

# Special Needs Scholarship Program Continuing SNSP Schools Notice of Intent to Participate

If your school is not a current participant in the SNSP, please refer to the New SNSP School Intent to Participate Training.

February 2024



Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or 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 the SNSP Notice of Intent to Participate for schools that are currently participating in the SNSP. If your school is not a current participant in the SNSP, please refer to the New SNSP School Intent to Participate presentation.

## Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed.
- Generally completed by SNSP administrator. Can also be completed by the school's head of governing board.
- Due annually by the first weekday in March.

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Schools registering to participate in the SNSP must submit the Notice of Intent to Participate, or ITP, form annually by the first weekday in March. The ITP must be electronically signed. Generally, the ITP is completed by the SNSP administrator but the school's head of governing board may also complete it. The ITP must be completed by the first weekday of March.

## Accessing the SNSP Portal

- The 2024-25 SNSP ITP is submitted using the SNSP Portal, which is available in [WISEhome](#).
- The SNSP Administrator will need a WAMS ID in order to obtain access to the SNSP Portal.
- See the [Adding SNSP Portal Access Instructions](#) on the Registration webpage for information on how to obtain access to the SNSP Portal.
- Schools should complete a [help desk ticket](#) if they have questions on creating a WAMS account or accessing the SNSP Portal.

The ITP is completed in the SNSP Portal, which is available in [WISEhome](#). The person who is submitting the ITP can either be the SNSP Administrator or the Head of the Governing Board. The first step to get access to the SNSP Portal is to determine if you already have a WAMS ID and obtain a WAMS ID if you do not already have one. Once the SNSP Administrator has a WAMS ID, they will need to log in and obtain access to the SNSP Portal. See the [Adding SNSP Portal Access Instructions](#) on the Registration webpage for information on how to obtain access to the SNSP Portal.

If your school has a school organizational Gmail account, then you may be able to use that to log into WAMS. If you have any questions on creating a WAMS account, please complete a help desk ticket at <https://dpi.wi.gov/wise/secure-home-info/wiseshome-wisecure-help-ticket>. An individual from the Department's Customer Services Team will reach out to assist you. Please note the SNSP team is not managing adding SNSP users for the SNSP Portal, so we will not be able to assist you with this process.

## WISEhome

- Once logged into WISEhome, click on SNSP Portal.

### Special Needs Scholarship program (SNSP)

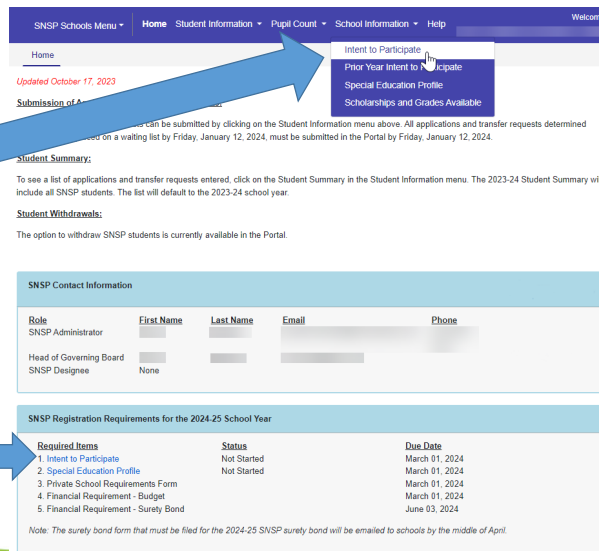


[SNSP Portal](#)

Once logged into WISEhome, click on SNSP Portal.

## How to get to the SNSP ITP & Special Education Profile

Click the item you are ready to work on from the SNSP Portal main page.



SNSP Schools Menu Home Student Information Pupil Count School Information Help Welcome

Home

Updated October 17, 2023

Submission of Applications

Applications can be submitted by clicking on the Student Information menu above. All applications and transfer requests determined to be on a waiting list by Friday, January 12, 2024, must be submitted in the Portal by Friday, January 12, 2024.

**Student Summary:**

To see a list of applications and transfer requests entered, click on the Student Summary in the Student Information menu. The 2023-24 Student Summary will include all SNSP students. The list will default to the 2023-24 school year.

**Student Withdrawals:**

The option to withdraw SNSP students is currently available in the Portal.

**SNSP Contact Information**

| Role                    | First Name | Last Name | Email | Phone |
|-------------------------|------------|-----------|-------|-------|
| SNSP Administrator      |            |           |       |       |
| Head of Governing Board |            |           |       |       |
| SNSP Designee           | None       |           |       |       |

**SNSP Registration Requirements for the 2024-25 School Year**

| Required Items                         | Status      | Due Date       |
|--|-------------|----------------|
| 1. Intent to Participate               | Not Started | March 01, 2024 |
| 2. Special Education Profile           | Not Started | March 01, 2024 |
| 3. Private School Requirements Form    |             | March 01, 2024 |
| 4. Financial Requirement - Budget      |             | March 01, 2024 |
| 5. Financial Requirement - Surety Bond |             | June 03, 2024  |

*Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.*

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You must submit the ITP and the Special Education Profile using the SNSP Portal.

On the main page when you enter the SNSP Portal, you can access the Intent to Participate and Special Education Profile two ways:

- 1) Click on School Information in the top blue bar and select the item you would like to complete.
- 2) Click on "Intent to Participate" or "Special Education Profile" in the SNSP Registration Requirements for the 2024-25 School Year box. This box includes a list of the initial SNSP Registration Requirements for the 2024-25 School Year.

## Registration Status

- The status column will give you an update of the school's status for the items listed.
- Item 3 will remain blank unless you provide a Private School Requirements form. The form is required if the school is not fully accredited for all available SNSP grades.
- Items 4 and 5 will indicate if they are required based on the responses you enter in the ITP.

| SNSP Registration Requirements for the 2024-25 School Year |             |                |
|--|-------------|----------------|
| Required Items   | Status      | Due Date       |
| 1. Intent to Participate                                   | Not Started | March 01, 2024 |
| 2. Special Education Profile                               | Not Started | March 01, 2024 |
| 3. Private School Requirements Form                        |             | March 01, 2024 |
| 4. Financial Requirement - Budget                          |             | March 01, 2024 |
| 5. Financial Requirement - Surety Bond                     |             | June 03, 2024  |

*Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.*

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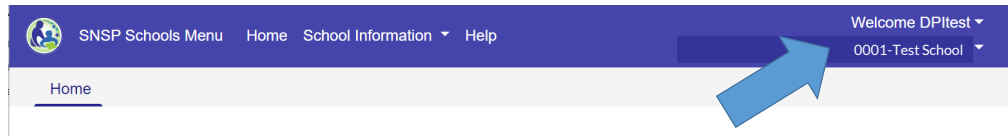
The status column will give you an update of the school's status for the items listed.

Item 3 will remain blank unless you provide a Private School Requirements form. The form is required if the school is not fully accredited for all available SNSP grades.

Items 4 and 5 will indicate if they are required based on the responses you enter in the ITP.

If you have questions about what your school needs to submit by March 1, 2024, please review the SNSP School Registration Training at: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>. You can access this page by clicking the "Help" link on the top blue bar.

## Change Schools in the SNSP Portal



- If you are the SNSP Administrator for more than one school, you will need to complete the Intent to Participate and Special Education Profile for each school in the SNSP Portal.
- You can change the school by clicking the school name in the top right corner and selecting the school you would like to work on/review the information for.
- The top right corner will indicate the school you are accessing.

# Starting the ITP

## Notice of School's Intent to Participate Special Needs Scholarship Program (SNSP)

School Year: 2024-25

Due Date: On or before **March 01, 2024**

Collection of this information is a requirement of *Wis. Stat. §115.7915*

The Intent to Participate (ITP) is required to be completed by the head of the school's governing board, or if designated by the head of the governing board, the SNSP administrator. The information on each page will be saved when you click the "Previous Page" or "Next Page" button. If you need to make changes to the ITP after it has been submitted, you can email [snsdp@dpi.wi.gov](mailto:snsdp@dpi.wi.gov) until March 01, 2024, requesting that your ITP be unlocked so the changes can be made.

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**Review the instructions and click the Next Page button.**



## Page Navigation

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- Use the Previous Page and Next Page buttons to navigate between pages.
- Clicking on Previous Page and Next Page will save your work if you need to log out and return later.

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The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the school tries to go to the next page without completing all of the required fields, it will receive an error message. The school will then be required to complete the missing information before proceeding to the next page. Please note that on some pages the “Next Page” button will not be visible or clickable until all required fields are entered in and all errors have been resolved.

## Identifying Information that Changed

### Intent to Participate: School Information

School Information

School Name: [REDACTED]

School Phone Number: [REDACTED]

School Federal Identification Number (FEIN): [REDACTED]

Are there any changes to the school information above?

☐ Yes

☒ No

- For each section, the school must indicate if there were any changes to the information.
- If changes are identified for one or more sections, the school will be required to:
  - Indicate the new information; and
  - Provide a School Information Update form with the new information identified if it impacts the current school year.

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This form is dynamic, so when you select “Yes” that there is a change to School Information, SNSP Administrator Information, Head of Governing Board Information, or School Locations, then the form will give you the opportunity to make the necessary changes.

If any changes are required that impact the current school year, the school must also complete a School Information Update Form so that the data can be changed for the current school year.

Schools should contact the DPI in advance of making any changes to the school name. This change may affect the legal structure of the school and the SNSP participation requirements. If a change is required to the Federal Tax ID number (FEIN), the school must email the change to [snsdp@dpi.wi.gov](mailto:snsdp@dpi.wi.gov) as soon as possible. This change cannot be made directly in the form.

## **SNSP Administrator**

- The school's SNSP Administrator must be one of the following:
  - Owner of the school; or
  - An individual appointed as the school's SNSP Administrator by the school's governing body.

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As a reminder, the SNSP Administrator must either be the owner of the school or an individual who is appointed by the school's governing board to be the SNSP Administrator.

## **SNSP Administrator (cont)**

- The SNSP Administrator's responsibilities will include, but not be limited to:
  - Completing the required SNSP school documentation.
  - Accepting student applications and transfer requests.
  - Verifying required student application and transfer request documents.
  - Serving as the primary contact for the school's SNSP.

The SNSP Administrator will be responsible for completing the required SNSP school documentation, accepting and verifying student applications, and will also be the school's primary contact for SNSP questions. Some email communications from the Department will only be sent to the SNSP Administrator. Additionally, reports can only be signed and submitted by the SNSP Administrator. As a result, it is important that the school identify an SNSP Administrator who will be available to complete the SNSP reports by the required deadlines and ensure timely follow up to any questions or outstanding items.

## School Information & Locations

Mailing Information

School Mailing Address:

School Mailing City:

School Mailing State: WI

School Mailing Zip:

Note: Changes to the school's mailing address must be made in the [School Directory Application](#).

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- The mailing information must be the address where the school would like DPI to send the correspondence for the school.

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The mailing address will first be identified. Please note the location identified will be the address from the 2024-25 Private School Directory information, not the address previously provided to SNSP. If you identify the address is not correct on the screen, the change should also be submitted in the private school directory using the Private School Directory application at <https://apps6.dpi.wi.gov/SchoolDirectory/>.

## School Location Changes

Are there any changes to the mailing address or school location above?

- ☐ Yes
- ☐ No

- All locations of the school must be identified in the ITP. If the mailing address is also a school location, it must be included in the school locations section.
- The school's currently school locations will be identified.
- Location 1 should be the school's primary location.
- If any changes are required, select yes.

## School Location Changes (cont)

### School Locations

All locations of the school must be included. If the mailing address is also a school location, it must be included in this section. Click Add Location to add a location; click Delete for a location no longer offered.

Add Location

School Location 1:

123 Main St

Delete Location

School Location 1 City:

madison

School Location 1  
State:

WI

School Location 1 Zip  
Code:

12345

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- Select the “Add Location” button to add a location.
- If you need to delete a location, click the delete button next to the location.
- Location 1 cannot be deleted since the school must have at least one location. If Location 1 is incorrect, overwrite the Location 1 information with the corrected information.

For any new school locations, the school must provide a Certification of Occupancy prior to students being in the new location.

These requirements are covered in detail in the 2024-25 Registration Requirements Overview training module. A link to the SNSP school training modules is available at the end of this presentation.

# SNSP Summer School

## Offering Summer School

Does the school intend to offer a SNSP summer school program during the summer of 2024?

- ☐ Yes  
☐ No

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Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletins webpage. A link to this webpage is available at the end of this training. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. Both the summer school amount, which will be calculated on this page, and the regular school year amount will be included in the expected SNSP payments.



## SNSP Summer School (cont)

**Offering Summer School**

Does the school intend to offer a SNSP summer school program during the summer of 2024?

☒ Yes  
☐ No

**Summer School Count**  
What are the expected number of SNSP pupils in summer school for 4-year-old kindergarten through 12th grade? In order to be eligible for a SNSP summer school payment, the pupil must have been a SNSP pupil on the third Friday in September 2023 or the second Friday in January 2024.

The determination of whether the pupil is a partial or full scholarship SNSP pupil would be based on the type of scholarship the pupil received in the 2023-2024 school year. If there are no scholarships in one of the categories listed, enter a "0". There must be at least 1 summer school scholarship if the school is offering SNSP summer school.

Full Scholarship  
 Partial K-8 Scholarship  
 Partial 9-12 Scholarship

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The form is dynamic – the bottom section will only appear if you select “Yes” above.

The pupil must have been included in the SNSP count for the 3<sup>rd</sup> Friday in September or 2<sup>nd</sup> Friday in January during the 2023-24 school year in order for the pupil to be eligible for SNSP summer school.

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If the school indicates that it will have SNSP summer school, it must identify the number of SNSP pupils that will be in summer school. **Please be aware that the pupil must have been included in the SNSP count for the 3<sup>rd</sup> Friday in September or 2<sup>nd</sup> Friday in January during the 2023-24 school year in order for the pupil to be eligible for SNSP summer school.**

When the number of SNSP summer school pupils is entered in, the expected SNSP summer school payment will be indicated. The summer school payment is based on 5% of the payment for that pupil in the previous school year.

## Available Grade Levels

Intent to Participate: Grades Available for SNSP Pupils

**SNSP Grades**

Select all the grade levels that will be available for new and/or continuing SNSP pupils:

|  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> 4-year-old kindergarten | <input type="checkbox"/> Grade 6  |
| <input type="checkbox"/> 5-year-old kindergarten | <input type="checkbox"/> Grade 7  |
| <input type="checkbox"/> Grade 1                 | <input type="checkbox"/> Grade 8  |
| <input type="checkbox"/> Grade 2                 | <input type="checkbox"/> Grade 9  |
| <input type="checkbox"/> Grade 3                 | <input type="checkbox"/> Grade 10 |
| <input type="checkbox"/> Grade 4                 | <input type="checkbox"/> Grade 11 |
| <input type="checkbox"/> Grade 5                 | <input type="checkbox"/> Grade 12 |

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- The school may choose to offer SNSP scholarships for new SNSP pupils in only some of its grades.
- Continuing SNSP schools must identify the grade that continuing SNSP pupils will be in and check those grades on this screen, even if the grade will not be available for new SNSP pupils at the school.
- The school must have at least 1 scholarship in each grade category it identifies as available for SNSP pupils.

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The next page of the ITP requires the school to select the grade levels that it will have SNSP scholarships available in. The grade levels that private schools can choose from include: 4-year-old kindergarten, 5-year-old kindergarten, and first through twelfth grade.

The school may choose to offer SNSP scholarships for new SNSP pupils in only some of its grades. However, continuing SNSP schools must identify the grade that continuing SNSP pupils will be in and check those grades on this screen, even if the grade will not be available for new SNSP pupils at the school.

A school that uses the accreditation letter option rather than the Private School Requirements form, must be fully accredited for all grades that are available for SNSP pupils. See the Accreditation Bulletin and School Registration page for additional information. A link to the webpages where these are available is at the end of the training.

## Four-Year-Old Kindergarten Programs

### Four-Year-Old Kindergarten Programs

Four-year-old kindergarten programs are generally a 0.5 full-time equivalent (FTE). The school may choose to provide 87.5 hours of 4-year-old parental outreach activities for 4-year-old kindergarten parents and caregivers. If the school provides this, it is eligible for 0.6 FTE.

If the school is also participating in the Private School Choice Programs (PSCP) and offering a 4-year-old kindergarten for the PSCP, the 4-year-old kindergarten option used for SNSP must be the same as the PSCP.

See the K4 Parental Outreach Activities Bulletin available on the SNSP Bulletins webpage at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins> for information on the K4 parental outreach requirements.

Will the school provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities?

- ☐ No  
☐ Yes

- See the [K4 Parental Outreach Bulletin](#) for information on the requirements
- If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

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If the school has indicated that it will have four (4)-year old kindergarten, or K4, available to SNSP pupils, the school must indicate the type of K4 program it will offer. Pupils in K4 are generally counted as 0.5 full-time equivalent (FTE). The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides 87.5 or more hours of parental outreach for the parents of the K4 pupils. If the school is participating in the Choice programs, the K4 program type selection must match the type of program selected for the Choice programs.

Further information about the K4 Parental Outreach Program option is available in the K4 Parental Outreach Activities Bulletin and in the K4 Parental Outreach Activities training module. Links to the SNSP Bulletins webpage and the SNSP school training modules are available at the end of this presentation.

## Five-Year-Old Kindergarten Program

- Select all five-year-old kindergarten (K5) programs the school will offer for SNSP pupils.
- You may select more than one option, but you will need to offer at least one SNSP scholarship for every grade category selected.

Instructions School Contact Info Summer School SNSP Grades K4 Programs **K5 Programs**

**Intent to Participate: Grades Available for SNSP Pupils - K5 Programs**

**Five-Year-Old Kindergarten Programs**

You have indicated that the school will have a 5-year-old kindergarten program. There are several different 5-year-old kindergarten program options available for the SNSP. A kindergarten pupil is generally counted as 0.5 full-time-equivalent (FTE). If the school is providing full-day instruction for the 5-year-old kindergarten pupils five days a week, the pupils are counted as 1.0 FTE. The school may also choose to provide full-day instruction for three days a week for an entire school term (which is 0.6 FTE) or full-day instruction for four days a week for an entire school term (which is 0.8 FTE).

Select all of the 5-year-old kindergarten programs that the school will have available for SNSP pupils:

- ☐ 5-Year-Old Kindergarten 0.5 FTE
- ☐ 5-Year-Old Kindergarten 0.6 FTE (3 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 0.8 FTE (4 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 1.0 FTE (5 full days of instruction each week)

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If the school has indicated that it will have five (5)-year old kindergarten, or K5, available to SNSP pupils, the school must indicate the type of K5 program it will offer. The FTE for pupils in K5 is dependent on how many full days a week a pupil is attending.

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.

# New SNSP Scholarships Available and Continuing SNSP Pupil Count

Click on the arrow sign to expand the information on how to complete this calculation.

## Intent to Participate: Available Scholarships & Expected SNSP Payment

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either:

- 1) A surety bond for 25 percent of the expected SNSP payments, or
- 2) Provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments.

The summer school information previously entered and the information below will be used to calculate if the school is required to provide a bond or financial information.

### SNSP Available Scholarships

The continuing pupil counts below must include all SNSP pupils that are identified as eligible in Schedule 2 of the School's 2nd Friday in January 2024 Pupil Count Report (hereafter referred to as Schedule 2) unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2, in the "Enrollment Count-SNSP Pupils" section. The school should include the pupils in the grade category that it anticipates the pupil will be in during the 2023-24 school year. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP student scholarship to a new SNSP student scholarship.

Calculate the Partial Scholarship Continuing SNSP Pupils as follows: (click the arrow to show information on this calculation)

Calculate the Full Scholarship Continuing SNSP Pupils as follows: (click the arrow to show information on this calculation)

New SNSP Pupils: (click the arrow to show information on this calculation)

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no scholarships in one of the grade categories listed, enter a 0.

|                                      | PARTIAL Continuing Pupils | FULL Continuing Pupils | New SNSP Pupils      |
|--------------------------------------|---------------------------|------------------------|----------------------|
| 4-Year Old Kindergarten (0.6 FTE)    | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |
| 5-Year Old Kindergarten (1.0 FTE)    | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |
| 5 full days of instruction each week | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |
| Grades 1-8 (1.0 FTE)                 | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |
| Grades 9-12 (1.0 FTE)                | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |

### Total SNSP Expected Payments

|  |        |
|--|--------|
| Regular School Year Expected SNSP Payment: | \$0.00 |
| Summer School Expected SNSP Payment:       | \$0.00 |
| Total Expected SNSP Payment:               | \$0.00 |

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Schools that are continuing in the SNSP will need to identify the number of scholarships that are available for new pupils and the number of continuing SNSP pupils at the school by grade level. The continuing pupil counts must include all SNSP pupils that are identified as eligible in the school's 2nd Friday in January Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2 of the school's 2nd Friday in January Pupil Count Report, in the "Enrollment Count-SNSP Pupils" section.

# New SNSP Scholarships Available and Continuing SNSP Pupil Count

Each arrow has been clicked here for the further explanation for each category for scholarships.

SNSP Available Scholarships

The continuing pupil counts below must include all SNSP pupils that are identified as eligible in Schedule 2 of the School's 2nd Friday in January 2024 Pupil Count Report (hereafter referred to as Schedule 2) unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted. Eligible SNSP pupils are identified on Schedule 2, in the "Enrollment Count-SNSP Pupils" section. The school should include the pupils in the grade category that it anticipates the pupil will be in during the 2024-25 school year. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP student scholarship to a new SNSP student scholarship.

✓ Calculate the Partial Scholarship Continuing SNSP Pupils as follows: (click the arrow to hide information on this calculation)

Partial Scholarship Continuing SNSP Pupils on Schedule 2  
Minus: Partial Scholarship Pupils on Schedule 2 who have submitted a written withdrawal  
Plus: Full Scholarship Pupils on Schedule 2 who have been determined to no longer have a disability  
Finally, determine the grade each pupil would be in if they remained at your school for 2024-25 and enter the number of partial scholarship continuing SNSP pupils below.

✓ Calculate the Full Scholarship Continuing SNSP Pupils as follows: (click the arrow to hide information on this calculation)

Full Scholarship Continuing SNSP Pupils on Schedule 2  
Minus: Full Scholarship Pupils on Schedule 2 who have submitted a written withdrawal  
Minus: Full Scholarship Pupils on Schedule 2 who have been determined to no longer have a disability  
Finally, determine the grade each pupil would be in if they remained at your school for 2024-25 and enter the number of full scholarship continuing SNSP pupils below.

✓ New SNSP Pupils: (click the arrow to hide information on this calculation)

Enter the number of SNSP scholarships available for new SNSP pupils at the school. This should NOT include any pupils that are included as SNSP continuing pupils.

The grade categories below are based on the grades identified on the "Grades Available for SNSP Pupils" page. If there are no scholarships in one of the grade categories listed, enter a '0'.

|                       | PARTIAL Continuing Pupils | FULL Continuing Pupils | New SNSP Pupils      |
|-----------------------|---------------------------|------------------------|----------------------|
| Grades 1-4 (1.0 FTE)  | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |
| Grades 5-12 (1.0 FTE) | <input type="text"/>      | <input type="text"/>   | <input type="text"/> |

## SNSP Available Scholarships

- All grade categories identified must have at least one pupil included. If not, the school must:

- Remove grade categories that have no pupils.
- Remove any K5 programs that have no pupils.

If you have a category with 0 pupils, the “Next Page” button will not let you move to the next page and this message will appear.

|  | PARTIAL Continuing Pupils | FULL Continuing Pupils | New SNSP Pupils |
|--|---------------------------|------------------------|-----------------|
| 4-Year Old Kindergarten (0.5 FTE)            | 0                         | 0                      | 0               |
| 5-Year Old Kindergarten (0.5 FTE)            | 0                         | 0                      | 0               |
| The sum of the K5 row must be greater than 0 |                           |                        |                 |
| 5-Year Old Kindergarten (1.0 FTE)            | 0                         | 0                      | 0               |
| 4-60 days of intensive instruction           |                           |                        |                 |
| Grades 1-8 (1.0 FTE)                         | 2                         | 6                      | 9               |
| <b>Total SNSP Scholarships Available</b>     | <b>2</b>                  | <b>7</b>               | <b>14</b>       |

**Confirm Total Continuing SNSP Pupils at the School**

☒ I confirm that the number of continuing SNSP pupils below matches the total pupils on Schedule 2, Line 10 in the January 2022 Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the intent to Participate is submitted.

Total Continuing Pupils: 9

**Total SNSP Expected Payments**

Regular School Year Expected SNSP Payment: \$275,702.80

Summer School Expected SNSP Payment: \$800.65

Total Expected SNSP Payment: \$276,503.45

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There must be at least one SNSP scholarship in each grade category that was identified as available for SNSP pupils. If the school will not have SNSP scholarships available for one or more of the grade categories, return to the Grades Available for SNSP Pupils page and remove the grade(s) that will not be available for SNSP pupils.

23

All grade categories must have at least one pupil listed in one of the three columns. If there are no continuing SNSP pupils or new SNSP scholarships available in a particular grade category, the school should return to the applicable screen to remove the category.

If the school is removing a grade, the school should go back to the available grades screen and remove the grade(s) that will not have any SNSP pupils.

## SNSP Available Scholarships & Pupil Count Example

|      |   | ENROLLMENT COUNT—SNSP PUPILS |                      |                     |                      |                   |                      |
|------|---|------------------------------|----------------------|---------------------|----------------------|-------------------|----------------------|
| Line | Category  | Full Scholarship             |                      | Partial Scholarship |                      | Total SNSP Pupils |                      |
|      |   | Headcount                    | Full Time Equivalent | Headcount           | Full Time Equivalent | Headcount         | Full Time Equivalent |
| 1    | 4 Year-Old K/437 Hours (.5 FTE)                       | 1                            | 0.5                  | 0                   | 0                    | 1                 | 1                    |
| 2    | 4 Year-Old K/437 Hours + 87.5 Hours Outreach (.8 FTE) | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 3    | 5 Year-Old K/5 Day (.5 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 4    | 5 Year-Old K/3 Day (.6 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 5    | 5 Year-Old K/4 Day (.8 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 6    | 5 Year-Old K/5 Day (1.0 FTE)                          | 2                            | 2                    | 0                   | 0                    | 2                 | 2                    |
| 7    | Grades 1-8 (1.0 FTE)                                  | 5                            | 5                    | 1                   | 1                    | 6                 | 6                    |
| 8    | Grades 9-12 (1.0 FTE)                                 | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 9    | <b>Total Grades 1-12</b>                              | 8                            | 8                    | 1                   | 1                    | 9                 | 9                    |
| 10   | <b>Total SNSP Pupils</b>                              | 8                            | 8                    | 1                   | 1                    | 9                 | 9                    |

- Determine if any additional pupils, not in the partial scholarship column, have been determined to no longer be a pupil with a disability.

24

Next we will go through an example of how a continuing SNSP school should complete the pupil counts. This is Schedule 2 from a school's submitted 2<sup>nd</sup> Friday in January Pupil Count Report. This school had 8 (eight) full scholarship pupils and 1 (one) partial scholarship pupil as of the 2<sup>nd</sup> Friday in January.

Partial scholarship pupils are pupils that have been determined to no longer have a disability. Full scholarship pupils are all of the other SNSP pupils. Any pupils included as partial scholarship pupils in the school's 2<sup>nd</sup> Friday in January Pupil Count Report must be included as partial scholarship pupils in the ITP. Additionally, the school must determine if there are any other pupils that have been determined to no longer have a disability in the current school year. If the IEP reevaluation is still pending for a pupil, the pupil must be included in the full scholarship category, even if the school anticipates the pupil will be determined to no longer have a disability.

For more information about full and partial scholarship pupils, please see the Continuing Student Eligibility bulletin. A link to the SNSP Bulletins webpage can be found at the end of this presentation.



## SNSP Available Scholarships & Pupil Count Example (cont.)

|      |   | ENROLLMENT COUNT—SNSP PUPILS |                      |                     |                      |                   |                      |
|------|---|------------------------------|----------------------|---------------------|----------------------|-------------------|----------------------|
|      |   | Full Scholarship             |                      | Partial Scholarship |                      | Total SNSP Pupils |                      |
| Line | Category  | Headcount                    | Full Time Equivalent | Headcount           | Full Time Equivalent | Headcount         | Full Time Equivalent |
| 1    | 4 Year-Old K/437 Hours (.5 FTE)                       | 1                            | 0.5                  | 0                   | 0                    | 1                 | 1                    |
| 2    | 4 Year-Old K/437 Hours + 87.5 Hours Outreach (.6 FTE) | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 3    | 5 Year-Old K/5 Day (.5 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 4    | 5 Year-Old K/3 Day (.6 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 5    | 5 Year-Old K/4 Day (.8 FTE)                           | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 6    | 5 Year-Old K/5 Day (1.0 FTE)                          | 2                            | 2                    | 0                   | 0                    | 2                 | 2                    |
| 7    | Grades 1-8 (1.0 FTE)                                  | 5                            | 5                    | 1                   | 1                    | 6                 | 6                    |
| 8    | Grades 9-12 (1.0 FTE)                                 | 0                            | 0                    | 0                   | 0                    | 0                 | 0                    |
| 9    | <b>Total Grades 1-12</b>                              | 8                            | 8                    | 1                   | 1                    | 9                 | 9                    |
| 10   | <b>Total SNSP Pupils</b>                              | 8                            | 8                    | 1                   | 1                    | 9                 | 9                    |

- Determine the anticipated grade for the next school year for each pupil on the 2nd Friday in January Pupil Count Report.

25

The school should include the pupils in the grade category that it anticipates they will be in during the school year for which the ITP is being completed. The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. As a reminder, if a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.

## SNSP Available Scholarships & Pupil Count Example (cont.)

| 2 <sup>nd</sup> Fri in Jan<br>Scholarship<br>Type | 2 <sup>nd</sup> Fri in Jan<br>Grade<br>Category | 2 <sup>nd</sup> Fri in Jan<br>Headcount | 2 <sup>nd</sup> Fri in Jan<br>School Year<br>Grade | Anticipated Grade for<br>School Year in ITP? | Determined to No Longer Have a<br>Disability During 2 <sup>nd</sup> Friday in January<br>School Year? |
|---|---|---|--|--|---|
| Full  | K4 -0.5 FTE                                     | 1                                       | K4   | K4 (pupil not advancing)                     | No new IEP reevaluation   |

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)  | <input type="text" value="0"/>  | <input type="text" value="1"/> | <input type="text" value="0"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total SNSP Scholarships Available  | 0                               | 1                              | 0                              |

The K4 student  
is marked as a  
**FULL**  
Continuing  
Pupil.

26

The first grade category is the K4 half-time FTE category. The school had a pupil in this category who was a full scholarship pupil on the 2<sup>nd</sup> Friday in January Pupil Count Report. The school anticipates this pupil will need to be in K4 for an additional year. No new IEP reevaluation has been completed for this pupil, so the pupil will continue to be a full scholarship pupil. The school must input 1 (one) in the full scholarship continuing SNSP pupil, K4 half-time FTE category.

## SNSP Available Scholarships & Pupil Count Example (cont.)

| 2 <sup>nd</sup> Fri in Jan<br>Scholarship<br>Type | 2 <sup>nd</sup> Fri in Jan<br>Grade<br>Category | 2 <sup>nd</sup> Fri in Jan<br>Headcount | 2 <sup>nd</sup> Fri in Jan<br>School Year<br>Grade | Anticipated Grade for<br>School Year in ITP? | Determined to No Longer Have a<br>Disability During 2 <sup>nd</sup> Friday in January<br>School Year? |
|---|---|---|--|--|---|
| Full  | K5-1.0 FTE                                      | 2                                       | K5   | 1 <sup>st</sup> grade                        | IEP reevaluation determined 1 pupil<br>did not have a disability; no<br>reevaluation for other pupil. |

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)  | <input type="text" value="0"/>  | <input type="text" value="1"/> | <input type="text" value="0"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="1"/>  | <input type="text" value="1"/> | <input type="text" value="0"/> |
| Total SNSP Scholarships Available  | 1                               | 2                              | 0                              |

27

The next grade category for this school is the K5 1 FTE category. This category has 2 (two) pupils in it on the 2<sup>nd</sup> Friday in January Pupil Count Report. The school anticipates both pupils will progress to 1<sup>st</sup> grade. One of the pupils had an IEP reevaluation during the school year and was determined to no longer have a disability. As a result, the school will receive a partial scholarship in the following school year. The other pupil has not had an IEP reevaluation. The ITP should include a 1 (one) in the Grades 1-8 column in both the partial scholarship continuing SNSP pupils column and in the full scholarship continuing SNSP pupils column for these pupils.

## SNSP Available Scholarships & Pupil Count Example (cont.)

| 2 <sup>nd</sup> Fri in Jan<br>Scholarship<br>Type | 2 <sup>nd</sup> Fri in Jan<br>Grade<br>Category | 2 <sup>nd</sup> Fri in Jan<br>Headcount | 2 <sup>nd</sup> Fri in Jan<br>School Year<br>Grade | Anticipated Grade for<br>School Year in ITP?  | Determined to No Longer Have a<br>Disability During 2 <sup>nd</sup> Friday in January<br>School Year?  |
|---|---|---|--|---|--|
| Full  | Grades 1-8                                      | 5                                       | 1 pupil each in<br>1, 3, 4, 6, and<br>8            | The school anticipates<br>each of these pupils will<br>progress to the next<br>grade. | 3 <sup>rd</sup> grader determined to still have a<br>disability. 6 <sup>th</sup> grader reevaluation in<br>progress; the school expects for the<br>pupil to be determined to no longer<br>have a disability. No new IEP<br>reevaluations for any other pupils. |

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)  | <input type="text" value="0"/>  | <input type="text" value="1"/> | <input type="text" value="0"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="1"/>  | <input type="text" value="6"/> | <input type="text" value="0"/> |
| Total SNSP Scholarships Available  | 1                               | 7                              | 0                              |

28

The school also has 5 (five) pupils that are receiving a full scholarship in the Grades 1-8 category on the 2<sup>nd</sup> Friday in January Pupil Count Report. The pupils include a 1<sup>st</sup> grader, 3<sup>rd</sup> grader, 4<sup>th</sup> grader, 6<sup>th</sup> grader, and 8<sup>th</sup> grader. The school anticipates all of the pupils will progress to the next grade in the following year. The school provides K4 through 8<sup>th</sup> grade. The school anticipates that the 8<sup>th</sup> grader will graduate. It must still include a scholarship for the 8<sup>th</sup> grader in case the pupil does not progress to the next grade at the end of the year. As discussed earlier, if this pupil ends up transferring to a different SNSP school and/or withdrawing from the SNSP, the school may either convert the scholarship to a new SNSP pupil scholarship or not fill the scholarship.

The 3<sup>rd</sup> grader had an IEP reevaluation during the year that determined they still has a disability. The IEP reevaluation for the 6<sup>th</sup> grader is currently being completed. The school anticipates the 6<sup>th</sup> grader will be determined to no longer have a disability. No other pupils have had an IEP reevaluation completed during the school year. Since the reevaluation for the 6<sup>th</sup> grader has not yet been completed, the pupil must be included in the full scholarship continuing SNSP pupils column.

As a result, an additional 5 (five) pupils must be added to the full scholarship continuing SNSP pupils column. Since 1 (one) K5 SNSP pupil is already in this category, the total count is 6 (six).

## SNSP Available Scholarships & Pupil Count Example (cont.)

| 2 <sup>nd</sup> Fri in Jan<br>Scholarship<br>Type | 2 <sup>nd</sup> Fri in Jan<br>Grade<br>Category | 2 <sup>nd</sup> Fri in Jan<br>Headcount | 2 <sup>nd</sup> Fri in Jan<br>School Year<br>Grade | Anticipated Grade for<br>School Year in ITP? | Determined to No Longer Have a<br>Disability During 2 <sup>nd</sup> Friday in January<br>School Year? |
|---|---|---|--|--|---|
| Partial   | Grades 1-8                                      | 1                                       | 7 <sup>th</sup> grade                              | 8 <sup>th</sup> grade                        | N/A   |

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)  | <input type="text" value="0"/>  | <input type="text" value="1"/> | <input type="text" value="0"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="2"/>  | <input type="text" value="6"/> | <input type="text" value="0"/> |
| Total SNSP Scholarships Available  | 2                               | 7                              | 0                              |

29

Finally, the school has one partial scholarship pupil in the Grades 1-8 category. This pupil is currently in 7<sup>th</sup> grade and the school anticipates the pupil will progress to 8<sup>th</sup> grade. Since the pupil has already been determined to be a pupil without a disability in a previous school year, they must be added to the partial scholarship continuing SNSP pupils column. This results in 2 (two) pupils in this category.

## SNSP Available Scholarships & Pupil Count Example (cont.)

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)  | <input type="text" value="0"/>  | <input type="text" value="1"/> | <input type="text" value="2"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="3"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="2"/>  | <input type="text" value="6"/> | <input type="text" value="9"/> |
| Total SNSP Scholarships Available  | 2                               | 7                              | 14                             |

- The school would like the following new SNSP scholarships available:

- 4-year old kindergarten (0.5 FTE):  
2 pupils
- 5-year old kindergarten (1.0 FTE):  
3 pupils
- Grades 1-8: 10 pupils, the school decides to only put 9 new SNSP pupils since they expect a scholarship to be available after the current 8<sup>th</sup> grade SNSP pupil leaves the school.

30

Finally, continuing schools must input the number of new SNSP scholarships available. In this example, the school would like to have space for 2 (two) K4 pupils, 3 (three) K5 pupils, and 10 (ten) pupils in Grades 1-8. Since the school expects that the SNSP pupil currently in 8<sup>th</sup> grade will graduate, the school decides to decrease the Grades 1-8 new scholarships available by 1 (one), resulting in 9 (nine) scholarships available for new SNSP pupils in Grades 1-8 on the ITP. When the 8<sup>th</sup> grader leaves the school, the school could convert the scholarship to a new pupil scholarship. Please be aware that if the school chooses to do this and the pupil does not leave the school, the school will not have that scholarship available for a new SNSP pupil.

## SNSP Available Scholarships & Pupil Count Example (cont.)

- All boxes must have a number input. If a school does not have pupils in all of the columns for a grade category, insert 0 for the columns with no pupils.
- The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 for all of the columns for a grade category.

|  | PARTIAL<br>Continuing<br>Pupils | FULL<br>Continuing<br>Pupils   | New<br>SNSP<br>Pupils          |
|--|---------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.5 FTE)<br><small>The K4 scholarship values cannot be blank, please enter a zero or number</small> | <input type="text"/>            | <input type="text" value="1"/> | <input type="text" value="2"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><small>5 full days of instruction each week</small>                                     | <input type="text" value="0"/>  | <input type="text" value="0"/> | <input type="text" value="3"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="2"/>  | <input type="text" value="6"/> | <input type="text" value="9"/> |

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If the school has pupils in a grade category in only some of the columns, the school must insert a 0 (zero) in the columns that do not have any pupils. In this case, the school must insert a 0 (zero) in the partial scholarship continuing SNSP pupils K4 category and in both continuing SNSP pupil K5 categories.

The school must offer at least 1 scholarship in each available grade category. As a result, the school may not put 0 (zero) for all of the columns for a grade category.

## SNSP Available Scholarships & Pupil Count Example (cont.)

|  | PARTIAL<br>Continuing Pupils   | FULL Continuing<br>Pupils      | New SNSP Pupils                |
|--|--------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.6 FTE)  | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="2"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="3"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="2"/> | <input type="text" value="6"/> | <input type="text" value="2"/> |
| Grades 9-12 (1.0 FTE)  | <input type="text" value="0"/> | <input type="text" value="3"/> | <input type="text" value="2"/> |
| Total SNSP Scholarships Available  | 2                              | 10                             | 9                              |

- The total for each column and the total SNSP pupils will be identified.

### Confirm Total Continuing SNSP Pupils at the School

☐

I confirm that the number of continuing SNSP pupils below matches the total pupils on Schedule 2, Line 10 in the January 2024 Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted.

Total Continuing Pupils: 12

32

As the number of pupils are entered in, several numbers on the screen will update. The total for each column will be identified. The school must ensure that the total SNSP pupils does not exceed the number of SNSP scholarships the school would like to have.



## Confirm Continuing SNSP Pupils Scholarships

You will need to confirm that you reviewed your January Count Report and have provided a sufficient number of continuing scholarships.

|  | PARTIAL<br>Continuing Pupils   | FULL Continuing<br>Pupils      | New SNSP Pupils                |
|--|--------------------------------|--------------------------------|--------------------------------|
| 4-Year Old Kindergarten (0.6 FTE)  | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="2"/> |
| 5-Year Old Kindergarten (1.0 FTE)<br><i>5 full days of instruction each week</i> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="3"/> |
| Grades 1-8 (1.0 FTE)   | <input type="text" value="2"/> | <input type="text" value="6"/> | <input type="text" value="2"/> |
| Grades 9-12 (1.0 FTE)  | <input type="text" value="0"/> | <input type="text" value="3"/> | <input type="text" value="2"/> |
| Total SNSP Scholarships Available  | 2                              | 10                             | 9                              |

### Confirm Total Continuing SNSP Pupils at the School

☐ I confirm that the number of continuing SNSP pupils below matches the total pupils on Schedule 2, Line 10 in the January 2024 Pupil Count Report unless the school has received written correspondence from the parent withdrawing the pupil from the SNSP by the date the Intent to Participate is submitted.

Total Continuing Pupils: 12

33

The total continuing pupils number will also update. This is calculated based on the total of the partial scholarship continuing SNSP pupils column and the full scholarship continuing SNSP pupils column. This number must match the school's 2<sup>nd</sup> Friday in January Pupil Count report less any pupils that have withdrawn in writing from the SNSP since the 2<sup>nd</sup> Friday in January. If the amount does not match, the school must review the 2<sup>nd</sup> Friday in January Pupil Count Report and increase the number of scholarships in the ITP. Once the number matches, the school must check the box.

The school must include all pupils, even if it anticipates that the pupil may no longer attend the school in the next year. For example, if a school is a K to 8 school and the school has a SNSP student in 8<sup>th</sup> grade, it must include a scholarship for the 8<sup>th</sup> grader even if the school anticipates the student will be in 9<sup>th</sup> grade in the following year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade. If a continuing SNSP pupil leaves the school or ceases to participate in the SNSP, the school will have the option to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship.

## SNSP Expected Payments

### Total SNSP Expected Payments

Regular School Year Expected SNSP Payment: \$271,780.00

Summer School Expected SNSP Payment: \$0.00

Total Expected SNSP Payment: \$271,780.00

- The regular school year expected payment amount is calculated based on the FTE for the new scholarships available and the continuing SNSP pupils, if applicable.
- The summer school expected payment amount will be completed based on the information entered in the summer school page.

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The bottom of the bond or financial information calculation page will calculate the expected SNSP payments. This section will include the summer school expected payments and calculate the regular school year payments based on the headcounts entered for each grade category.

The regular school year SNSP pupil payments are calculated on a per FTE basis. Previous slides discussed how the FTE is determined for K4 and K5 pupils. Pupils in grades one (1) through twelve (12) are 1.0 FTE.

Partial scholarship pupils at continuing schools are included in the SNSP expected payments based on the Private School Choice Programs' rates.

For more information about SNSP payments, please see the Payment Process, Pupil Count Report, & Audit Overview training module and the Payments webpage. A link to the Payments webpage and the SNSP school training modules can be found at the end of this presentation.

## School Financial Information and Surety Bond

If the school's expected SNSP payment on the previous page is not greater than \$50,000, you will not see this page.

[Instructions](#) [School Contact Info](#) [Summer School](#) [SNSP Grades](#) [K4 Programs](#) [K5 Programs](#) [SNSP Pupils](#) [Financial Info](#)

### Intent to Participate: Financial Information or Bond Required

Based on the number of available SNSP scholarships entered in the previous screen, the expected SNSP payment amount is \$294,754.20.

If the expected payments are more than \$50,000, Wis. Stat. §115.7915 requires that the school either:

- Provide a surety bond for 25% of the expected SNSP payments, or
- Provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments.

**Financial Information:** If the school intends to provide financial information, a 2024-25 budget on the form required by the department, with all the required attachments, must be submitted by March 1, 2024. The financial information must demonstrate that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The department will also review the school's financial audit and other financial related information available to the department to determine whether the school meets the requirements. See the [Private School SNSP Registration Requirements training](#) for additional information on the requirements.

**Bond:** If the school will provide a bond, it must provide the bond by June 3, 2024. The required bond form will be emailed, by mid-April, 2024, to all SNSP schools who did not provide a 2024-25 budget on the form required by the department by March 1, 2024.

- ☐ The school will submit a surety bond by June 3, 2024
- ☐ The school will submit a DPI Budget & Cash Flow Report by March 1, 2024

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If a school is expected to receive \$50,000 or more of SNSP scholarships, based on the total number of pupils entered into the ITP, then the school will be required to indicate on the ITP which option the school will provide, either the required financial information by the first weekday in March (March 1, 2024) prior to the school year or a surety bond to the DPI by the first weekday in June (June 3, 2024).

If the school's expected SNSP payment on the previous page is not greater than \$50,000, you will not see this page.

For more information about the financial information or surety bond, please see the SNSP 2024-25 Registration Requirements Overview training module. A link to the webpage with the SNSP training modules can be found at the end of this presentation.

# Agreement and Submission

## Intent to Participate: Agreement & Submission

I AGREE, on behalf of the private school, that the private school will comply with all of the requirements of the Special Needs Scholarship Program ("SNSP"), as set forth in [Wis. Stat. §115.7915](#), [Wis. Admin. Code ch. PI 49](#), and the department's trainings, guidance, and bulletins. This agreement constitutes a condition of receipt of funds under the SNSP. I further understand and agree that this notice of intent to participate is binding upon the private school, its successors, transferees and assignees for the period during which the private school is a participant in the SNSP. I assure, on behalf of the private school, that all contractors, subcontractors, subgrantees, and others with whom the private school arranges to provide services or benefits to its pupils, in connection with the SNSP, will not violate the requirements of the SNSP.

I have read [Wis. Stat. §115.7915](#) and [Wis. Admin. Code ch. PI 49](#). I understand that [Wis. Stat. §115.7915](#) and [Wis. Admin. Code ch. PI 49](#) are subject to statutory and administrative rule changes. In the event of failure to comply with the SNSP requirements, I understand that the school's participation in the SNSP can be terminated or payments withheld or both.

### Electronic Signature

I am signing the intent to participate in my capacity as:

- ☐ SNSP Administrator
- ☐ Head of the Governing Board
- ☐ SNSP Administrator and Head of the Governing Board

Choose your role for the school and certify the ITP.

☐ BY CHECKING THIS BOX I CERTIFY THE FOLLOWING:

1. I have signed this form electronically.
2. I am authorized to sign this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the SNSP administrator.
3. All of the information in this form is complete and accurate to the best of my knowledge.
4. I have the legal authority to submit this form on behalf of the school.
5. I understand and agree to comply with all of the provisions and requirements set forth in this form.

You must click the "Submit Notice of Intent to Participate" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print a copy of the application. You should print a copy of the application for your records.

[Submit Notice of Intent to Participate](#)

The final page of the ITP requires the head of the school's governing board, or the SNSP Administrator, if designated by the head of the school's governing board, to check the box on the agreement page indicating that the school will comply with the SNSP requirements. If the school fails to comply with the SNSP requirements, the school may not be eligible to receive SNSP payments or may be terminated from the SNSP.

By checking the box and submitting the form, the head of the school's governing board, or the SNSP Administrator, is also indicating that they have read the statutes and administrative rules governing the SNSP. The SNSP is governed by Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49. Links to Wisconsin Statute § 115.7915 and Wis. Admin. Code § PI 49 are available at the end of this presentation and on this page in the ITP.

The head of the school's governing board, or the SNSP Administrator if designated by the head of the governing board, must click the submit button to submit the school's ITP to the department.

## Updated Registration Requirements Summary

| SNSP Registration Requirements for the 2024-25 School Year |                      |                |
|--|----------------------|----------------|
| Required Items   | Status               | Due Date       |
| 1. <a href="#">Intent to Participate</a>                   | Filed                | March 01, 2024 |
| 2. <a href="#">Special Education Profile</a>               | Not Started          | March 01, 2024 |
| 3. <a href="#">Private School Requirements Form</a>        |                      | March 01, 2024 |
| 4. <a href="#">Financial Requirement - Budget</a>          | Not Applicable       | March 01, 2024 |
| 5. <a href="#">Financial Requirement - Surety Bond</a>     | Required - Not Filed | June 03, 2024  |

*Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.*

- After the ITP is submitted, the Status will automatically change to “Filed.”
- The Financial Requirements – Budget and Surety Bond will update to indicate “Required-Not Filed” for the applicable option if the bond or budget is required based on the completed ITP.

## Changes to ITP After Submission

| SNSP Registration Requirements for the 2024-25 School Year |                     |                |
|--|---------------------|----------------|
| Required Items   | Status              | Due Date       |
| 1. Intent to Participate                                   | Resubmission Needed | March 01, 2024 |
| 2. Special Education Profile                               | Resubmission Needed | March 01, 2024 |
| 3. Private School Requirements Form                        |                     | March 01, 2024 |
| 4. Financial Requirement - Budget                          |                     | March 01, 2024 |
| 5. Financial Requirement - Surety Bond                     |                     | June 03, 2024  |

*Note: The surety bond form that must be filed for the 2024-25 SNSP surety bond will be emailed to schools by the middle of April.*

- If you need to change something after you have submitted the ITP or Special Education Profile, you may request to have them unlocked until the due date, March 1, 2024, by emailing [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov).

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If the ITP and/or special education profile is locked and the school determines it would like to make revisions to them, the school can request that the ITP be unlocked before the due date by emailing [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov). When a report is unlocked after it has been filed, the status will indicate "Resubmission Needed". Once it is resubmitted, it will go back to "Filed".

The school should then resubmit the ITP with the changes as soon as possible but no later than the due date of the ITP.

The DPI may also email schools notifying them that the ITP or special education profile has been unlocked due to items identified by DPI. The school must make the corrections and resubmit the form as soon as possible in advance of the due date.

## Save and/or Print a Copy for Your Records

ITP Summary

Summary of Intent to Participate

School Year: 2024-2025

's Intent to Participate for the 2024-2025 school year was submitted on January 20, 2024 by Helen Long.

[Download ITP](#)

**School Contact Information**

School Name: [Redacted]  
School Phone: [Redacted]  
School Federal Identification Number (FEIN): [Redacted]  
SN SP Administrator:  
Phone: [Redacted]  
Email: [Redacted]  
Head of Governing Board:  
Email: [Redacted]  
School Mailing Address: [Redacted]  
Number of School Locations: 1  
School Location 1: [Redacted]

**Summer School**

Summer School Offered: No

**SNSP Grades**

SNSP Available Grades: 1, 2, 3

|   |    |
|---|----|
| K4 / 0.5 FTE Selected:  | No |
| K4 / 0.5 FTE with Outreach Selected:                          | No |
| K5 / 0.5 FTE Selected:  | No |
| K5 / 0.5 FTE (3 full days of instruction each week) Selected: | No |

Download a PDF of the summary. You may save and/or print a copy for your files.

If, in the future, you want to review what was submitted for the ITP, you will be able to continue to access the summary in the SNSP Portal.

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It is recommended that the school download the summary of the ITP for the school's records. However, the SNSP Portal will continue to be accessible by the SNSP Administrator and, if applicable, the Head of the Governing Board, so the school will be able to continue to review the submitted responses after March 1, 2024.

## Quiz #1

Which schools must complete the Intent to Participate?

- a. Only new schools prior to their initial year in the SNSP.
- b. All participating private schools must complete the forms every year to participate in the SNSP.
- c. Public schools who have pupils participating in the SNSP.

The correct answer is b. All participating private schools must complete the Intent to Participate every year for the SNSP.

Options a and c are not correct. The SNSP allows a pupil with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. Therefore it is private schools, not public schools, who can participate in the SNSP.



## Quiz #2

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

- a. The head of the school's governing board.
- b. Any staff member at the school.
- c. The school's business manager.
- d. The individual designated as the school's SNSP administrator.

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The correct answer is a or d. Wisconsin law requires that the ITP be signed and submitted to the DPI by the head of the school's governing board, or if designated by the school's governing board, the SNSP Administrator.

### Quiz #3

True or False: If a K-8 school has a SNSP pupil in 8<sup>th</sup> grade who they anticipate will be in 9<sup>th</sup> grade in the following school year, the school does not need to include an available scholarship for this pupil in the school's ITP.

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This statement is False. The school must include a scholarship for the 8<sup>th</sup> grader, even if it anticipates the pupil will be in 9<sup>th</sup> grade in the following school year. This is required to ensure a scholarship is available for continuing SNSP students at the same school if they are retained in a grade.

## Available Resources

SNSP Homepage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship>

- [School Registration Page](#)
- [SNSP Bulletins](#)
- [School Submitted Reports Webpage](#)
- [SNSP Payments](#)
- [SNSP Training](#)
- [SNSP Statutes & Rules](#)

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This slide includes the webpages that were referenced during the training.

## Questions

Email: [snsp@dpi.wi.gov](mailto: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 module please contact the SNSP team at [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov) or call the toll-free number at 1-888-245-2732, extension 4