WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Special Needs Scholarship Program (SNSP)
2020-21 Transfer Request

Instructions

SNSP administrators and SNSP designees should use this form to submit 2020-21 SNSP transfer request forms if:

- The transfer request has been determined eligible by the school and
- The school has space available for the student.

The DPI strongly encourages that SNSP administrators and SNSP designees use a Transfer Request Form Checklist for every transfer request to ensure it is eligible. The Student Application and Transfer Request Processing webpage includes this checklist and other resources for determining if transfer request forms are eligible.

Some items to consider as you complete this form are:

- Students on SNSP Waiting Lists: If a student is placed on a waiting list, the transfer request should **not** be submitted until a scholarship becomes available and the student is offered the scholarship.
- Continuing Students at the School: The school should **not** use this form to submit information for students who completed a transfer request form in a previous school year. Information on the requirements for continuing students at the school is available in the Continuing & Transfer Student Eligibility Bulletin.
- Transfer Request Forms for 2019-20 or 2021-22 School Year: Transfer requests for schools years other than the 2020-21 school year that haven't previously been submitted to the DPI must be submitted using the transfer request form for that year. If you are not able to locate the link for the submission form for the correct year, email snsp@dpi.wi.gov.

Contact Information

Wisconsin Department of Public Instruction

Special Needs Scholarship Program
PO Box 7841
Madison, WI 53707-7841
snsp@dpi.wi.gov
888-245-2732 ext. 4

Continue to Transfer Request >

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An email confirming the transfer request has been submitted will be sent to the email address entered below. This email will **not** include a copy of all of the submitted data.

School Transferring To

Date Transfer Request Received
Month/Day/Year

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PI-SNSP-0014

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Student Information

Enter in the student's information. The student's name must be the student's **legal** name.

Student's Name

First Name

Middle Initial

Last Name

Suffix

Date of Birth
Month/Day/Year

2020-21 Grade Level

Gender

- Male
- Female

Choose one.

- Hispanic/Latino
- Not Hispanic/Latino

Check all that apply.

- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Other Pacific Islander
- White

Name of SNSP school where currently enrolled

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Grade & Scholarship Available

Please confirm both of the following:

- ☐ **Grade Available for SNSP Students:** The school has grade available for SNSP students based on the Intent to Participate or subsequent School Information Update form. Schools may only accept transfer requests for grades that were identified as SNSP available grades in the Intent to Participate or subsequent School Information Update form. *If the grade is not an available SNSP grade, the transfer request must be determined ineligible.*
- ☐ **SNSP Scholarship Available in Grade :** The school has a scholarship available in grade based on the number of scholarships identified in the Intent to Participate or subsequent School Information Update form. *If the school does not have a scholarship available in the student's grade, the transfer request should not be submitted to DPI at this time. Instead, the pupil should be placed on the SNSP waiting list.*

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Family Information

First Parent/Guardian

First Name

Middle Initial

Last Name

Suffix

Second Parent/Guardian

First Name

Middle Initial

Last Name

Suffix

Current Resident School District

Home Information

Home Street Address

City

State

Zip

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IEP or Service Plan

Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?

- ○ Yes
- ○ No

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Parent or Guardian Certification

The parent or guardian must initial the boxes showing that he or she:

- received the comparison of the rights of students with disabilities under special education law and under the SNSP; and
- received a profile of the private school's special education program.

If the parent or guardian has not initialed in both places, the school must contact the parent or guardian and have him or her initial the boxes before proceeding with the transfer request.

The parent or guardian must also have signed and dated the transfer request. If this was not completed before the school sent a letter of acceptance to the parent or guardian, the transfer request is not eligible.

If you have questions, email snsp@dpi.wi.gov.

Place a check next to each box attesting that each of the following has been completed on the paper transfer request form.

- ☐ A parent or guardian in the Family Information section initialed the box that he or she received the comparison of the rights of students with disabilities under special education law and under the SNSP.
- ☐ A parent or guardian in the Family Information section initialed the box that he or she received a profile of the private school's special education program.
- ☐ A parent or guardian in the Family Information section signed and dated the transfer request in the Parent or Guardian Certification section.

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Transfer Request Information Review

Review the following information and determine that all of the information matches the paper transfer request. If any of the information was not correctly entered in this electronic form, use the "Previous Page" button at the bottom of this page to go back to the applicable page and update the information. If any of the information was missing or incomplete on the paper transfer request, update it using the strike through method if it is a permitted change. See the Student Application and Transfer Request Information Bulletin on the Student Application and Transfer Request Processing page for information on what changes may be made to the paper transfer request and how they must be made.

Transfer Request Information
School Transferring To:
Date Transfer Received:
Student Information
Student's First and Last Name:
Date of Birth:
2020-21 Grade Level:
Gender:
Name of SNSP School Where Currently Enrolled:

Family Information
Parent/Guardian 1 Name:
Parent/Guardian 2 Name:
Current Resident School District:
Home Address: , ,

Transfer Request Information Correct

I confirm the following:

☐ All of the information above is correct and matches the paper transfer request. Any information that was missing or incorrect on the paper transfer request has been corrected using the strike through method if it was a permitted change.

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Transfer Request Eligibility Determination

IEP or Services Plan

- [ ] I have received a copy of the student's most recently developed IEP or services plan.

Residency Verification

The parent or guardian must provide one of the allowed residency documents that includes:

- A parent or guardian's name on the transfer request.
- The address on the transfer request.
- A date that meets the SNSP requirements.

Residency Verification

- [ ] I have obtained one of the allowed residency support documents that matches all of the requirements above.
- [ ] I attest that the address is located in the .

Eligibility Verification

- [ ] I have verified with the DPI that the student has been continuously enrolled in the SNSP.
- [ ] I have verified that the transfer request is eligible based on the information provided.

SNSP Scholarship Acceptance Status

Generally, schools should only submit transfer requests to the department once the scholarship has been accepted or declined by the applicant. However, all transfer requests that have been determined eligible by the school must be submitted no later than the next upcoming transfer request submission deadline.

Select the status of the scholarship acceptance:

- ○ The applicant accepted the SNSP scholarship.
- ○ The applicant declined the SNSP scholarship.
- ○ The applicant has not yet accepted or declined the scholarship, but the transfer request is being submitted to meet the transfer request submission deadline.

You must click the "Submit Transfer Request" button to ensure DPI receives your data.

Once submitted, you will have the opportunity to print and/or download a copy of the form responses. Keep a copy of the responses for future reference.

Previous Page | Submit Transfer Request

Use the “Download PDF” function or print this confirmation page to keep a copy of answers submitted.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Thank you for submitting the SNSP Transfer Request for . Your information has been sent to DPI.

You will receive an email shortly confirming submission. The email will be sent to from snsp@dpi.wi.gov. A copy of your answers are not included in the confirmation email.

You may click the "Download PDF" button to save a PDF file of your responses. When you are finished, close the browser to exit.

Below is a summary of your responses

Download PDF

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