



Welcome to the Wisconsin Department of Public Instruction's training 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 are subject to statutory and rule changes.

This training will provide information on completing the Preliminary Enrollment Report.

## Preliminary Enrollment Report

- Due by the last weekday in August.
- Provides a list of the SNSP pupils enrolled at the school who have not withdrawn.
- If the school has pupils who are continuing SNSP pupils from the previous school year, the school must identify if the pupils were determined to no longer to have a disability in the prior school year.

2

The Preliminary Enrollment Report is due by the last weekday in August each year. The report lists the pupils enrolled at the school as of the last weekday in August.

If the school has any pupils who are continuing SNSP pupils, it must identify if the pupils were determined to no longer have a disability in the previous school year and are thus considered to be partial scholarship pupils. The partial scholarship payment is based on the Private School Choice Programs rate. Please note, however, that partial scholarship pupils are still considered to be SNSP pupils. Partial scholarship pupils may continue to participate in the SNSP at the same school but may not transfer to a different school and retain their SNSP scholarship.

## 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 Count Report and class list.

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

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 3<sup>rd</sup> 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.

## 2020-21 SNSP Payment Amounts

- The 2020-21 SNSP payment amounts are as follows.
  - \$12,977 per FTE for full scholarship students
  - \$8,300 per FTE for partial scholarship students in K-8
  - \$8,946 for partial scholarship students in 9-12

4

The 2020-21 SNSP payments are \$12,977 per FTE for full scholarship students, \$8,300 per FTE for partial scholarship students in K-8, and \$8,946 for partial scholarship students in 9-12 unless a school submitted a 2019-20 Statement of Actual Cost for a pupil by July 17, 2020.

## School Information

	I. SCHOOL INFORMATION
School Name	
School City	
SNSP Available Grades	

- The school name will be prefilled if the school had eligible continuing pupils or eligible submitted applications or transfer requests for the current school year.
- If the school name is not prefilled, select the school name from the drop down.

5

Since the Preliminary Enrollment Report is based on pupils who are enrolled and eligible as of the last weekday in August and must be submitted by the last weekday in August, the department will be providing the report to schools before all potential applications and transfer requests may be received by the department. The report will be prefilled if the school has eligible continuing pupils and/or has submitted applications or transfer requests to the department for the current school year. Otherwise, a blank report will be provided to the school, and the school must select the school name from the drop down menu. The school city and SNSP available grades will automatically fill in when the school name is selected.

## Reevaluation

- In order for a pupil to continue in the SNSP, the pupil must be made available for a reevaluation by the pupil's Individualized Education Program (IEP) team within sixty (60) days of a reevaluation request from the resident school district.
- The reevaluation may be completed by the nonresident district that the private school is in if the parent provides written consent that the nonresident school district complete the reevaluation.
- The pupil's IEP team may only conduct a reevaluation once every three (3) years for SNSP eligibility purposes.

6

Schedule 1 only needs to be completed if you have any continuing SNSP students from a previous school year that are still eligible for the SNSP. If you do not have any pupils listed, proceed to Schedule 2.

If you do have pupils listed, you will report information on any reevaluations completed during the previous school year. In order for a pupil to continue in the SNSP, the pupil's parent must make the pupil available for a reevaluation within sixty (60) days of when a reevaluation request is made by the pupil's resident school district for SNSP eligibility purposes. If the private school is in a pupil's nonresident district and the parent provides written consent, the nonresident school district may complete the reevaluation rather than the resident school district.

The IEP team may only conduct a reevaluation once every three (3) years for SNSP eligibility purposes. The school must retain the IEP reevaluation in the pupil's file for auditing purposes. See the Continuing and Transfer Student Eligibility Bulletin at <https://department.wi.gov/sms/special-needs-scholarship/bulletins> for additional

information.

## Reevaluation Waiver

- Waivers are permissible.
- Must have a signed waiver agreement.
- The next SNSP reevaluation is required 3 years from the date of the reevaluation waiver agreement.
- Retain reevaluation waiver agreement for auditing purposes.

7

If an IEP team decides to waive a pupil's three (3)-year reevaluation, then for SNSP eligibility purposes, the pupil's parent must provide the private school with the reevaluation waiver agreement signed by a school district representative indicating that the parent or guardian agreed that an IEP reevaluation was not required. If a pupil's reevaluation is waived by the IEP team, the pupil is still considered to have a disability and the pupil's next reevaluation date would be three (3) years from the date of the reevaluation waiver. The school must retain the reevaluation waiver agreement in the pupil's file for auditing purposes.

## Schedule 1-IEP Reevaluations

Line	A App #	B Pupil's Name First Last		C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/20?	G Date of IEP Reevaluation <i>Complete if Column F is Yes</i>	H IEP Reevaluation Determination <i>Complete if Column F is Yes</i>	I Questions Answered
1	1058	Lynn	Smith	8/15/2014	10/10/2019	10/9/2022				No
2	1059	Sylvia	Jones	9/1/2012	11/11/2018	11/10/2021				No
3	1062	Greg	Brown	3/10/2013	5/15/2017	5/14/2020				No
4	1078	George	Miller	5/10/2012	3/3/2017	3/2/2020				No
5	1035	Marcy	Taylor	12/8/2007	1/15/2013	2019-2020				No

- The pupils listed on Schedule 1 are continuing SNSP pupils.

Schedule 1, Columns A to E will be prefilled by the department and the “Questions Answered” column will indicate “No” for all of the students until Columns F to H are completed. The schedule will include full scholarship pupils who applied for the SNSP in a previous school year who are still eligible for the program. The schedule also has information on their IEP evaluations.

If a pupil is in the process of transferring from your school to a different SNSP school, the pupil will be included on this list if your school has not notified the department that the student will no longer be participating in the SNSP at your school. This notification must be emailed to [snsdp@dpi.wi.gov](mailto:snsdp@dpi.wi.gov) when you receive notification from the student that he or she has accepted a SNSP scholarship at a different SNSP school. The notification should include the student’s name and date of birth.

## Schedule 1-IEP Reevaluation Dates

Line	A App #	B Pupil's Name First Last		C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/20?	G Date of IEP Reevaluation <i>Complete if Column F is Yes</i>	H IEP Reevaluation Determination <i>Complete if Column F is Yes</i>	I Questions Answered
1	1058	Lynn	Smith	8/15/2014	10/10/2019	10/9/2022				No
2	1059	Sylvia	Jones	9/1/2012	11/11/2018	11/10/2021				No
3	1062	Greg	Brown	3/10/2013	5/15/2017	5/14/2020				No
4	1078	George	Miller	5/10/2012	3/3/2017	3/2/2020				No
5	1035	Marcy	Taylor	12/8/2007	1/15/2013	2019-2020				No

- Last evaluation date is initially based on the evaluation or reevaluation date on the application. This date will be updated for any reevaluations reported in a Preliminary Enrollment Report.
- The next required reevaluation date is prefilled by the department based on the last evaluation date in Column D.

9

The last evaluation date in Column D is either: (1) based on the IEP evaluation or reevaluation date on the application; or (2) if a reevaluation was reported on a prior year Preliminary Enrollment Report, it is based on that date.

The next required reevaluation date is identified for each pupil in Column E. For most pupils, this date is 3 years from the date of the last evaluation or reevaluation identified in Column D. However, if the evaluation identified on the pupil's application was not within three (3) years of when the pupil began attending the school as an SNSP pupil, the pupil's three (3) year reevaluation date is determined as three (3) years from the date that the pupil began attending the school as an SNSP pupil. These pupils will be identified with "2019-2020" as the next required reevaluation date.

## Schedule 1-IEP Reevaluations

Line	A App #	B Pupil's Name First Last		C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/20?	G Date of IEP Reevaluation <i>Complete if Column F is Yes</i>	H IEP Reevaluation Determination <i>Complete if Column F is Yes</i>	M Scholarship Type
1	1058	Lynn	Smith	8/15/2014	10/10/2019	10/9/2022	No			Full
2	1059	Sylvia	Jones	9/1/2012	11/11/2018	11/10/2021	No			Full
3	1062	Greg	Brown	3/10/2013	5/15/2017	5/14/2020	Yes	3/1/20	Disability	Full
4	1078	George	Miller	5/10/2012	3/3/2017	3/2/2020	No			Full
5	1035	Marcy	Taylor	12/8/2007	1/15/2013	2019-2020	Yes	5/3/20	No Disability	Partial

- For each pupil, indicate if a reevaluation was completed on or before June 30<sup>th</sup> of the previous school year in Column F. If so, identify the results in Columns G and H.
- Column M will indicate each pupil's scholarship type based on the IEP reevaluation determination.

10

For each pupil listed, the school must identify in Column F if an IEP reevaluation or a waiver of an IEP reevaluation was completed on or before June 30, 2020. If the reevaluation was completed after June 30, 2020, the reevaluation will be reported in the 2021 Preliminary Enrollment Report. If any students are identified as no longer having a disability in the 2020 Preliminary Enrollment Report, the school will begin receiving a partial scholarship for the students in the 2020-21 school year.

If the reevaluation was completed before July 1, 2019 for a pupil but not reported to the department in the previous school year, complete Columns G and H with the date of the reevaluation and the IEP reevaluation determination. If the student was determined to no longer have a disability prior to July 1, 2019, the student was not eligible for a full scholarship beginning in the school year following the determination. The department will notify the school of any amounts owed back to the department due to the difference in the payment rates.

For each pupil who had an IEP reevaluation completed between July 1, 2019 and June 30, 2020, the school will also need to identify the date of the IEP reevaluation in Column G. You will receive an error message if you enter a date after June 30, 2020. Next, select if the pupil was determined to still have a disability by selecting Disability or No Disability from the drop down in Column H.

In our example, Greg Brown had a reevaluation and was determined to have a disability; whereas Marcy Taylor had a reevaluation and was determined to no longer have a disability. In this case, Column M reflects that all of the SNSP pupils will receive a full scholarship except for Marcy Taylor, who will receive a partial scholarship, since she was determined to no longer have a disability.

## Schedule 1-IEP Reevaluations (cont.)

Line	A App #	B Pupil's Name First Last		C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/20?	G Date of IEP Reevaluation Complete if Column F is Yes	H IEP Reevaluation Determination Complete if Column F is Yes	I Questions Answered	J IEP Reevaluation Required But Not Completed	K Status of IEP Reevaluation Complete this Column if Column J indicates "Identify status"
1	1058	Lynn	Smith	8/15/2014	10/10/2019	10/9/2022	No			Yes	OK	
2	1059	Sylvia	Jones	9/1/2012	11/11/2018	11/10/2021	No			Yes	OK	
3	1062	Greg	Brown	3/10/2013	5/15/2017	5/14/2020	Yes	3/1/20	Disability	Yes	OK	
4	1078	George	Miller	5/10/2012	3/3/2017	3/2/2020	No			Yes	Identify status	
5	1035	Marcy	Taylor	12/8/2007	1/15/2013	2019-2020	Yes	5/3/20	No Disability	Yes	OK	Reevaluation Completed After 6-30-20 Reevaluation in Process
6											OK	Reevaluation Not Started
7											OK	Contacted District to Start Reevaluation Student is not eligible for the SNSP

- If an IEP reevaluation that was required on or before June 30<sup>th</sup> of the previous school year was not completed by that date, identify the status of the reevaluation in Column K using the drop down.

If the next required reevaluation in Column E was on or before June 30<sup>th</sup> of the previous school year, and an IEP reevaluation was not completed, Column J will indicate “Identify status.” In this example, George Miller was required to have a reevaluation by 3-2-20 but did not have a reevaluation on or before June 30, 2020. The school must identify the status of the IEP reevaluation in Column K by selecting which of the statuses in the drop down is applicable. If a reevaluation has not yet started but the school and/or parent has contacted the district regarding the required reevaluation, the school should select “Contacted District to Start Reevaluation.”

If a reevaluation has been delayed due to COVID-19, the school should identify what point in the process the reevaluation is at. If the reevaluation has not yet started but the school and/or parent has contacted the district, “Contacted District to Start Reevaluation” should be selected. If the reevaluation has started but is not yet completed, select “Reevaluation in Progress”.

If the school identifies “Reevaluation Not Started” for any of the pupils where a reevaluation was required, the school and/or parent should reach out to the district as soon as possible to begin the reevaluation process. The department will follow up with the school after the Preliminary Enrollment Report is submitted to ensure the reevaluation process has begun. The school should refer to the Continuing and Transfer Student Eligibility Bulletin for additional information on the reevaluations and which district completes the reevaluation.

## Pupil Eligible for Scholarship?

A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:

- The student graduates from high school;
- The student turns 21;
- The student no longer resides in Wisconsin;
- The student enrolls in another school or a home-based educational program;
- The student is not made available for a reevaluation; or
- A student who has been determined to no longer have a disability leaves the SNSP school that he/she is attending.

12

A student who has been accepted into the SNSP will continue to receive a SNSP scholarship until one of the situations listed on this screen occurs. Schools are required to notify the DPI when a pupil is no longer eligible for a scholarship by sending an email to [snsps@dpi.wi.gov](mailto:snsps@dpi.wi.gov) with the student's name and date of birth. If this email was not sent prior to the Preliminary Enrollment Report being sent to the school, the school must identify the student is no longer eligible for the scholarship in Schedule 2, Column K.

The first situations when a student would no longer be eligible for the SNSP are when a SNSP student at your school graduates from high school or turns 21 by the end of a school year. In these cases, the school should notify the department at the end of that school year or the beginning of the next school year since the student will no longer be eligible for the SNSP.

The next situation is when a student no longer resides in Wisconsin. Annually, SNSP schools are required to determine continuing students' current address. If a student lives outside of Wisconsin, he or she would no longer be eligible for the SNSP.

If a student has not been attending the school, the school should follow up with the parent to

determine if the parent would like to withdraw from the SNSP or if the student 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 student is enrolled in another school or a home-based educational program, the student is no longer eligible for the SNSP.

Additionally, if a parent does not make his or her student available for an IEP team reevaluation within 60 days of a request being made by the school district for SNSP eligibility purposes, the student would not be eligible for the SNSP.

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

## Schedule 1-IEP Reevaluations (cont.)

Line	A App #	B Pupil's Name First Last		C Date of Birth	D Last Evaluation Date	E Next Required Reevaluation Date	F IEP Reevaluation Completed on or Before 6/30/20?	G Date of IEP Reevaluation Complete if Column F is Yes	H IEP Reevaluation Determination Complete if Column F is Yes	I Questions Answered	J IEP Reevaluation Required But Not Completed	K Status of IEP Reevaluation Complete this Column if Column J indicates "Identify status"
1	1058	Lynn	Smith	8/15/2014	10/10/2019	10/9/2022	No			Yes	OK	
2	1059	Sylvia	Jones	9/1/2012	11/11/2018	11/10/2021	No			Yes	OK	
3	1062	Greg	Brown	3/10/2013	5/15/2017	5/14/2020	Yes	3/1/20	Disability	Yes	OK	
4	1078	George	Miller	5/10/2012	3/3/2017	3/2/2020	No			Yes	Identify status	
5	1035	Marcy	Taylor	12/8/2007	1/15/2013	2019-2020	Yes	5/3/20	No Disability	Yes	OK	Reevaluation Completed After 6-30-20 Reevaluation in Process
6											OK	Reevaluation Not Started
7											OK	Contacted District to Start Reevaluation Student is not eligible for the SNSP

- If a student who is listed is no longer eligible for a SNSP scholarship and you are not aware of a reevaluation having occurred in the previous school year, indicate "No" in Column F.
- If an IEP reevaluation was required for a student no longer eligible for the SNSP indicate, "Student is not eligible for the SNSP" in Column K. If this is identified, the student must also be identified as ineligible for a scholarship in Schedule 2 or the school will receive an error.

If a student who is listed on Schedule 1 is no longer eligible for a SNSP scholarship at the school and the school does not have information that an IEP reevaluation was completed for the student, indicate "No" in Column F.

If a reevaluation was required for the pupil during the previous school year, Column J will require that the school identify the status of the reevaluation. If a student is no longer eligible for the SNSP, "Student is not eligible for the SNSP" should be identified. If this status is identified, Schedule 2 must indicate the pupil is not enrolled or eligible for a scholarship.

## Schedule 2

- The department will prefill Schedule 2 with the applications or transfer requests that were submitted to the department.
- Schools must confirm the grades are correct for new applications or transfer requests and insert the 2020-21 expected grade for continuing students.

Line	A App #	B Pupil's Name First Last		C Date of Birth	D 2019-20 Scholarship Type	E Application/ Transfer Request Year	F 2019-20 Grade	G 2020-21 App Grade	H 2020-21 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar- ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count	O 2020-21 Scholarship Type
1	1062	Greg	Brown	3/10/2013	Full	2017-18	1					No	Yes	No	Full	
2	1150	Lisa	Gregory	9/4/2010	Full	2020-21		4	4			No	Yes	No	Full	
3	1059	Sylvia	Jones	9/1/2012	Full	2017-18	1					No	Yes	No	Full	
4	1078	George	Miller	5/10/2012	Full	2018-19	2					No	Yes	No	Full	
5	1058	Lynn	Smith	8/15/2014	Full	2017-18	K5					No	Yes	No	Full	
6	1035	Marcy	Taylor	12/6/2007	Full	2019-20	7					No	Yes	No	Partial	
7	1153	Shawn	West	12/11/2011	Full	2020-21		3	3			No	Yes	No	Full	
8	1876	Tasha	Jackson	7/1/2016	Full	2020-21		K4	K4			No	Yes	No	Full	

Schedule 2 will be prefilled by the department with the eligible pupils who are continuing SNSP pupils and any eligible applications or transfer requests for the current school year that the school has submitted to the department by the 2<sup>nd</sup> Friday in August. Column E will identify the year that the application or transfer request was received by the school for each pupil. If the pupil is a continuing SNSP pupil, Column F will indicate the prior year grade and the 2020-21 expected grade must be completed in Column H.

If an application or transfer request was submitted to the school during the current school year, the application grade will be identified in Column H and the 2020-21 expected grade will default to the grade on the application or transfer request. Ensure the grade matches the pupil's expected grade for the school year. If it does not, update the grade to the 2020-21 expected grade.

If the school has not submitted any applications or transfer requests to the department or all of the applications or transfer requests submitted to the department have been determined ineligible, Schedule 2 will be blank and the school should proceed to Schedule 3.

## 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.

15

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

- If the pupil does not meet the age requirement, Column M will indicate “No” and Column N will indicate the pupil is not eligible.

Line	A	B		C	D	E	F	G	H	I	J	K	L	M	N
	App #	Pupil's Name		Date of Birth	Scholarship Type	Application/ Transfer Request Year	2019-20 Grade	2020-21 App Grade	2020-21 Expected Grade	Enrolled	Agreed to Services?	Pupil Eligible for Scholarship?	Questions Answered	Age Eligible	Pupil Eligible for Prelim Count
		First	Last												
8	1876	Tasha	Jackson	7/1/2016	Full	2020-21		K4	K5-0.5 FTE	Yes	Yes	Yes	Yes	No	No

16

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

In this example, the school is completing the report for the 2020-21 school year. The grade on Tasha Jackson’s application was K4. When completing the count report, the school determined that the expected grade for Tasha was K5. Tasha is not age eligible for K5 so Column M is indicating “No” and Column N, the pupil eligibility column, is indicating the pupil is not eligible.

## Schedule 2-Enrolled & Agreed to Services

- For each pupil the school must identify, using the drop down options:
  - Column I= Whether the pupil was enrolled at the school.
  - Column J= If the parent/guardian and the school agreed to the services that will be provided.
  - Column K=If the pupil is still eligible for a SNSP scholarship.

Line	A App #	B Pupil's Name First Last		C Date of Birth	D 2019-20 Scholarship Type	E Application/ Transfer Request Year	F 2019-20 Grade	G 2020-21 App Grade	H 2020-21 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar- ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count	O 2020-21 Scholarship Type
1	1062	Greg	Brown	3/10/2013	Full	2017-18	1		2	No	Yes	No	Yes	Yes	No	Full
2	1150	Lisa	Gregory	9/4/2010	Full	2020-21		4	4	Yes	Yes	Yes	Yes	Yes	Yes	Full
3	1059	Sylvia	Jones	9/1/2012	Full	2017-18	1		2	Yes	Yes	Yes	Yes	Yes	Yes	Full
4	1078	George	Miller	5/10/2012	Full	2018-19	2		3				No	Yes	No	Full
5	1058	Lynn	Smith	8/15/2014	Full	2017-18	K5		K5-0.5 FTE	Yes	Yes	Yes	Yes	Yes	Yes	Full
6	1035	Marcy	Taylor	12/8/2007	Full	2019-20	7		8	Yes	Yes	Yes	Yes	Yes	Yes	Partial
7	1153	Shawn	West	12/11/2011	Full	2020-21		3	3	Yes	No	No	Yes	Yes	No	Full
8	1876	Tasha	Jackson	7/1/2016	Full	2020-21		K4	K5-0.5 FTE	Yes	Yes	Yes	Yes	No	No	Full

17

Once the grade has been identified, the school must complete Columns I, J, and K by inserting Yes or No. If any of the questions are not answered, such as for George Miller, “No” will show in Column L. Column K will default to “Yes” if the student is identified as enrolled in Column I.

If the pupil was not enrolled or does not have an agreement for the services to be provided, the pupil will not be eligible for a September payment. Greg Brown is an example of a pupil who is not eligible for the preliminary count because he was not enrolled. Shawn West is an example of a pupil who is not eligible because the parent/guardian has not agreed on the services to be provided.

Column O will indicate whether the pupil will receive a full or partial scholarship. If a student was a partial scholarship student in the previous school year (as identified in Column D), this will indicate “Partial.” If the pupil is a continuing pupil who received a full scholarship in the previous school year, this will be based on the IEP reevaluation information on Schedule 1. If Schedule 1 indicates the pupil had a reevaluation in the previous school year and the pupil was determined to no longer have a disability, Column O will indicate that the pupil will receive a partial scholarship. If the pupil had an application or transfer request in the current school year, the scholarship type will be a full scholarship.

## Enrolled Requirement

- A pupil is considered enrolled if he or she meets all of the following:
  - New applicants in the current school year must have an eligible SNSP application or transfer request.
  - Continuing SNSP students must still be eligible for the SNSP.
  - Was enrolled as an SNSP pupil.
  - The pupil has not withdrawn from the school and is not expected to withdraw before the 3<sup>rd</sup> Friday in September.

18

In order for a pupil to be considered enrolled he or she must meet several requirements. The first requirement depends on if the student is a new applicant or a continuing SNSP student at the school. If the student is a new applicant, the pupil must have an eligible SNSP application or transfer request for the current school year. In order for an application to be eligible, the school must have received a copy of the IEP or services plan from the Local Education Agency (LEA) as the verification from the LEA that the pupil met the IEP or services plan requirement. A continuing student must still be eligible for the SNSP. The next slide will describe the situations that would make a student no longer eligible for the SNSP.

Second, the school must determine if the pupil was enrolled as a SNSP pupil at the school.

Finally, the pupil must not have withdrawn from the school and the school must not expect that the pupil will withdraw before the 3<sup>rd</sup> Friday in September.

## Students No Longer Eligible for Scholarship

Line	A	B		C	D	E	F	G	H	I	J	K	L	M	N
	App #	Pupil's Name		Date of Birth	2019-20 Scholarship Type	Application/ Transfer Request Year	2019-20 Grade	2020-21 App Grade	2020-21 Expected Grade	Enrolled	Agreed to Services?	Pupil Eligible for Scholarship?	Questions Answered	Age Eligible	Pupil Eligible for Prelim Count
		First	Last												
1	1062	Greg	Brown	3/10/2013	Full	2017-18	1					No	Yes	Yes	No

- If you have confirmed one of the items that makes a student no longer eligible for the SNSP has occurred, indicate “No” in Column K. Columns H-J do not need to be completed if the pupil is no longer eligible for the SNSP.
- If you have **not** confirmed one of those items has occurred, indicate “No” in Column I. Column K must indicate “Yes” until the school has confirmed one of the items has occurred that make the pupil no longer eligible for the SNSP.

19

If a student listed on Schedule 2 is no longer eligible for a scholarship due to one of the situations explained on the *Pupil Eligible for Scholarship?* slide occurring, the school should answer “No” in Schedule 2, Column K. This pupil will then be marked ineligible at your school for any future SNSP payments. Columns H-J do not need to be completed if the pupil is no longer eligible for a scholarship.

If the school has not been able to confirm one of the situations has occurred that makes the student no longer eligible for the SNSP but the student is not enrolled at your school and you do not anticipate they will be enrolled at your school as a SNSP student on the 3<sup>rd</sup> Friday in September, answer “No” in Column I and “Yes” in Column K. The agreed to services column, Column J should be answered based on whether the school has a completed agreement with the parent. If the student was not eligible for one of the count dates but does not have one of the situations occur that makes them no longer eligible for a scholarship, the student would still be eligible to receive a SNSP scholarship if he or she meets the SNSP requirements in the future. The expected grade should be based on the grade they would be in if they continued at your school. So, for example, if you offer 1<sup>st</sup> through 8<sup>th</sup> grade and the student was in 8<sup>th</sup> grade in the previous school year, 8<sup>th</sup> grade should be selected as the expected grade since they would not attend your school as a 9<sup>th</sup> grader.

## Agreed to Services Requirement

- The school and the parent/guardian must have agreed to the services to be provided to the pupil. The school must have a signed and dated document with the parent/guardian indicating what services will be provided by the last weekday in August.
- If the school does not have a signed statement with the parent/guardian of the services, the school will not be eligible for payment.

20

The school is required to implement the most recent IEP or services plan, as modified by agreement between the school and the pupil's parent. In order to receive a September payment for a pupil, the school and the parent/guardian must have agreed to the services that will be provided for the pupil by the last weekday in August. The agreement of the services to be provided must be in writing and signed and dated by the parent/guardian and a school representative.

Once the school and the parent have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services. As part of the Enrollment Audits, the auditor will ensure the school had a signed agreement by the applicable count date.

See the Agreement of Services to be Provided section and Frequently Asked Questions in the Student Application and Transfer Request Information Bulletin for additional information on these requirements.

## Schedule 3-Additional Eligible Applications

- If any additional pupils have been determined eligible by the last weekday in August, they may be added on Schedule 3.
- The pupil’s first and last name, date of birth, and grade must be entered. Column G will show an error if any of the information is not entered.

Line	A App # DPI USE	B Pupil's Name First Last		C Date of Birth	D Expected 2020-21 Grade	E Enrolled	F Agreed to Services?	G Pupil Information Complete	H Questions Answered	I Age Eligible	J Pupil Eligible for Prelim Count	K Full Scholarship Headcount	L Pupil Included on Schedule 2
1													
2													
3													
4													

Since the Preliminary Enrollment Report is based on eligible pupils as of the last weekday in August and must be submitted by the last weekday in August, the department provides the Preliminary Enrollment Report before all potential applications and transfer requests may be submitted to the department. Any additional pupils may be added to Schedule 3 if they have an eligible application or transfer request. In order to determine an application eligible, the school must have received a copy of the IEP or services plan from the LEA as the verification from the LEA that the pupil met the IEP or services plan requirement. The application or transfer request for any pupils listed on Schedule 3 must be submitted to the department by the last weekday in August using the applicable submission link. If a pupil is not eligible, he or she should not be added to this schedule.

If a pupil is eligible, the school must add the pupil’s first and last name, date of birth, and the expected grade for the school year. If any of the pupil information is not entered, a “No” will show in Column G and the cell will be highlighted in red.

This schedule should not include pupils that are already included on Schedule 2. Column L will identify if a pupil is included on Schedule 3 who is already on Schedule 2. These pupils must be removed from Schedule 3 or an error will show on the Error Report.

## Schedule 3-Additional Eligible Applications (cont.)

- Similar to Schedule 2, the school must identify if the pupil was enrolled (Column E) and if the parent/guardian and school agreed to the services to be provided (Column F).
- Column H will indicate “No” if any questions have not been answered.

Line	A App # DPI USE	B Pupil's Name First Last		C Date of Birth	D Expected 2020-21 Grade	E Enrolled	F Agreed to Services?	G Pupil Information Complete	H Questions Answered	I Age Eligible	J Pupil Eligible for Prelim Count	K Full Scholarship Headcount	L Pupil Included on Schedule 2
1													
2													
3													
4													

The school must identify if each pupil meets the enrolled requirement and if the school and the parent have agreed to the services that will be provided. The determination that these requirements are met is made the same way that was discussed for Schedule 2. Column H will identify if either question is unanswered.

## Cover Page-Schedule 2 & 3 Errors Review

- Before completing Schedule 4, determine that Errors 1-6, 8, and 10 on the cover page are not showing “ERROR.”
- If any are showing “ERROR,” the error must be resolved before proceeding to Schedule 4.

II. ERRORS		
Correct any errors before submitting the report to DPI. Read ? for additional information on how to resolve the error.		
?	1. The questions must be answered for all of the pupils on Schedule 1	ERROR
?	2. The questions must be answered for all of the pupils on Schedule 2	ERROR
?	3. The status of the IEP reevaluation in Schedule 1 indicates the pupil is no longer eligible for the SNSP but the student is not identified as ineligible in Schedule 2	OK
?	4. The questions must be answered for all of the pupils on Schedule 3	OK
?	5. The pupil information must be completed for all of the pupils on Schedule 3	OK
?	6. SNSP students must be in a grade that was designated as an SNSP available grade	OK
?	7. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK
?	8. The school name must be completed	ERROR
?	9. The signature and signature date in Section V must be completed	ERROR

23

Once the school has completed Schedules 1, 2, and 3, review the errors summary on the Cover Page. By placing your cursor on the question mark you can view the comments that provide information on how to resolve the error. Errors 1-5 will have an error if all of the required components were not properly completed in Schedules 1, 2, or 3. For example, the Error section would identify if the enrolled or agreed to services question was not answered on Schedule 2 or 3. It will also identify if all of the pupil information was not included for the pupils in Schedule 3. Error 8 will have an error if the school has not selected its name from the drop down menu on the Cover Page. Error 10 is identified if a pupil is included on Schedule 3 who is already on Schedule 2.

## Cover Page-Schedule 2 & 3 Errors Review & Corrections

- Identify how to resolve errors by reviewing Schedule 2 and 3 and determining which cells are red due to incomplete information.

Line	A	B		C	D	E	F	G	H	I	J	K	L	M	N
	App #	Pupil's Name		Date of Birth	2019-20 Scholarship Type	Application/ Transfer Request Year	2019-20 Grade	2020-21 App Grade	2020-21 Expected Grade	Enrolled	Agreed to Services?	Pupil Eligible for Scholarship?	Questions Answered	Age Eligible	Pupil Eligible for Prelim Count
		First	Last												
4	1078	George	Miller	5/10/2012	Full	2018-19	2		3				No	Yes	No

24

The school can identify the pupils who are creating the error in Errors 1-5 by reviewing the applicable schedule. In the example shown on the previous slide, Error 2 is showing because Column I, J, and K on Schedule 2 have not been answered for the pupil. Column L indicates “No” and is red for any students who do not have the questions answered. Answering the questions will result in Column L indicating “Yes” rather than “No.”

## Using Filters to Identify Errors

The screenshot shows an Excel spreadsheet with a filter dialog box open. The spreadsheet has columns labeled A through L. The filter dialog box is set to filter by 'No' in the 'Date of Birth' column. A red box highlights the first row of data in the table below.

Line	A	B	C	D	E	F	G	H	I	J	K	L
	App #	Pupil's Name First Last	Date of Birth	2019-20 Scholarship Type	Application/ Transfer/ Request Year	2019-20 Grade	2020-21 App Grade	2020-21 App Grade	2020-21 App Grade	2020-21 App Grade	2020-21 App Grade	2020-21 App Grade
4	1076	George Miller	3/10/2012	Full	2018-19	2						NO

Filters are included on Schedules 1, 2, and 3 so that schools can filter the data to identify errors. In order to use the filter, click on the arrow in the column you would like to filter. Then, select what you would like to see. In this example, we did a filter on Column L. In the box that appears, check the box that says “Select All” to remove all the checks. Then, put a check next to “No” and press “OK” to identify which students have an error in this column.

**It is very important that after you review the error and resolve it, you remove the filter. If you do not remove the filter, all of the students will not be visible in the schedule.** The filter can be removed by clicking in the gray box for the column that is filtered, checking the box next to the “Select All”, and clicking “OK”.

## Cover Page-Schedule 2 & 3 Errors Review & Corrections (cont.)

- Resolve Error 8 by selecting the school's name using the drop down menu in Section I of the Cover Page.

	I. SCHOOL INFORMATION
School Name	
School City	
SNSP Available Grades	

26

The school can resolve Error 8 by selecting the school's name using the drop down menu in Section I of the Cover Page.

## Cover Page-Schedule 2 & 3 Errors Review & Corrections (cont.)

I. SCHOOL INFORMATION	
School Name	
School City	
SNSP Available Grades	

II. ERRORS		
Correct any errors before submitting the report to DPI. Read ? for additional information on how to resolve the error.		
?	6. SNSP students must be in a grade that was designated as an SNSP available grade	OK
?	7. The number of SNSP students in a grade category cannot exceed the number of SNSP scholarships available for the category	OK

27

Error 6 will be identified if the school selects a grade in an Expected Grade column that was not designated as a SNSP available grade on the Intent to Participate (ITP) or a subsequent School Information Update form. The SNSP available grades are identified on the cover page in the “School Information” section. The school may not accept applications for grades it did not identify in the ITP or in a School Information Update form.

Error 7 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 his or her grade category.

If the expected grade is different than the original application or transfer grade, it may create an error for 6 or 7. If the school receives Error message 6 or 7 due to a grade change, the school should email [snsps@dpi.wi.gov](mailto:snsps@dpi.wi.gov) prior to submitting the count report for proper reporting. The email should include the student name, date of birth, previous grade, and revised expected grade.

If the school would like to change the grades available or the number of scholarships available, it must complete a School Information Update and meet the requirements described in the Student Application and Transfer Request Information Bulletin available at <https://dpi.wi.gov/sms/special-needs-scholarship/student-applications-processing>.

## Schedule 4-Errors Review & Corrections

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

Schedule 4 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. The school may only accept pupils if it has available scholarships for that grade category.

## Cover Page-SNSP Pupil Status Summary

III. INELIGIBLE PUPIL REASONS					
The following identifies the number of pupils that are ineligible for the reasons identified. If a student is ineligible for more than one reason, the student 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	
1	1	1	2	4	
IV. IEP REEVALUATION STATUS					
The following is the summary of the IEP reevaluation statuses identified on Schedule 1. Review this information to ensure it is accurate. The department will follow up as needed on the status of the IEP reevaluations.					
Reevaluation Completed After 6-30-20	Reevaluation in Process	Reevaluation Not Started	Contacted District to Start Reevaluation	Student is not eligible for the SNSP	Total SNSP Reevaluations Not Completed
0	0	0	0	0	0

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 line may not equal the total ineligible pupils.

The IEP reevaluation status is also summarized for pupils on Schedule 1. The school should review this information to ensure it is accurate. The department will follow up as needed on the status of the IEP reevaluations.

## Identify and Remove Filters on Schedules 1, 2, and 3

Line	A App #	B Pupil's Name First Last		C Date of Birth	D 2019-20 Scholarship Type	E Application/ Transfer/ Request Year	F 2019-20 Grade	G 2020-21 App Grade	H 2020-21 Expected Grade	I Enrolled	J Agreed to Services?	K Pupil Eligible for Scholar- ship?	L Questions Answered	M Age Eligible	N Pupil Eligible for Prelim Count	O 2020-21 Scholarship Type	P Scholarship Total Full Partial	
4	1078	George	Miller	5/10/2012	Full	2018-19	2	3					no	Yes	No	Full		

- If all of the students are not showing, remove the filters before submitting the report to DPI.
- The columns that are filtered will have a symbol rather than an arrow.

30

If you used any filters in the schedules, review Schedules 1, 2, and 3 before submitting the report to DPI to make sure all of the filters have been removed. You will be able to identify if there is a filter because the Line column will not include the sequentially progressive line numbers.

For example, in the screen above, only Line 4 is showing. The icon on the gray box in Column L identifies that the column is filtered. The filter can be removed by clicking in the gray box, checking the box next to the "Select All", and clicking "OK". If more than one column was filtered, you must remove the filter for each column.

## Cover Page-SNSP Electronic Signature & Submission

- The school must ensure there are no errors on the Cover Page.
- The SNSP administrator must type his/her name and provide a signature date.
- The report must then be uploaded as an Excel document to Kiteworks.

V. 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 <i>The SNSP Administrator must type his/her name below.</i>	Date Signed <i>Mo./Day/Yr.</i>

31

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.

Once the report is complete, including all errors resolved, the SNSP administrator must type his or her name and the date, indicating that the data submitted is accurate and complete to the best of his or her knowledge. Typing his or her 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.

The report must be uploaded as an Excel document to Kiteworks by the SNSP administrator. Do not upload a pdf of this document.

## Quiz #1

What are the requirements for a pupil to be identified as enrolled on the Preliminary Enrollment Report?

- a. The pupil is an eligible continuing SNSP pupil or has an eligible SNSP application or transfer request form.
- b. The pupil was enrolled as an SNSP pupil at the school.
- c. The pupil has not withdrawn from the school and it is not expected that they will withdraw before the 3<sup>rd</sup> Friday in September.
- d. All of the above.

32

D is the correct answer. In order for a pupil to be considered enrolled on the Preliminary Enrollment Report, he/she must meet all of the following requirements: (a) the pupil is an eligible continuing SNSP pupil or has an eligible SNSP application or transfer request form; (b) the pupil must have been enrolled as a SNSP pupil at the school; and (c) the pupil must not have withdrawn from the school and it is not expected that they will withdraw before the 3<sup>rd</sup> Friday in September.

## Quiz #2

True or False: The school can have an early admission policy allowing for K5 SNSP pupils to be 4 years old as of September 1.

33

The correct answer is false. Schools cannot have an early admission policy for the SNSP. All K4, K5, and 1st grade pupils must meet the age 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.

## Quiz #3

True or False: The services that the school will provide to the pupil must be in writing and signed and dated by the parent and school by the last weekday in August in order for the school to receive a September payment for the pupil.

34

The correct answer is true. In order for a school to receive a SNSP scholarship on behalf of a SNSP pupil, the school is required to implement the most recent IEP or services plan, as modified by agreement between the school and the pupil's parent. Modifications or agreements to follow an IEP/services plan as written must be put in writing, signed and dated by the school and parent by the last weekday in August in order for the school to receive a September payment. The agreement must be maintained for the auditor to review as part of the Enrollment Audits.

## Quiz #4

Which of the following should **not** be reported as an IEP reevaluation in the 2020 Preliminary Enrollment Report?

- a. A pupil who had a required reevaluation date of November 5, 2021, who had an IEP reevaluation completed February 3, 2020.
- b. A pupil who had a required reevaluation date of March 5, 2020, who had an IEP reevaluation completed July 5, 2020.
- c. A pupil who had a required reevaluation date of April 8, 2020, who had the IEP reevaluation waived on April 6, 2020.
- d. A pupil who had a required reevaluation date of October 25, 2019, who had an IEP reevaluation completed October 6, 2019.

35

The correct answer is b. Any IEP reevaluations, including waivers of reevaluations, completed on or before June 30, 2020 must be reported in the 2020 Preliminary Enrollment Report. Although the reevaluation for the pupil in b was required by March 5, 2020, the reevaluation was not completed until after June 30, 2020. As a result, the IEP reevaluation for the student will be reported in the 2021 Preliminary Enrollment Report rather than the 2020 Preliminary Enrollment Report.

## Resources

- [Continuing and Transfer Student Eligibility Bulletin](#)
  - Describes the IEP reevaluation requirements.
- [Student Application and Transfer Request Information Bulletin](#)
  - Describes the Agreement of Services to be Provided requirements.
  - Explains how to make changes to the number of scholarships available and grades available.

## Questions

Email: [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov)

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



37

If you have any questions about the information discussed in this training 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.