asking that the school confirm there are no non-SNSP pupils enrolled at the school. Since most schools have non-SNSP pupils at their school, schools that receive this error generally need to revise the all pupil count to correctly include all pupils enrolled in educational programming at the school.

Schedule 2 - All Pupil Count for Choice Participants (WPCP grandfathered systems)

18	Total All Pupils	0	0
19	The SNSP headcount matches the all pupil headcount. Does the all pupil headcount include all pupils enrolled in educational programming at the school such as tuition paying pupils, Choice pupils, etc? Does the above all pupil count include all pupils at [redacted] only and exclude the all pupil count for the other schools that are part of [redacted]?		

- **Since WPCP grandfathered system schools participate in the Choice program as a system and as individual schools for the SNSP, the all pupil counts are determined as follows:**
  - **SNSP All Pupil Count: Only include the all pupil count for the pupils specifically at that school, not for the whole system.**
  - **Choice Program All Pupil Count: Include the all pupil count for all pupils in the system.**

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If the SNSP school is part of a WPCP grandfathered system, the all pupil count for the SNSP school must be the all pupil count specifically at that school. The all pupil count for the SNSP school should not include the all pupil counts for the whole system. The all pupil count for the Choice program will include all of the students in the system. If all of the schools that are part of the WPCP grandfathered system participate in the SNSP, the total of each of the SNSP schools all pupil counts must match the all pupil count for the Choice program. Schools will get a question similar to the one on the screen asking that the school confirm the all pupil count is properly entered for the SNSP school.

Schedule 2 - All Pupil Count for Choice Participants (non-WPCP grandfathered systems)

19	The SNSP headcount matches the all pupil headcount. Does the all pupil headcount include all pupils enrolled in educational programming at the school such as tuition paying pupils, Choice pupils, etc? Does the all pupil count above match the PSCP all pupil count in the PSCP 3rd Friday in September Pupil Count Report in the Online Application System (OAS)?	

- **Schools that participate in the Choice program that are not WPCP grandfathered systems must have an all pupil count for the SNSP that matches the Choice pupil count submitted in the Online Application System (OAS).**
- **If the counts do not match, the school will be required to resubmit the incorrect report or confirm the correct counts via email, depending on when the correction is identified.**

39

If the school is also participating in the Private School Choice Programs, the all pupil count on this schedule must match the all pupil count reported for the Choice program. Line 19 will ask the school to confirm that the all pupil count for SNSP matches the all pupil count submitted for Choice program purposes in OAS. These must match. If the reports are submitted but they do not match, the school will need to resubmit the incorrect report so that the all pupil counts match or confirm the correct counts via email, depending on when the correction is identified

Knowledge Check

Which of the following is NOT a requirement for the agreement of the services that will be provided for a SNSP pupil.

a. **The agreement must be writing.**
b. **The agreement must be signed and dated by the parent/guardian and a school representative.**
c. **The agreement must be completed by the count date for the school to be eligible for payment for that count date.**
d. **If the school will implement the IEP or services plan as written, nothing in writing from the parent is required.**

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D is the correct answer. The agreement must be in writing even if the school will implement the IEP or services plan as written. The agreement must be signed and dated by the parent/guardian and a school representative, and it must be completed by the count date in order for the school to receive a payment for the pupil for that count date.

Knowledge Check

Who should NOT be included in the all pupil count on Schedule 2?

a. **SNSP pupils.**
b. **4th graders if the school does not offer 4th grade to SNSP pupils.**
c. **4 year-olds if the school considers the 4 year-old program to be day care.**
d. **5 year-olds if the school considers the 5 year-old program to be educational programming, the program is accredited, and the school does not provide the K5 program for the public school district.**

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The correct answer is c. Children in day care should not be included in the all pupil count. SNSP pupils should be included in the all pupil count. Further, all grades of the school should be included in the all pupil count, even if a particular grade is not offered to SNSP pupils. Finally, if the school considers the 5 year-old program to be educational programming and the program meets the accreditation requirements, the 5 year-olds should be included in the all pupil count. An exception is if the K5 pupils are enrolled in the public school district program and attending the program at the private school.

Final Review & Submission

Cover Page - Final Error Review

7		II. ERRORS	
8	Correct any errors before submitting the report to DPI. Read ? for additional information on how to resolve the error.		
9	?	1. The school name in Section I must be completed	OK
10	?	2. The questions must be answered for all of the pupils on Schedule 1	ERROR
11	?	3. SNSP students must be in a grade that was designated as a SNSP available grade	OK
12	?	4. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK
13	?	5. The all pupil count must be at least as much as the SNSP pupil count on Schedule 2	OK
14	?	6. The all pupil count question was not answered	ERROR
15	?	7. The signature and signature date in Section IV must be completed	ERROR

Before submitting, ensure there are no errors on the Cover Page. If there are any errors, they must be resolved before submitting.

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The Cover Page will indicate if any errors have not been resolved. See the question marks next to the error for information on the error and how to resolve it.

Cover Page - SNSP Pupil Status Summary

change

III. INELIGIBLE PUPIL REASONS

The following identifies the number of pupils who are ineligible for the reasons identified. If a pupil is ineligible for more than one reason, the pupil will be included in each ineligibility line.

Not Enrolled	Did Not Agree to Services	Not Age Eligible	Pupil is not eligible for the SNSP	**Total Ineligible Pupils**
0	1	0	0	**1**

The Cover Page provides a summary of the number of ineligible SNSP pupils. It shows how many pupils are ineligible and the reasons they are ineligible. Since a pupil may be ineligible for more than one reason, the total of the pupils in the ineligibility reasons lines may not equal the total ineligible pupils.

SNSP Electronic Signature & Submission

- **The SNSP administrator must type their name and provide a signature date.**

IV. SNSP ADMINISTRATOR CERTIFICATION	
I HEREBY CERTIFY, as the SNSP Administrator, that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete. I agree that typing my name below constitutes a legal signature.	
Electronic Signature of SNSP Administrator *The SNSP Administrator must type his/her name below.*	Date Signed *Mo./Day/Yr.*

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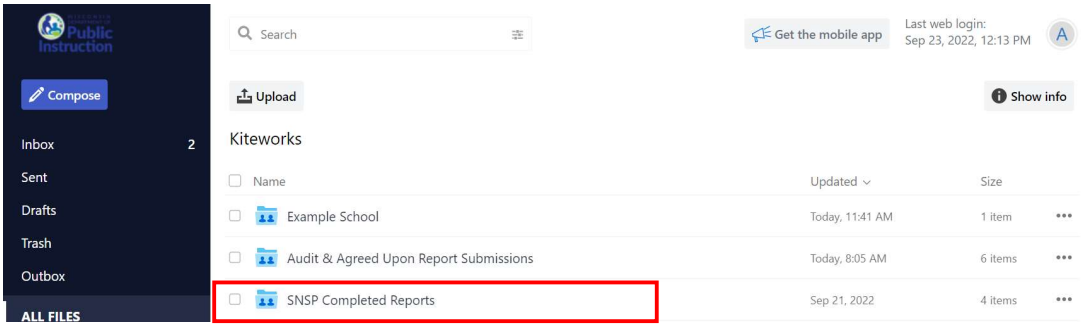
Finally, the SNSP administrator must type their name and the date, indicating that the data submitted is accurate and complete to the best of their knowledge. Typing their name on this report is the equivalent of a legal signature. A SNSP designee may assist with the completion of the report, but only the SNSP Administrator may sign and submit the report.

Report Submission in Kiteworks



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The count reports must be loaded to the applicable report folder in Kiteworks at https://sft.dpi.wi.gov/. Kiteworks Instructions are available at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports that explain how to set up a Kiteworks account, download documents, and upload completed reports.

Each SNSP administrator is given access to the folder where the report must be uploaded. The SNSP administrator must then log into the Kitworks account, click on “All Files” and then click on the “SNSP Completed Reports” folder.

Report Submission in Kiteworks (cont)

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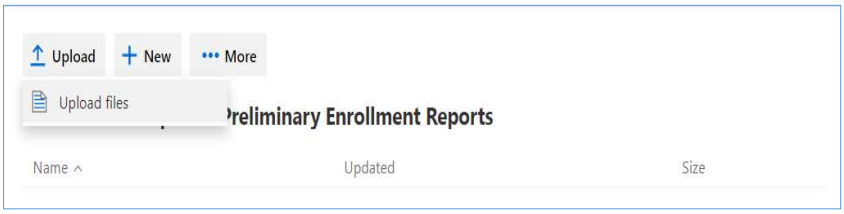
Next, the school must select the completed folder for the report they are submitting. For example, if the SNSP administrator was submitting the 2nd Friday in January Pupil Count Report, the administrator must click on the Completed January Pupil Count Reports folder.

Report Submission in Kiteworks (cont)



- **Upload the files in the folder.**
- **If you can see the file in the folder, DPI has access to the report and it is considered submitted to the DPI.**
- **Do not also email the report.**

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In the applicable folder, the SNSP administrator must select the "Upload" button at the top of the screen and then select "Upload files". Once the document is uploaded you should get a message that states "Files successfully uploaded". The uploaded report should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document. Please do not also email the report to snsp@dpi.wi.gov unless specifically requested by DPI staff.

If you can see the report in your folder, it has been submitted to the DPI. The DPI is able to view it once you have uploaded the report. As a result, if you can see it in this folder, DPI also has received it.

Questions

SNSP Homepage:

https://dpi.wi.gov/parental-education-options/special-needs-scholarship

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4

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If you have any questions about the information discussed in this training please contact the SNSP team at snsp@dpi.wi.gov or call the toll-free number at 1-888-245-2732, extension 4.