2022-23
Special Needs Scholarship Program Overview Training

The handouts are available at
https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training

Helen Leong, Andrea Kratz
June 22, 2022

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

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Administrative

- All participants have been muted.
- If you are having audio issues, please use this information:

Microsoft Teams meeting
Or call in (audio only)
+1 608-620-9781,,934463356#
Phone Conference ID: 934 463 356#

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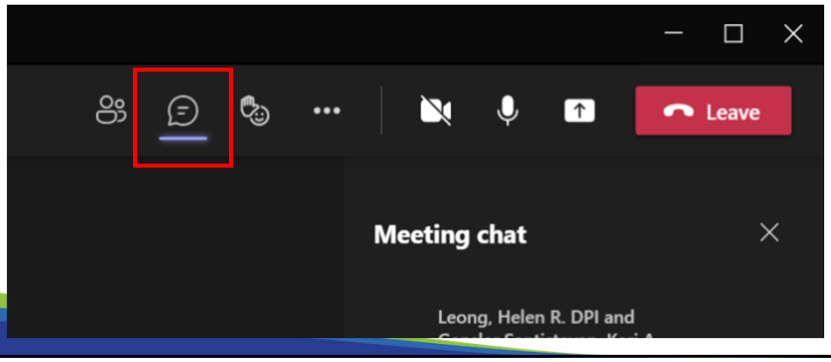
Administrative

- If you have a question during the meeting or have any technical issues, please use the chat function.
- After each topic, there will be an opportunity to ask questions.



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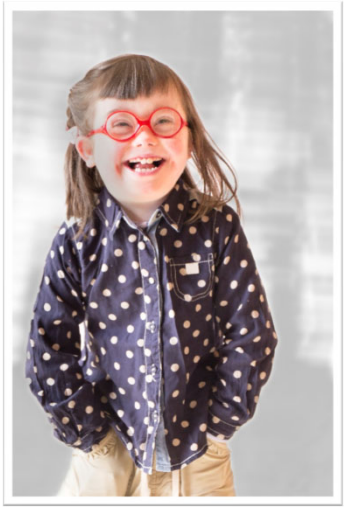
Today's Agenda



- SNSP Overview
- Student Eligibility
- Application and Transfer Request Overview
- Residency Verification
- Application and Transfer Request Processing
- Agreement of Services to be Provided
- Quarterly Progress Report
- Accreditation Requirements
- Application and Transfer Request Activity
- Seclusion and Restraint
- Continuing Student Requirements
- School Information Updates
- Submitting Applications and Transfer Requests

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What is the SNSP?

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.

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SNSP Law & Statute

- The SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.
  - This training is based on the above statutes and administrative rules.

- **Note:** If there are changes to statute or administrative rules, the department will provide guidance to the schools as soon as we are able.

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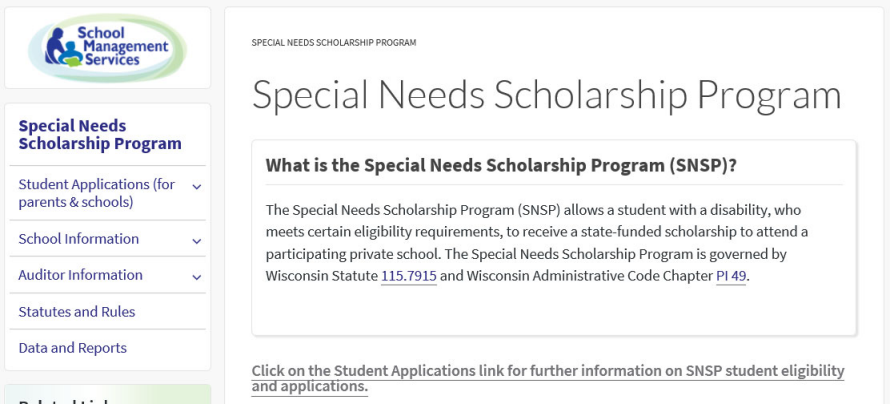
Available Resources

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



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Student Eligibility

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2022-23 SNSP Student Eligibility

IEP or Services Plan. The student has an Individualized Education Program (IEP) or services plan in effect.

Wisconsin Resident. The student resides in Wisconsin.

- These requirements are explained in the Initial Student Eligibility Bulletin

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Age Eligibility

- Age Eligibility Requirements are as follows. Please note there is no early admission option for the SNSP.
  - K4 pupils must be 4 by September 1
  - K5 pupils must be 5 by September 1
  - 1st graders must be 6 by September 1
- Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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Scholarship and Eligibility Continuance

- Once a student is eligible for a count date, the student continues to be eligible until the student withdraws from the SNSP or fails to meet one of the continuing SNSP student requirements.

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Scholarship and Eligibility Continuance

- 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 partial scholarship student leaves the SNSP school that they are attending.

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Student Eligibility: IEP or Services Plan

- A SNSP applicant must have an IEP or services plan in effect.
  - IEP = An IEP is a written statement that outlines an educational plan for a student with a disability who is enrolled in a **public school**.
  - Services Plan = A services plan is a written statement that describes the special education and related services that a **public school** will provide to a parentally-placed student with a disability enrolled in a **private school** when the student has been designated and is eligible to receive special education services.

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IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
  - Public school districts
  - Independent charter schools

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IEP or Services Plan "In Effect"

Definition for when an IEP or services plan is considered in effect for the 2022-23 school year:

- The student's IEP or services plan is currently being implemented, **or**
- The student's IEP or services plan was developed no earlier than September 15, 2019 **and** there has not been a more recent reevaluation that determined the student no longer had a disability.

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Resident and Nonresident School District

- A student's resident school district is the district where the student resides.
- If a student is attending a private school in a different district than the student's resident school district, it is referred to as the nonresident school district.

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IEP Team Evaluation

The district that a student's school is located within is responsible for conducting an IEP team evaluation for a student with a suspected disability.

1. The student is referred to the district for an evaluation.
2. The IEP team is assembled (this process may take up to 15 business days).
3. Once the team receives parent consent for testing or the district sends a notice that no tests are needed, the evaluation process is completed. The evaluation process may take up to 60 calendar days.

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IEP Development

- A student's resident school district is responsible for developing an IEP for a child with a disability if requested by a parent.
- Once a child has been identified as having a disability and a parent requests that an IEP be developed, the student's resident district must develop an IEP.

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Knowledge Check

True or False:

1. A student can be eligible for the SNSP if the student was evaluated by a district and found to have a disability but did not have an IEP or services plan developed.
2. A services plan includes a plan developed by the private school regarding what services it will provide to a student who has a disability.
3. A 504 Plan meets program requirements for initial student eligibility.

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Question?

If you have a question, please use the chat.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Application Overview

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SNSP School and School Year Applying To

Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) APPLICATION
PI-SNSP-0002 (Rev. 06-2022)

This collection is a requirement of Wis. Stat. § 115.7915.

INSTRUCTIONS: The parent or guardian must complete this application. Type or print clearly in ink.

Return completed form and current residency documentation to the school.

School Applying To *No abbreviations*	School Year Applying For: **2022-23**

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Student Information on the Application

- All information in the student information section is required except the race, ethnicity, middle initial, and suffix.
- In order for a school to take an application for a grade, the grade must have been identified as a SNSP available grade in the Intent to Participate or subsequent School Information Update form.
- The Scholarships and Grades Available page in the Portal identifies the grades the school identified as available for SNSP students.

STUDENT INFORMATION					
Student's First Name *Legal Name Only*	MI	Last Name *Legal Name Only*	Suffix	Date of Birth *Mo./Day/Yr.*	2022-23 Grade Level
Check One ☐ Hispanic/Latino ☐ Not Hispanic/Latino		Check all that Apply ☐ American Indian/Alaska Native ☐ White	☐ Asian ☐ Native Hawaiian/Other Pacific Islander	☐ Black/African American	

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IEP/Services Plan on the Application

IEP OR SERVICES PLAN REQUIREMENT		
The student must either have: (1) an Individualized Education Program (IEP) or services plan that is currently being implemented **or** (2) an IEP or services plan that was developed no earlier than September 15, 2019, AND have not subsequently been determined to no longer have a disability.		
Check which one the student has: ☐ IEP ☐ Services Plan (for student parentally placed at a private school)	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan *No abbreviations*	Date of Last IEP or Services Plan Evaluation or Reevaluation
☐ Yes ☐ No Since the IEP or services plan identified above was developed, did the student have a reevaluation that determined the student **no longer had a disability**?		

- The date of the last evaluation/revaluation is the date an evaluation or reevaluation last occurred for the pupil.
- The annual review of the IEP or services plan would not be considered an evaluation/reevaluation.
- If a reevaluation was waived, the waiver date would be inserted.
- If you are unsure of the correct date, contact the LEA that developed the IEP/services plan.

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Family & Residency Information on the Application

- All information in the family information section is required except the telephone number, middle initials, and suffixes.
- A student's resident school district is the district where the student resides. This may be different than the LEA that developed the IEP or services plan.

FAMILY INFORMATION						
Parent/Guardian First Name	MI	Last Name		Suffix	Telephone *Area/No.*	
Parent/Guardian First Name	MI	Last Name		Suffix	Current Resident School District *No abbreviations*	
Home Street Address			City		State	Zip

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Parent Certifications

- One of the parents on the application must put their initials certifying that they received:
  - The comparison document, which is a document that compares the rights of students with disabilities under state and federal special education laws to their rights in SNSP private schools.
  - The private school's special education profile.
- Adding the parent signature or date signed is not a correctable error after the LEA verification email or resident school district notification email is sent.

PARENT OR GUARDIAN CERTIFICATION

Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.

Initial here certifying that you have received a profile of the private school's special education program.

I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this application is true and correct. I understand that any of the information on this application or related to this application, including the IEP/services plan and residency documentation, may be subject to further review and verification by school and/or state officials. **I ALSO UNDERSTAND** that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.

Signature of Parent or Guardian *MUST be the same name as one of the parents / guardians listed above.*	Date Signed *Mo./Day/Yr.*
➢	

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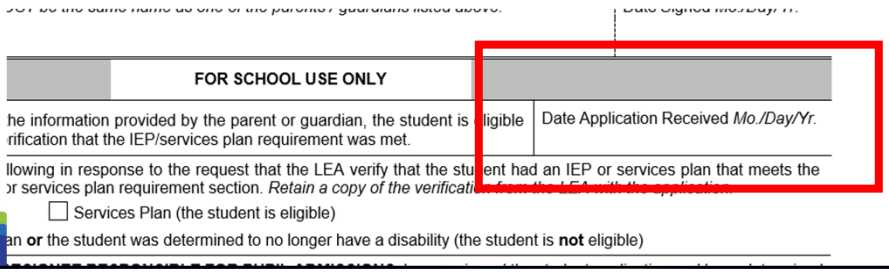
Date Application Received

- An application is considered to be "received" when the school obtains all of the following: (a) the student's SNSP application; and (b) the required residency documentation.
- The date application received may not be added after the school sends the LEA the IEP/services plan verification email or the email to the resident school district.
- 2022-23 applications may only be received from July 1, 2022 to June 30, 2023 so the date received must be during this date range.


FOR SCHOOL USE ONLY

he information provided by the parent or guardian, the student is ligible
rification that the IEP/services plan requirement was met.

Date Application Received *Mo./Day/Yr.*

llowing in response to the request that the LEA verify that the stu ent had an IEP or services plan that meets the
r services plan requirement section. *Retain a copy of the verificati*

☐ Services Plan (the student is eligible)

an **or** the student was determined to no longer have a disability (the student is **not** eligible)

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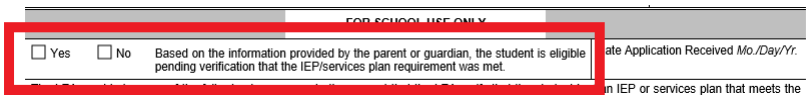
School Application Review

- Within <u>21 days</u> of the date the application is received the school must:
  - Determine if the application is eligible.
  - Receive any missing or incomplete documentation.
  - Send the applicable notifications described in the following slides.


☐ Yes ☐ No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.

ate Application Received *Mo./Day/Yr.*

n IEP or services plan that meets the

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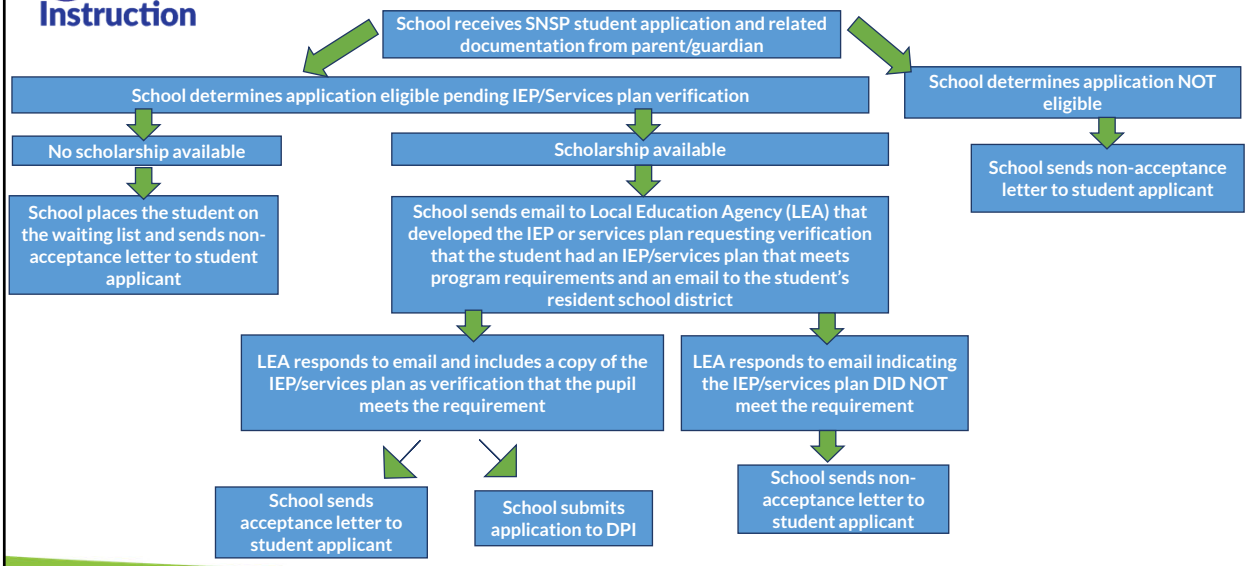
SNSP Student Application Process



These requirements are based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.

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Application Eligibility Determination- 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible application, pending verification from the LEA of an IEP or services plan that meets SNSP requirements, but the school does not have a scholarship available and indicate the student's place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Send verification email to the LEA that created the student's IEP or services plan and notify the student's resident LEA of the student's application and eligibility.

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IEP or Services Plan Verification

If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the LEA that developed the IEP or services plan requesting the following within five (5) business days:

(a) A copy of the IEP or services plan if the student has an IEP or services plan that meets program requirements; or

(b) An email or written correspondence indicating the pupil does not meet the eligibility requirements.

The department provides the IEP/services plan verification email that schools should use.

- This email is available in the Application and Transfer Request Bulletin and as a separate document online.
- Schools must update this email with the information applicable for the pupil and then send it to the LEA that developed the IEP/services plan.

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IEP or Services Plan Verification (cont.)

If the school determines an application is eligible and the school has a scholarship available, the school must send an email to the student's resident school district notifying them that, pending the verification that an IEP or services plan is in effect, the student will receive a SNSP scholarship. This can be included in the verification email sent to the LEA that developed the IEP or services plan, if the LEA and resident school district are the same.

The department provides the resident school district notification email that schools should use if the LEA that developed the IEP or services plan is different than the resident school district.

- This email is available in the Application and Transfer Request Bulletin and as a separate document online.
- Schools must update this email with the information applicable for the pupil and then send it to the student's resident school district.

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LEA Verification Email

Dear <LEA contact first name> < LEA contact last name>,

This email is to notify you that the following student has been found eligible by our school to participate in the Special Needs Scholarship Program (SNSP), pending verification that the student has an individualized education program (IEP) or services plan that was meets one of the following requirements. You are receiving this email because the student's SNSP application identified that your LEA developed the IEP or services plan. The information for this applicant is as follows:

Student First and Last Name:
Date of Birth:
Date Application Received:
Student Resides in Your District: Yes/No ***Choose one answer***
Name of Private School Applying To:
Private School Phone Number:

The above individual must meet one of the following to be eligible:

- The student has an IEP or services plan that is being implemented as of the date application received listed above; or
- The student has an IEP or services plan that was developed no earlier than September 15, 2019 AND the student has not had a more recent reevaluation since the plan was developed that determined that he or she no longer had a disability.

Wis. Stat. 115.7915 (3) (bm) and Wis. Admin. Code PI 49.05 require that the LEA that developed the IEP or services plan verify the student meets the above requirement within five (5) business days of receiving this verification request from the private school. **Please reply to this email within five (5) business days with one of the following:**

- If the student meets the above requirements, provide a copy of the student's most recent IEP or services plan.
- If the student does not meet the above requirements, indicate the LEA has no record that the student meets the above requirements.

If you have any questions, please reply to this email or call the school phone number listed above. The Department of Public Instruction has a Frequently Asked Questions for public school districts at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications that has information on the SNSP in general and the LEA's verification that the student has an IEP or services plan that meets the SNSP requirements.

Thank you,
<Private School SNSP Administrator or Designee>

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Application Notification

- A school must notify the student whether they are eligible within 7 days of either:
  - Receiving a copy of the IEP or services plan from the LEA in response to the verification email, or
  - Receiving notification from the LEA that the student does not meet the requirements.
- If the applicant is not eligible, the notice must state the reason the student is ineligible.
- The school must maintain a copy of the verification email from the LEA, including the IEP or services plan that was received from the LEA, in the student's file for their auditor's review.

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IEP or Services Plan Incorrect Verification

- If the LEA does not have record of an IEP/services plan and the parent has documentation that leads the school to believe that the student has an IEP/services plan that meets the requirements, the parent should talk to the LEA.
- The 7-day notification requirements still apply.

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Eligibility Determination and Signature (cont)

- The SNSP Administrator or a designee must indicate the response from the LEA in the middle of the "For School Use Only" section. This must be based on the response from the LEA to the IEP/services plan verification request. The response from the LEA must provide the IEP or services plan if the pupil met the SNSP requirement or indicate the student did not meet the requirement.

FOR SCHOOL USE ONLY	
☐ Yes ☐ No Based on the information provided by the parent or guardian, the student is eligible pending verification that the IEP/services plan requirement was met.	Date Application Received *Mo./Day/Yr.*
The LEA provided a copy of the following in response to the request that the LEA verify that the student had an IEP or services plan that meets the requirements described in the IEP or services plan requirement section. *Retain a copy of the verification from the LEA with the application.* ☐ IEP (the student is eligible) ☐ Services Plan (the student is eligible) ☐ Neither an IEP or a Services Plan **or** the student was determined to no longer have a disability (the student is **not** eligible)	

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Eligibility Determination and Signature

I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the student application and have determined that it is properly and completely filled out to the best of my knowledge. I attest that I have received the residency document(s) and IEP/ services plan from the LEA in response to the IEP/services plan verification request.

Signature of SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed *Mo./Day/Yr.*
➢		

- Either the SNSP Administrator or a SNSP Designee may determine if the application is eligible and accept the SNSP application.
- We will review the process for adding SNSP Designees later in the training.

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Knowledge Check

True or False: If the school already has a copy of the services plan or IEP for a student, it does not need to obtain the IEP/services plan from the LEA that developed the IEP/services plan through the IEP/services plan verification process.

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Knowledge Check

The student application lists one school district as the resident school district and a different school district as the LEA that developed the IEP or services plan. If the application is determined eligible other than the IEP/services plan requirement, what emails need to be sent to the school districts to process the application?

A. The LEA Verification Email, which is in Appendix A in the *Student Application and Transfer Request Information Bulletin.*

B. The LEA Verification Email and the Resident School District notification emails, which are in Appendix A and B of the *Student Application and Transfer Request Information Bulletin.*

C. The Resident School District notification, which is in Appendix B in the *Student Application and Transfer Request Information Bulletin.*

D. No emails need to be sent.

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Knowledge Check

Which of the following is **not** a procedure the school must do to determine whether an application is eligible for the SNSP?

a. Receive a copy of the IEP or services plan from the parent showing they are eligible for the program.

b. Receive a copy of the paper SNSP application and residency documentation from the parent/guardian and determine if the pupil meets the requirements other than the IEP/services plan verification requirement.

c. Send an email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.

d. Receive the IEP/services plan from the LEA in response to the verification request.

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Knowledge Check

Place the following application processing steps in the order they must be completed:

- School receives IEP/services plan from the LEA as verification that the student meets program requirements.
- School receives paper SNSP application and residency documentation from parent.
- School sends the email to the LEA that developed the IEP or services plan requesting that the LEA provide a copy of the IEP/services plan as verification that the pupil meets the requirement.
- School determines whether the paper application and residency documentation meets program requirements, other than the IEP/services plan requirement.

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Question?

If you have a question, please use the chat function.

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Transfer Request Overview

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Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school.
  - Does not apply to SNSP students who have been determined to no longer have a disability.
- The transfer applicant must also continue to attend the SNSP school until their transfer application is determined eligible and accepted by the new school.
- Students applying to transfer to another SNSP school must complete the Transfer Request Form available on the SNSP Student Applications webpage.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.

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Transfers (cont.)

- Transfer request forms, including the supporting documentation, should be submitted to the new private school during the school year that the student would like to attend a different private school participating in the SNSP.

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School Transferring To

Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)
TRANSFER REQUEST
PI-SNSP-0014 (Rev. 06-2022)

This data collection is a requirement of Admin. Code. § PI 49.05(5).

INSTRUCTIONS: Students currently participating in the SNSP may transfer to a different participating school, except if they were determined to no longer have a disability during an IEP reevaluation.

The parent or guardian must complete this transfer request and return the form, current residency documentation, and the student's IEP or services plan to the school. The student must remain at their current SNSP school until the transfer request is accepted by the new school.

Type or print clearly in ink.

School Transferring To *No abbreviations*	School Year Applying For
	2022-2023

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Student Information

- The top part of the student information section is the same as the application.
- The applicant must identify the SNSP school where the pupil is currently enrolled.

STUDENT INFORMATION					
Student's First Name *Legal Name Only*	MI	Last Name *Legal Name Only*	Suffix	Date of Birth *Mo./Day/Yr.*	2022-23 Grade Level
Check One ☐ Hispanic/Latino ☐ Not Hispanic/Latino		Check all that Apply ☐ American Indian/Alaska Native ☐ Native Hawaiian/Other Pacific Islander		☐ Asian ☐ White	☐ Black/African American
Name of SNSP School Where Currently Enrolled					

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IEP or Service Plan

- The parent must provide a copy of the student's most recent IEP or services plan with the Transfer Request Form.
- What section the parent completes is based on if there has been a reevaluation/waiver of a reevaluation or not since the student was accepted into the SNSP.
- If the student was determined to no longer have a disability, the student is not eligible to transfer.

IEP OR SERVICE PLAN	
☐ Yes ☐ No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
*If the response to the question above is **yes**, complete the following:* ☐ Yes ☐ No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes. *If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.*	*If the response to the question above is **no**, complete the following:* Which document below was most recently developed by a Local Education Agency (LEA) for the student? ☐ Individualized Education Program (IEP) ☐ Services Plan (parentally placed at a private school)
Name of school district that completed the IEP reevaluation *No abbreviations*	Name of LEA that developed the IEP or services plan *No abbreviations*

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Family Information

- The family information section is the same as the application.

FAMILY INFORMATION				
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone *Area/No.*
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District *No abbreviations*

Home Street Address	City	State	Zip

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Parent Certifications & Eligibility Determination

- Adding the parent signature or date signed is not a correctable error after the notification is sent to the parent/guardian regarding the transfer request form eligibility.

PARENT OR GUARDIAN CERTIFICATION	
	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
	Initial here certifying that you have received a profile of the private school's special education program.

I, AS THE PARENT OR GUARDIAN, CERTIFY that all of the information on this form is true and correct. I understand that any of the information on this form or related to this form, including residency documentation, the IEP/services plan, and IEP reevaluation may be subject to further review and verification by school and/or state officials. **I ALSO UNDERSTAND** that, no more frequently than once every three years, I must make the student available for an IEP reevaluation within 60 days following a request from the public school district for the student to continue to be eligible. I give LEAs permission to release any IEP, services plan, or evaluation for my student to the private school listed above for use in connection with Wis. Stat. §115.7915 and Wis. Admin. Code PI 49. Further, the private school listed above may provide any IEP, services plan, or evaluation to SNSP auditors and the DPI.

Signature of Parent or Guardian *MUST be the same name as one of the parents/guardians listed above.*	Date Signed *Mo./Day/Yr.*
➢	

—The "For School Use Only" Section on Page 2 MUST be Completed by the SNSP Administrator or Designee—

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Transfer Request Eligibility Determination - 21 Day Verification Period

Eligibility Determination	Next Steps
Eligible but the school does not have a scholarship available	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student has an eligible transfer request but the school does not have a scholarship available and the student's place on the waiting list.
Ineligible	Send written notification to the parent/guardian during the 21 day verification period. The notification must indicate that the student is not eligible for the program and the reason(s) for the ineligibility determination.
Eligible and the school has a scholarship available	Once the school has determined the transfer applicant is otherwise eligible, the school must complete the Transfer Student DPI Confirmation Request form. The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the school complete the form no later than two (2) weeks after the Transfer Request form is received.

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Signature and Date

- The date transfer received is the date that the school receives the transfer request form, the residency documentation, and the student's most recent Individualized Education Program (IEP) or services plan.
- The date transfer received cannot be added after the notification is sent to the parent regarding the transfer request form eligibility.

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FOR SCHOOL USE ONLY	
☐ Yes ☐ No Based on the information provided by the parent or guardian and the email provided by the DPI identifying whether the pupil was counted on the previous count date, the student is eligible.	Date Transfer Received *Mo./Day/Yr.*

I, AS THE ADMINISTRATOR OR DESIGNEE RESPONSIBLE FOR PUPIL ADMISSIONS, have reviewed the transfer request and have determined that it is properly and completely filled out to the best of my knowledge.

Signature of School Administrator or Designee	Printed Name of School Administrator or Designee	Date Signed *Mo./Day/Yr.*
➢		

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Knowledge Check

A SNSP student wants to transfer to a different SNSP school and retain their scholarship. In order to attend the new school as a SNSP student, what form must the student complete:

a. Student application

b. Transfer Request form

c. No form is required. A SNSP student is always a SNSP student so they can transfer to a new school at any time.

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Question?

If you have a question, please use the chat function.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Residency Verification

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Student Eligibility - Residency

- A SNSP student must live in Wisconsin.
- The address on the application or transfer request form is based on where the student applicant resides at the time the form is received.

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Residency Verification

Step 1

Obtain residency documentation

Step 2

Verify resident school district

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Residency Information on the Application and Transfer Request

FAMILY INFORMATION				
Parent/Guardian First Name	MI	Last Name	Suffix	Telephone *Area/No.*
Parent/Guardian First Name	MI	Last Name	Suffix	Current Resident School District *No abbreviations*

Home Street Address	City	State	Zip

- The address on the form is based on where the student applicant resides at the time the form is received.
- The current resident school district is the school district where the address is located.

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Step 1: Obtain Required Documentation

- Acceptable Residency Documentation (this list is all inclusive):
  - Water, sewer, gas, electric, cable, satellite, or landline phone bill.
  - Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application or transfer request.
  - Wage statement or a W-2 year-end earnings statement from the previous year.
  - Lease agreement whose lease term meets the required dates explained later.
  - Recent government correspondence.
  - Homeless individuals should provide a letter from a shelter or from a private or public organization providing services to the homeless individual.
  - Alternative residency form and all required documentation.

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Step 1: Obtain Required Documentation (cont.)

- Common Examples of Unacceptable Residency Documentation:
  - Report card;
  - Bank statement;
  - Letter from landlord;
  - Any envelope;
  - Rent or lease receipt;
  - Expired leases;
  - Cell phone bill; or
  - Tax return.

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Residency Documentation Required Date

- Dated within three (3) months prior to the date the application or transfer request is received.
- If a lease agreement with a term is obtained, the date the application or transfer request is received must fall within the term of the lease.
- The start date of a month to month lease must be dated within three (3) months prior to the date application or transfer request is received.

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Parent Name & Address Match

- Make sure that the parent's first and last name on the SNSP student application or transfer request matches that on the residency documentation.
- The address on the residency documentation must match the address on the application or transfer request. Every part of the address must match, except the unit number and zip code.

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Parent Name: Legal Name Change

- A parent must provide additional documentation to verify their legal name when all of the following apply:
  - The parent's name has legally changed;
  - The parent's legal name is not on the supporting residency documentation; and
  - The parent does not have other residency documentation with their current, legal name.

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Parent Name: Misspelling

- If the parent's name is incorrectly written on the residency documentation, the parent should provide different residency documentation.
- If the parent does **not** have other documentation that correctly spells their name, the parent can email or provide a signed letter to the school stating
  - "My correct legal name is (correct name). The name on my residency documentation is (name on residency documentation). My name is incorrectly spelled on the documentation."
- If the residency documentation is in someone else's name, the application or transfer request would not be correctable using this method.

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Alternative Residency Form

- Allows pupils to apply where:
  - The parent does not have an acceptable form of residency documentation in their own name.
  - The parent does not live with the student.
- The Alternative Residency Form is available on the SNSP Student Application and Transfer Request webpage.

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Alternative Residency Form (cont)

- All information on the form must be provided.
- One of the living situations must apply to use the form.

I. STUDENT INFORMATION				
Student's First Name *Legal Name Only*	MI	Last Name *Legal Name Only*	Suffix	Date of Birth *Mo./Day/Yr.*

II. EXPLANATION OF LIVING SITUATION

In order to use the Alternative Residency form, one of the following situations must apply. **If neither of the situations below apply, this form may not be used.** Select which reason is applicable:

- ☐ The parent/legal guardian does not have one of the allowed residency documents showing that they live at the address where the student resides.
- ☐ The student does not live with his or her parent or legal guardian.

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Alternative Residency Form (cont)

- Both the parent and the household occupant providing the residency documentation must:
  - Provide documentation; and
  - Sign and date the form.

IV. REQUIRED ATTACHMENTS

A household occupant that lives with the student must provide one of the following with an address where the student resides that meets the date requirements in Section III. This person must also complete Section VI. *Check which document is being provided.*

- ☐ Wage statement or W2 end-of-year earnings statement.
- ☐ Water, sewer, gas, electric, cable, satellite, or landline phone bill.
- ☐ Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address where the student resides. This letter must have been sent to the address where the student resides.
- ☐ Lease agreement with a term that includes a date as described above (must be complete and legible). The beginning date of a month-to-month lease must be within the required dates in Section III.
- ☐ Governmental correspondence.

—AND—

The parent or legal guardian must provide one of the following documents. If the document is being provided as part of the application or transfer request, the name must be a parent or guardian on the application or transfer request form. *Check which document is being provided.*

- ☐ A driver's license, state ID, school ID, passport, or a government-issued photo ID.
- ☐ One of the allowed residency documents (listed above) with an address other than the student's address.

V. PARENT OR LEGAL GUARDIAN SIGNATURE

I HEREBY CERTIFY, as the parent or legal guardian, that the explanation of the living situation is accurate. I further certify that the student currently resides with the household occupant signing this form.

Printed Name of Parent or Legal Guardian Signing Below

Signature of Parent or Legal Guardian	Date Signed *Mo./Day/Yr.*
➢	

VI. HOUSEHOLD OCCUPANT SIGNATURE

The following must be completed by the household occupant who provided one of the allowed residency documents in Section IV.

I **HERBY CERTIFY** that the above-named student resides with me. I further **CERTIFY** that the explanation provided of the living situation is accurate.

Printed Name of the Household Occupant Signing Below

Signature of Household Occupant	Date Signed *Mo./Day/Yr.*
➢	

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Alternative Residency Form (cont)

- May **<u>not</u>** be used:
  - To submit a driver's license as the only proof of residency.
  - As a supplement when the parent is refusing to provide a residency document.
  - Circumvent the residency requirement when the parent has documentation that shows a different address.

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Residency Verification

- Things to remember:
  - Names must match.
  - Addresses must match.
  - Residency documentation must be current and include a date.
  - No white-out.
- The Residency Documentation Bulletin, which discusses the required residency documentation and residency verification process, is available on the SNSP *School Application and Transfer Request Processing* webpage.

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Step 2: Verify District of Residence

- Verify that the district on the application or transfer request is correct.
- The resident district must be verified using one of the following methods:
  - MapIt or Milwaukee Elections Commission (if in Milwaukee)
  - Public school district website
  - Property tax bill
  - My Vote Wisconsin
  - County/City Clerk or County/City Assessor websites
  - Statewide parcel service

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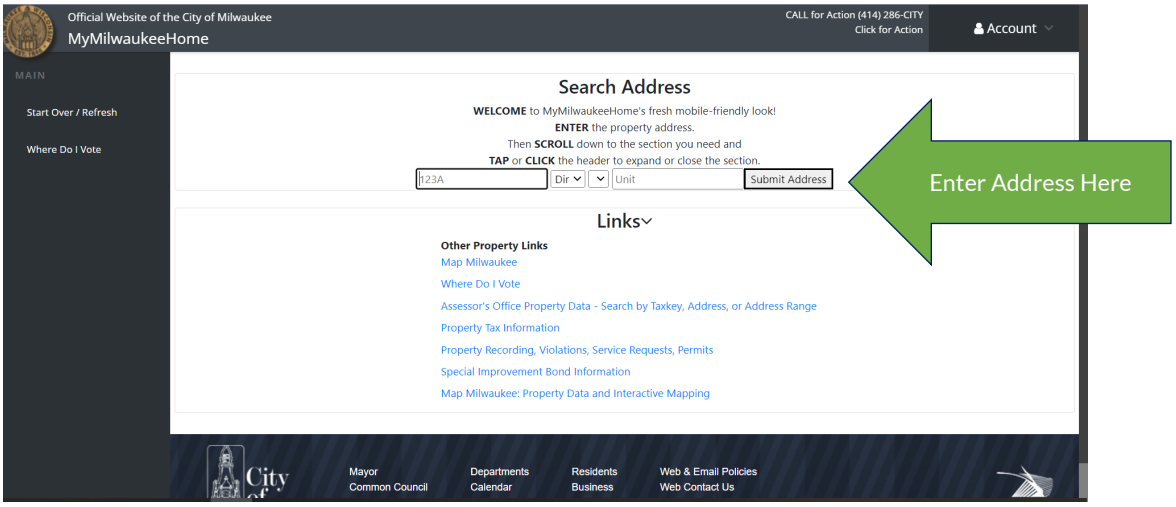
Milwaukee Address – Map Milwaukee Portal



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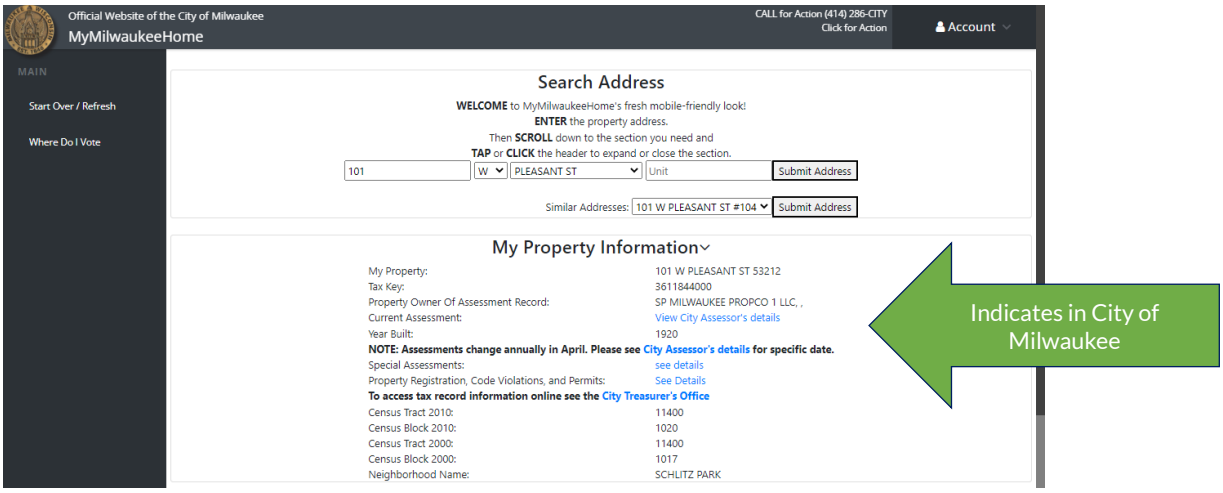
Milwaukee Address – Map Milwaukee Portal (cont.)



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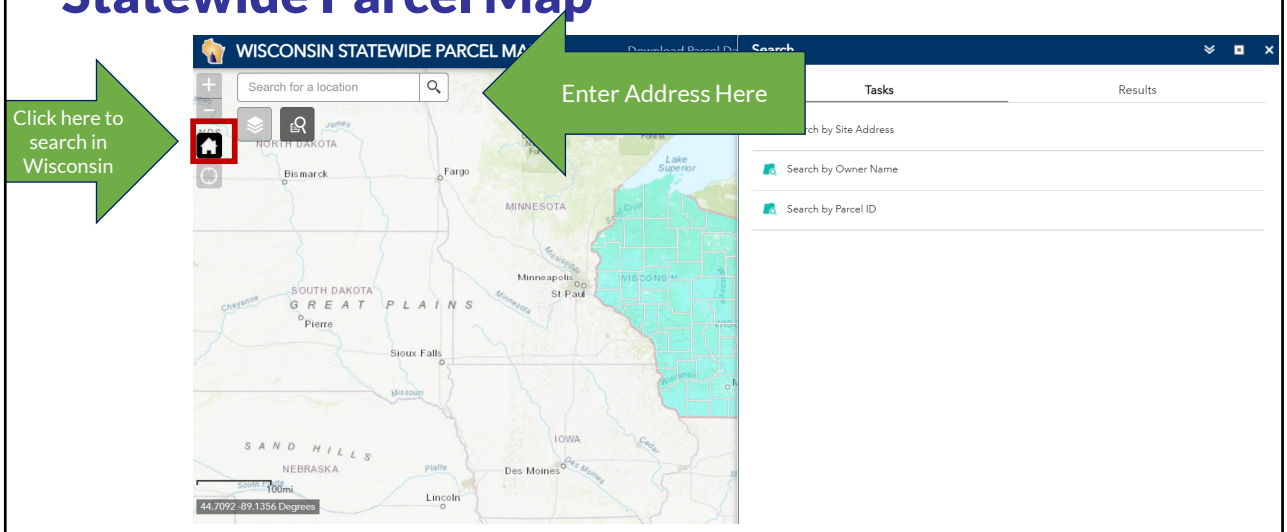
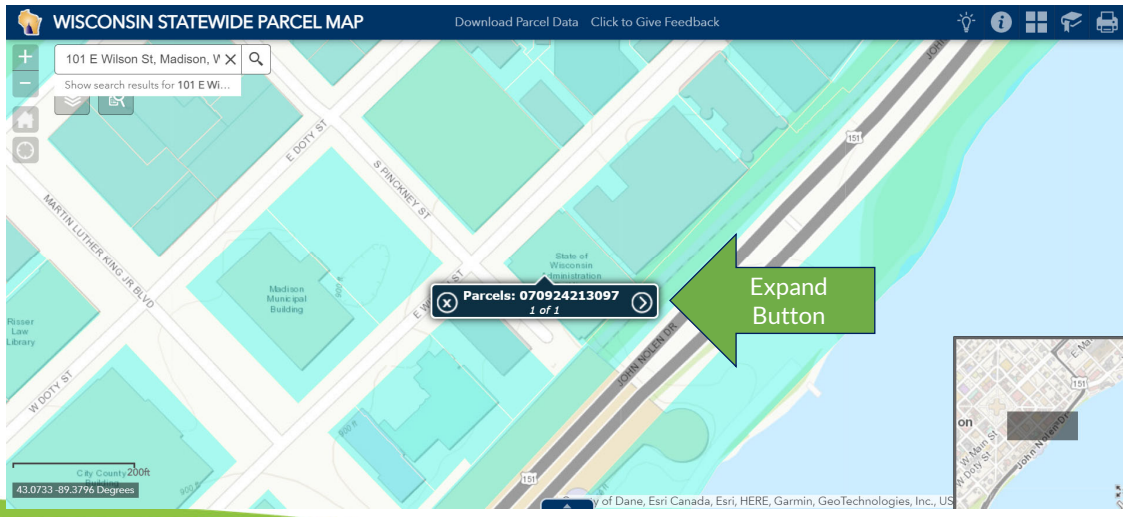
Statewide Parcel Map



Statewide Parcel Map (cont.)



Statewide Parcel Map (cont.)

School District Name and Number

Quiz

- Are the below items permitted SNSP residency documents?

Document	Yes	No
Cell phone bill		
Cable bill		
Rent receipt		
Gas bill		
Bank statement		
Insurance bill		
Property tax bill		
Change of Address Letter		

Quiz (cont)

- Are the below items permitted SNSP residency documents?

Document	Yes	No
Supplemental Security Income Statement		
Mortgage statement		
W-2		
Driver's license		
Expired lease when the parent still lives at the address		
Letter/bill from a 3rd party loan service provider for a loan with the Department of Education		

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Knowledge Check

Which of the following options could a school use to verify an address in Dane County (there may be more than one answer)?

a. Dane County assessor website (AccessDane)

b. Property tax bill for the address that lists the school district name

c. Zillow.com

d. Greatschools.org

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Application and Transfer Request Processing

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Application and Transfer Request Processing

- SNSP student applications and transfer requests must be accepted in the order that they are received.
- Exception: Sibling Preference

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SNSP School Waiting List

- If the school receives more applications and transfers than scholarships they have available, the students must be placed on a SNSP waiting list.
- If a scholarship becomes available, the school determines if it will fill the available SNSP scholarship.
- If the school decides to fill available SNSP scholarships, the scholarships must be filled in the order on the waiting list.
- A new waiting list is created each school year. Students on the waiting list who aren't given a scholarship must reapply in the following school year.

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Sibling Preference Exception

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

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

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Sibling Preference Exception Example

- Mary Sue's application is received July 15. This means the eligibility determination must be completed by August 5 (within 21 days).
- Lisa Morgan's application is received July 20. She is a sibling of a student currently attending the school.
- The school may give preference to Lisa Morgan over Mary Sue if the school:
  - Determines that Lisa Morgan's application is eligible by August 5.
  - Has not sent the IEP/services plan verification email or resident school district notification for Mary Sue.

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Application and Transfer Request Form Corrections

- ~~Strike through line~~ of incorrect information
- SNSP Administrator or designee initials on all corrections
- Supporting documentation for change
- Do NOT use whiteout

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Application and Transfer Request Form Corrections (cont.)

- The following changes cannot be made to an application after the schools send the IEP/services plan verification email to the LEA or to a transfer request form after the school sends a letter of acceptance or denial to the parent:
  - Adding the parent signature or date signed to the application, transfer request form, or Alternative Residency form.
  - Adding the date the application/transfer request was received.
  - Any changes that result in the application or transfer request being ineligible.

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Application and Transfer Request Form Corrections (cont.)

- Student grade changes can be made when completing:
  - Preliminary Enrollment Report;
  - 3rd Friday in September Count report; or
  - 2nd Friday in January Count report.
- Be sure to notify the school's auditor if a grade change is missed in a count report so it can be included in an Enrollment Audit.

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Knowledge Check

When can a student apply for the SNSP for the 2022-23 school year?

a. During any of the open application periods the school selected on the Intent to Participate.
b. At any time during the school year until all of the school's SNSP seats are filled.
c. From July 1, 2022 to June 30, 2023.

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Knowledge Check

Who can process SNSP applications and transfer requests (there may be more than one correct answer)?

a. SNSP Administrator
b. DPI
c. SNSP Designee
d. Secretary who is not a SNSP administrator or designee.
e. Choice Designee

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Knowledge Check

True or False: A school can give preference to students applying to the SNSP who currently attend their school.

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Knowledge Check

Which student below is able to transfer to a different SNSP school and retain their scholarship?

1. SNSP student **Joe's** parent forgot to respond to the public school district's 3-year reevaluation request.
2. SNSP student **Susie's** parents moved to Illinois for 2 months for work and Susie attended the public school there. Upon their return, Susie reenrolled at the private school but Susie's parents now want to transfer Susie to a different SNSP school.
3. **Greg** is a SNSP full scholarship student wants to transfer to a different SNSP school in hopes of having different educational opportunities.
4. SNSP student **Charlie** had his SNSP reevaluation and was determined to no longer be a child with a disability. Charlie is in 8th grade and wants to transfer to a SNSP high school.
5. SNSP student **Mary** wants to go to the private school that is closer to her home, but that school is not a SNSP school.

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Knowledge Check

Which of the following can be added to an application after the IEP/services plan verification email is sent to the LEA that developed the IEP or services plan?

a. The date the application was received.

b. The parent/guardian signature or signature date.

c. The name of the school the student is applying to.

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Question?

If you have a question, please use the chat function.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Agreement of Services to Be Provided

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IEP or Services Plan Implementation

- SNSP schools are required to implement:
  - The most recent Individualized Education Program (IEP) or services plan, as modified by agreement between the school and the student's parent, and
  - Related services agreed to by the school and the student's parent that are not included in the IEP or services plan.

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Agreed to Services Requirement

- The private school and the parent must have agreed to the services to be provided to the pupil. The private school must have a signed agreement with the parent indicating what services will be provided by the count date. **Both the private school and parent must sign and date the agreement.**
- If the private school does not have a signed agreement with the parent of the services by the count date, the private school will not be eligible for a payment for that count date.
- Once there is an agreement for a student, the agreement does not need to be modified unless there is a change in the services that need to be provided.

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Agreed to Services Requirement (cont.)

- A student who does not have an agreement will remain on the school's count reports until the student withdraws from the program or is no longer eligible for a scholarship.
- Notify the department when a student withdraws or is no longer eligible.

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Available Resources – 22-23 documents will be available end of June/beginning of July

- School Application & Transfer Request Processing Page at https://dpi.wi.gov/parental-education-options/special-needs-scholarship/student-applications-processing:
  - Initial Student Eligibility Bulletin
  - Residency Documentation Bulletin
  - Student Application & Transfer Request Information Bulletin
  - Student Application Checklist
  - Transfer Request Checklist

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Quarterly Progress Reports & Student Records

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Student Quarterly Progress Report

- The school must provide SNSP parents with quarterly reports that contain the following:
  - The related services to be provided, if any, as agreed to by the private school and the student's parent that are not included in the student's IEP or services plan.
  - The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
  - The student's academic progress during the school year.

This must be on DPI's official form which is available under *School Submitted Reports* on the website.

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Public School District Record Request

If the SNSP private school receives a request from the resident public school district for records of a SNSP student, the private school must respond within 5 days of receiving the request and provide all records relating to the implementation of the child's individualized education program or services plan by the private school.

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Document Retention

SNSP schools must retain the following records for at least 5 years from the end of the school year in which a student applies to participate in the SNSP or 5 years from when a SNSP student no longer attends the school, whichever occurs later:

- Copies of pupil applications and transfer requests, including supporting documentation;
- Copies of all acceptance or nonacceptance notices;
- IEPs or service plans; and
- Copies of all IEP/service plan implementation and progress reports.

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Accreditation Requirements

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Accreditation/Private School Approval Requirement

- All SNSP schools must be:
  - Accredited by an accreditation agency; or
  - Approved as a private school by the state superintendent.

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Accreditation Notification

- Submitted annually by August 1.
- The notice must be completed by an authorized member of the accrediting agency and may not be submitted earlier than July 1 of that school year. The DPI will contact the accrediting agency directly to obtain the notification.
- The notice must include all of the following information to meet SNSP requirements:
  - The private school's name;
  - The private school's address for each location included in the accreditation;
  - The grades accredited; and
  - Indication that the private school is currently accredited.

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Accreditation Notification (cont.)

- The accreditation must include all of the grades that the SNSP school indicated on the Intent to Participate form, or School Information Update Form, as available for SNSP students. You may review the school's grades available for SNSP students using the SNSP Portal.
- The department will provide information to each accrediting agency about how it must provide the notice to the Department that each school is fully accredited. Schools are responsible for ensuring they are fully accredited by their accrediting agencies and are included in the notice, by reaching out to their accrediting agency. If the school is participating in the Choice program and the SNSP, the accrediting agency only needs to provide one notice to the Department.

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Knowledge Check

True or False: Schools participating in the SNSP can be accredited by any accreditation agency in the country.

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Question?

If you have a question, please use the chat.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Application and Transfer Request Activity

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Sample Student Application & Transfer Requests

- Is the student eligible to participate in the SNSP or to transfer to another SNSP school? Why or why not?
- What steps would you take next?
- Use the Student Application Checklist and Transfer Request Checklist to help you with your review

Example School Name	SNSP Available Grades Based on ITP and School Information Update form (if applicable)
A Choice School	K5-8
The Falcon School	K4-8
Detective School	1-6
Linus School	5-8

Application or Transfer Request	Applicant Reviewing
Application	Shaggy Rogers
Transfer Request	Charlie Brown
Application	Katniss Everdeen
Application	Bruce Banner

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Question?

If you have a question, please use the chat function.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Seclusion and Restraint

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Seclusion and Restraint

- All SNSP participating private schools must comply with laws pertaining to seclusion and restraint.
- 2011 Wis. Act 125 addresses the use of seclusion and physical restraint in school and prohibits the use of seclusion or physical restraint except when certain conditions apply.
- 2019 Wis. Act 118 revises Wisconsin state law on addressing the use of seclusion and restraint in schools.

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Seclusion and Restraint (cont.)

- No school staff may use physical restraint unless they have received training.
- Each school where physical restraint may be used must have at least one staff member who has received training.
- The school must keep a record of the training received by staff, including information about how long the training is considered valid by the training program.

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Seclusion and Restraint Annual Reporting

October 1

- Deadline for SNSP schools to submit a report to the school's governing body that includes the information specified in Wis. Stats. § 118.305(4)(c):
  - The number of incidents of seclusion during the previous school year;
  - The total number of students who were involved in incidents of seclusion during the previous school year;
  - The number of students with disabilities who were involved in incidents of seclusion during the previous school year;
  - The number of incidents of physical restraint during the previous school year;
  - The total number of students who were involved in incidents of physical restraint during the previous school year; and
  - The number of students with disabilities who were involved in incidents of physical restraint during the previous school year.

December 1

- Deadline for SNSP schools to submit the information specified in Wis. Stats. § 118.305(4)(c) to the DPI, relating to the school's use of seclusion and restraint using a link emailed to each school from the DPI Student Services/Prevention and Wellness Team.

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Seclusion and Restraint

- All schools participating in the SNSP must complete both of the reporting requirements, even if the school does not use seclusion and restraint.
- See the Seclusion and Restraint Frequently Asked Questions available here: https://dpi.wi.gov/sped/topics/seclusion-restraint

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Question?

If you have a question, please use the chat function.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Continuing Student Requirements

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Residency Reverification

- SNSP students that are continuing in the program are required, on an annual basis, to provide residency documentation to their school that has the address as of the 3rd Friday in September.
- Must be dated between the third Friday in August and the last weekday in September of that current school year.
- Must be provided to the student's private school on or before the last weekday in September.

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Residency Reverification (cont.)

- Residency changes must be reported to the DPI in the 3rd Friday in September count report.
- The new resident school district must be determined if the student has moved.
- The residency documentation requirements are the same for the reverification as they are for the initial application, except for the date requirement.

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Reevaluation

- In order for a student to be able to continue their participation in the SNSP, the student must be made available for a reevaluation by the resident school district within sixty (60) days of a reevaluation request from the resident school district.
- If the student is attending a private school in a nonresident district, the nonresident district can conduct the reevaluation if the parent provides written consent.

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Reevaluation (cont.)

- School districts may only conduct a reevaluation once every three (3) years from the student's most recent evaluation or reevaluation for SNSP eligibility purposes.
  - Generally the reevaluation requirement date for SNSP purposes will be the same as the reevaluation requirement date the public school district is required to follow.
- The auditor will review the reevaluations as part of the Enrollment Audit.

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Reevaluation Waiver

- Waivers are permissible.
- Must have a signed Waiver Agreement.
- 3-year reevaluation clock continues from date of Reevaluation Waiver Agreement.
- Retain Reevaluation Waiver Agreement for auditing purposes.

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Reevaluation (cont.)

- Any IEP reevaluations, including waivers of reevaluations, completed **during a prior school year** for continuing students must be reported in the Preliminary Enrollment Report.
- The school year runs from July 1 through June 30.
- Annual reviews of an IEP or services plan are not a reevaluation.

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Partial Scholarship Student

- If during an IEP team reevaluation a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
  - Partial scholarship students are SNSP students, not Choice students.
  - A partial scholarship student will not retain their eligibility if they transfer to another school.

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Identifying Students Requiring Reevaluations

Student Name	Date of Birth	Grade	Scholarship Type	Last Eval Date	Next Eval Date	Status	App/TR Year	App/TR
Filo, Renee	2/18/2017	K4	Full	12/9/2020	12/9/2023	Submitted	2022-23	Application
Smith, Marlo	12/18/2016	K5	Full	1/18/2021	1/18/2024	Submitted	2022-23	Application
Wilson, Lisa	3/18/2011	01	Full	1/18/2021	1/18/2024	Submitted	2022-23	Application

- The Portal will have a Student Summary. This will include the "Last Eval Date" and "Next Eval Date".
- Once the information is available in the Portal for continuing students, you can review the "Next Eval Date" to determine which pupils had a required revaluation in the last school year.

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Knowledge Check

True or False:

1. Once a student is accepted into the SNSP, the private school must annually complete an evaluation and update the student's modified IEP or services plan.
2. Each year, the school must get a new application or transfer request form from students that are continuing in the SNSP.
3. The school must get residency documentation dated between the 3rd Friday in August and the last weekday in September from **every** student continuing in the SNSP, whether or not they moved.

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Knowledge Check

A SNSP student's resident school district sends the student's parent a reevaluation request. The parent puts the request letter in their junk drawer and forgets about it. If more than 60 days pass, what impact will this have on the student's scholarship?

1. If more than 60 days have passed and the student was not made available for their evaluation, then the student will lose their SNSP scholarship.
2. No impact. The parent can contact the public school district and reschedule the reevaluation at a later date.
3. The student will be reduced to a partial scholarship until the student is made available for another reevaluation in 3 years.

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Knowledge Check

Which of the following should **not** be reported as an IEP reevaluation in the 2022 Preliminary Enrollment Report?

a. A pupil that had a required reevaluation date of November 5, 2023, who had an IEP reevaluation completed February 3, 2022.
b. A pupil that had a required reevaluation date of March 5, 2022, who had an IEP reevaluation completed July 5, 2022.
c. A pupil that had a required reevaluation date of April 8, 2022, who had the IEP reevaluation waived on April 6, 2022.
d. A pupil that had a required reevaluation date of October 25, 2021, who had an IEP reevaluation completed October 6, 2021.

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School Information Updates

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SNSP Designees

Items Designees Can Assist With	Items Designees CANNOT Do
• Process applications and transfer requests, including processing the paper forms and submitting the data in the Portal. • View and make updates to applications and transfer request data that has been submitted in the Portal. • Submit a student withdrawal/transfer form (link is available on the Student Application processing webpage). • View data within the Portal such as the number of scholarships and grades available for the school. • Help complete the Intent to Participate (ITP) and Pupil Count Reports.	• Make changes to the number of scholarships or SNSP grades available. • Submit any report such as the ITP or pupil count reports. Only the SNSP administrator can submit anything in the Portal except application and transfer requests. • Make changes to the SNSP administrator, designees, or the head of the governing board.

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Adding SNSP Designees

- SNSP Administrators may add SNSP designees to the SNSP by providing the person access to use the SNSP Portal. SNSP Administrators no longer need to submit the *Designee Authorization Form.*
- SNSP Portal access is granted through WAMS. The email address used to establish the WAMS account for SNSP Portal users should be:
  - Specific to an individual and not an email address that is shared with other people; and
  - A school-issued email address. Personal email addresses should not be used to access the SNSP Portal. SNSP designees that have a school-issued Google email account may use the Google log in option.

  Information on how to set up a WAMS account is available here: https://dpi.wi.gov/cst/data-security/wams/create-account

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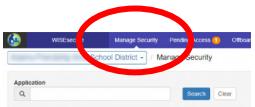
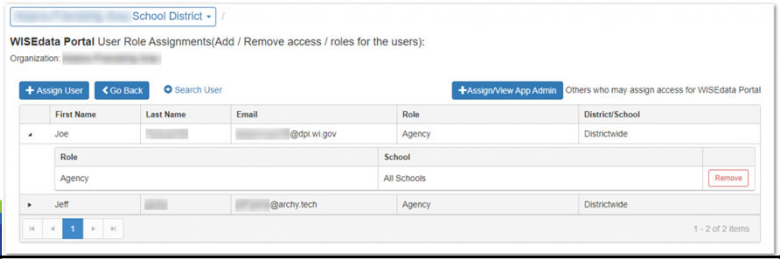
Adding SNSP Designees (cont.)

- Use the WISE system at https://apps6.dpi.wi.gov/WISEhome/.
- For information on how to add SNSP Designees, please visit: https://dpi.wi.gov/wise/wisehome-info/grant-wisehome-security.



The application is called the SNSP Portal. The role you are assigning is SNSP Designee.

If an individual should be a designee for more than one school, the SNSP Administrator will need to assign the individual as a SNSP designee for each school.

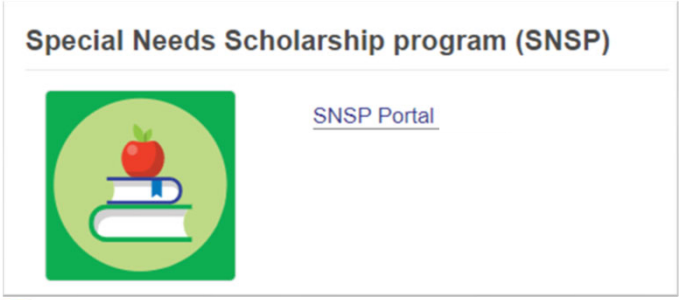


132

132

Adding SNSP Designees (cont.)

Once the SNSP designee has been added by the SNSP Administrator, the SNSP designee can enter the SNSP Portal. The SNSP designee will first need to log into the WISE system at https://apps6.dpi.wi.gov/WISEhome/. They will then need to click on the SNSP Portal link.

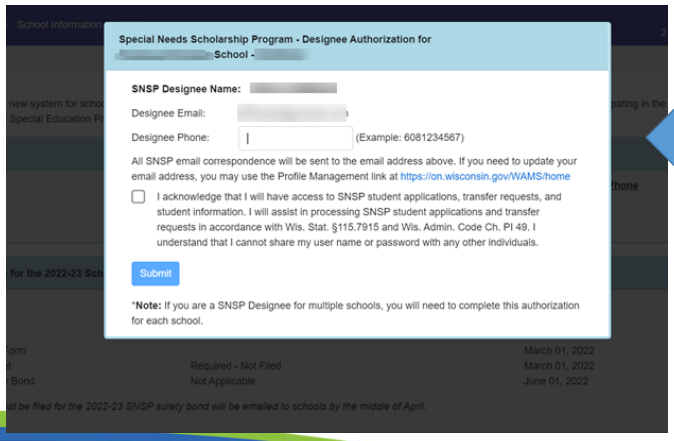


133

133

SNSP Designee Acknowledgement

The first time the SNSP designee logs into the SNSP Portal, the SNSP designee will be asked to complete an authorization in the SNSP Portal.



The SNSP designee will need to complete this authorization the first time they log into the SNSP Portal for each school.

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SNSP Designees for Multiple Schools

If an individual is a designee for more than one school, the SNSP designee will be asked to complete this authorization once for each school the first time they are logged in as that school. A user can change the school they are logged into by clicking the school name in the top right corner and selecting the school they would like to change to.

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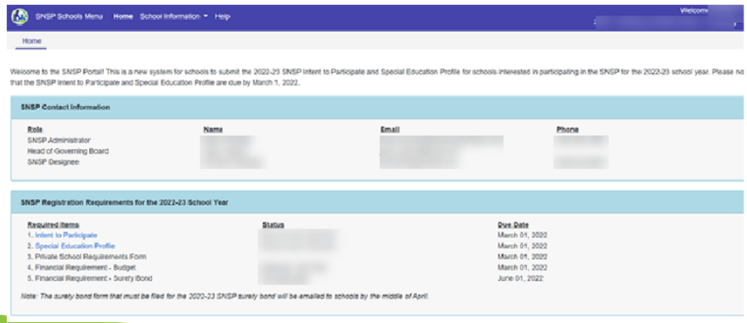
Review SNSP Designees

Once the SNSP designee has completed the authorization, the SNSP Administrator and the SNSP designee will see the SNSP designee(s) listed on the school's home page in the SNSP Portal.



136

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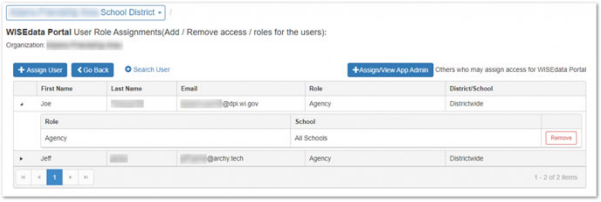
Removing SNSP Designees

- For continuing schools, if the school has SNSP Designees that will not continue to be designees for 22-23 and will not be added to the SNSP Portal, please email snsp@dpi.wi.gov to remove them from the list.
- After the SNSP Designees are entered in WISEsecure, if you need to remove designees, you may do so on the Manage Security page:



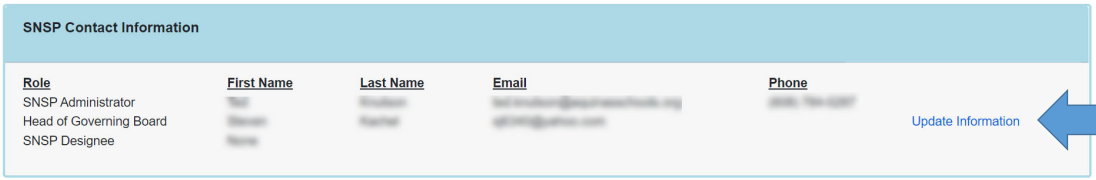
Use the Remove button

Changes to the Head of Governing Board

Each time the SNSP Administrator or SNSP designee logs into the SNSP Portal, the home page will show the:

- SNSP Administrator,
- Head of Governing Board, and
- SNSP designee(s).

The SNSP Administrator may update the Head of the Governing Board by clicking on "Update Information" available on the SNSP Portal home page, and entering the updated information.



School Information Update Form (paper form)

The School Information Update Form will still be used in 22-23 to complete the following updates:

- School Name,
- School mailing address or school locations, and
- SNSP administrator and administrator information.

This form is available on the *School Submitted Reports* webpage.

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Changes to Available SNSP Scholarships

- Schools will use the SNSP Portal to make changes to the number of available SNSP scholarships.
- A school may revise the number of SNSP scholarships it has available if certain requirements are met.
- A school cannot remove a scholarship for which it has already received an application or transfer request, unless it has been determined ineligible.
- Changes to available scholarships do not impact the amount of the bond required by June 1. This bond must be 25% of the expected SNSP payments based on the available scholarships in the ITP.

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Changes to Available SNSP Scholarships (cont.)

Schools may move scholarships between grade categories. This may be done at any point during the year as long as there are enough scholarships available in the grade(s) being changed to account for applications and transfer requests that the school has received that are pending the eligibility determination or have been determined eligible.

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SNSP Grades and Scholarships Available

- The school cannot take an application or transfer request for a grade it does not have available.
- The school cannot give a scholarship to an applicant unless a scholarship is available in their grade.
- Schools must submit changes as soon as possible if they want to add a grade or a scholarship.
- The school cannot take the application or transfer request or give a scholarship to an applicant until the changes have been submitted using the SNSP Portal.

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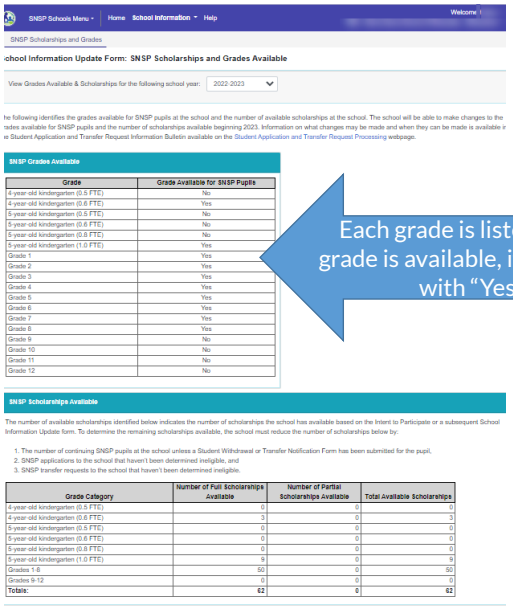
Determining Grades Available & Number of Scholarships Available

- Log into the SNSP Portal.
- Go to School Information and click on the drop down menu.
- Click on Scholarships and Grades Available.
- This page identifies the grades that are available and the number of scholarships available.
- The total number of available scholarships are listed under SNSP Scholarships Available.



Each grade is listed. If the grade is available, it is marked with "Yes."

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Changes to Available SNSP Scholarships (cont.)

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

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SNSP 2022-23 Expected Payment Amounts per Full-Time Equivalent (FTE)

- The 2022-23 payment amounts are estimated to be:
  - $13,076 per FTE for full scholarship students
  - $8,399 per FTE for partial scholarship students in K-8
  - $9,045 for partial scholarship students in 9-12

This information is available on our Payments webpage: https://dpi.wi.gov/parental-education-options/special-needs-scholarship/payments

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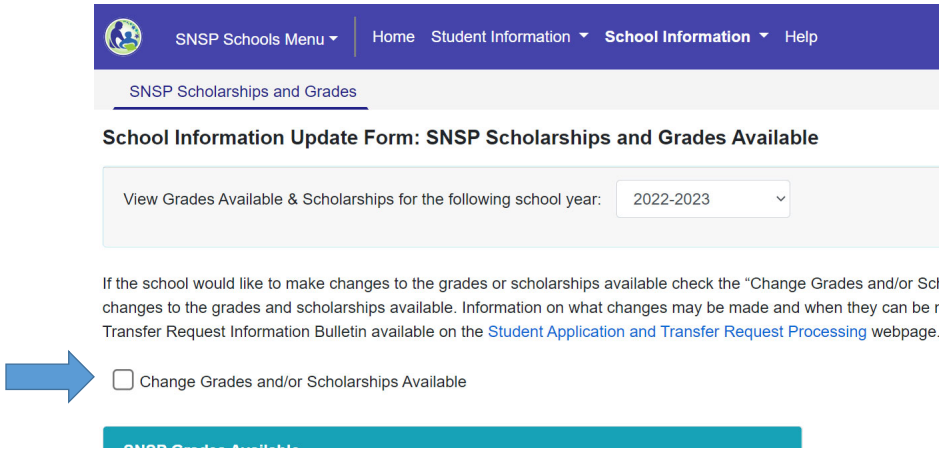
Submitting a Change in the SNSP Portal



- Only the SNSP Administrator can make changes.
- Check the box to Change Grades and/or Scholarships Available.

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146

Change Grades and/or Scholarships Available

SNSP Grades Available

Changes to Grades Available

Change the "Revised Grade Available for SNSP Pupils" column to "Yes" for any grades the school would like to provide. The school cannot offer 4-year-old kindergarten (0.5 FTE) and 4-year-old kindergarten (0.6 FTE). The school may not eliminate a grade that currently has SNSP pupils or a grade for which the school has received an application or transfer request that hasn't been determined ineligible.

If a grade is added that does not currently have any scholarships available, the school will need to add scholarships for the grade category below.

Grade	Current Grade Available for SNSP Pupils	Revised Grade Available for SNSP Pupils
4-year-old kindergarten (0.5 FTE)	No	No
4-year-old kindergarten (0.6 FTE)	No	No
5-year-old kindergarten (0.5 FTE)	No	No
5-year-old kindergarten (0.6 FTE)	No	No
5-year-old kindergarten (0.8 FTE)	No	No
5-year-old kindergarten (1.0 FTE)	No	No
Grade 1	No	No
Grade 2	No	No
Grade 3	No	No
Grade 4	No	No
Grade 5	No	No
Grade 6	No	No
Grade 7	No	No
Grade 8	No	No
Grade 9	Yes	Yes
Grade 10	Yes	Yes
Grade 11	Yes	Yes
Grade 12	Yes	Yes

- Use the Yes/No dropdown to change the grades available.
- If you remove a grade category that has scholarships, you will get an error message until it is resolved.
- If the SNSP administrator identifies both the .5 and .6 FTE category will be available for 4 year old kindergarten pupils, the school will receive an error message.

The school cannot offer both 4-year-old kindergarten (0.5 FTE) and 4-year-old kindergarten (0.6 FTE). The 4-year-old kindergarten option must be the same as the Private School Choice Program (PSCP) if the school is participating in the PSCP.

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147

Change Grades and/or Scholarships Available (cont.)

SNSP Scholarships Available

Number of Scholarships Available Update

Schools may use this section to add or remove available scholarships or to move available scholarships between grade categories. A school cannot remove an available scholarship if it has already received an application or transfer request for that scholarship, unless it has been determined ineligible. Further, schools that participated in the program in the 2021-22 school year cannot remove a scholarship for a continuing student but may convert it to a new student scholarship. No notification must be sent to DPI if a continuing SNSP scholarship is changed to a new SNSP scholarship.

The current number of scholarships indicates the current number of available scholarships the school has identified. The school can change the number of available scholarships by selecting the number the school would like in the Revised Number column in the Full Scholarship and Partial Scholarship sections.

	Full Scholarships		Partial Scholarships			
Grade Category	Current Number	Revised Number	Current Number	Revised Number	Total Revised Scholarships	Change in Scholarships Available
4-year-old kindergarten (0.5 FTE)	0	0	0	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0	0	0	0
5-year-old kindergarten (0.8 FTE)	0	0	0	0	0	0
5-year-old kindergarten (1.0 FTE)	0	0	0	0	0	0
Grades 1-8	0	0			0	0
Grades 9-12	11	11			11	0
Totals:	**11**	**11**	0	0	**11**	**0**

Expected SNSP Payments

	Prior Expected SNSP Payments	Expected SNSP Payments Based on Revised Scholarships Above	Change in Expected SNSP Payments
Regular School Year Expected Payment	$143,836.00	$143,836.00	$0.00
Summer School Expected Payment	$0.00	$0.00	$0.00
Total Expected Payment	**$143,836.00**	**$143,836.00**	**$0.00**

- Enter the total number of scholarships you want for that grade category in the Revised Number column.
- If you removed a grade category, then you will need to enter 0 in the Revised Number column or you will continue to have an error message.
- A school will receive an error message if the total revised scholarships is lower than the number of continuing pupils in the Intent to Participate.

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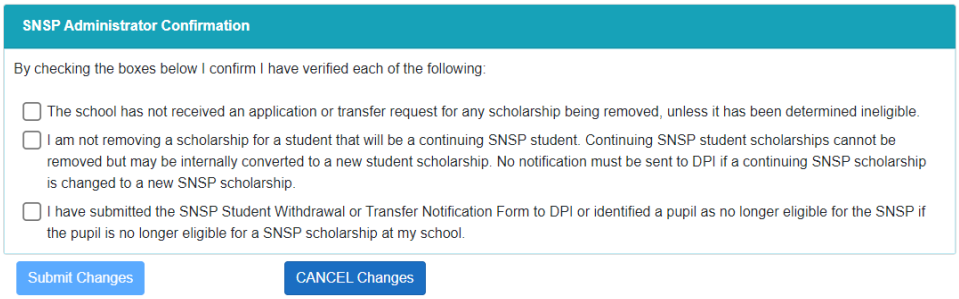
Change Grades and/or Scholarships Available (cont.)

- Once the changes have been entered for Grades and Scholarships Available, the SNSP Administrator will need to confirm the following:

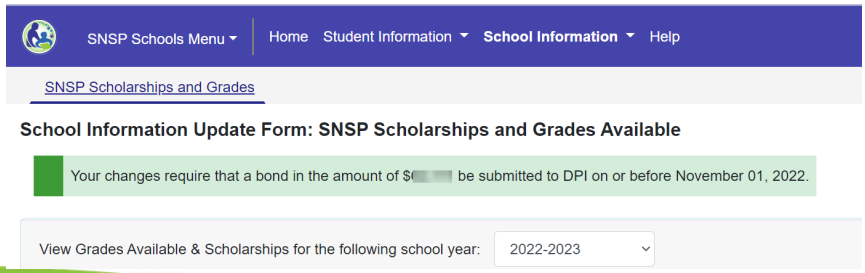


149

149

Submitting a Revised Surety Bond

If you submit an increase in scholarships that requires a revised surety bond, you will get a pop up on the top of the screen indicating the revised surety bond amount required and the due date of that surety bond.



150

150

Submitting an Initial Surety Bond

If the school has not previously submitted a surety bond, and the revised expected SNSP scholarship amount is $50,000 or more, then the school will get this message once the changes are submitted:

School Information Update Form: SNSP Scholarships and Grades Available

Your changes require that a bond in the amount of $42,497 be submitted to DPI on or before August 31, 2022.

151

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Knowledge Check

True or False: If a school's expected SNSP scholarship amount based on the ITP was less than $50,000, that school may increase the number of available SNSP scholarships at any point during the school year, as long as the updated number of seats does not increase the expected payment amount over $50,000.

152

152

Knowledge Check

A school's expected SNSP scholarship amount based on the ITP was more than $50,000. The school originally provided a bond. The school would like to give out additional seats that would increase the school's initial expected payment amount by $37,272. When can the school accept the additional students?

a) When a revised bond equal to 25% of the total new expected payment is provided.

b) After the increase of Scholarships Available is submitted in the SNSP Portal.

c) At any point the school decides there is space in their building and program.

d) Only prior to the 3rd Friday in September.

e) Both a and b.

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Knowledge Check

The governing board of a SNSP school appoints a new SNSP administrator in November. How should the school notify DPI of the change?

a. The school will notify the department and update the information on the school's Intent to Participate form the following March.

b. A School Information Update Form needs to be submitted as soon as possible.

c. The school should notify their auditor so the change can be included in the school's the next Enrollment Audit.

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Question?

If you have a question, please use the chat function.

Questions after the training may be emailed to snsp@dpi.wi.gov

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Application & Transfer Request Submission in SNSP Portal

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Submitting Eligible Applications and Transfer Requests to DPI

- Once an application is determined to be eligible by the school and the LEA has verified that the student application has an IEP or services plan that meets the requirements, the school will need to submit the application to the DPI.
- Transfer requests are submitted after they are determined eligible by the school.
- Students on the waiting list should not be submitted to the DPI.

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Submitting Eligible Applications and Transfer Requests to DPI (cont)

- 2022-23 student applications and transfer requests will be submitted using the SNSP Portal by SNSP Administrators and designees. SNSP staff will email SNSP administrators and designees when this functionality is available in late July.
- The submission deadlines are the 2nd Friday in August, the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January. All eligible applications and transfer requests that are not on a waiting list must be submitted by the next submission deadline.
- If data is entered incorrectly, the SNSP administrator or designee will be able to correct the data until the last weekday in August, the 3rd Friday in September, or the 2nd Friday in January, whichever comes first, by clicking on the student's name in the Student Summary.

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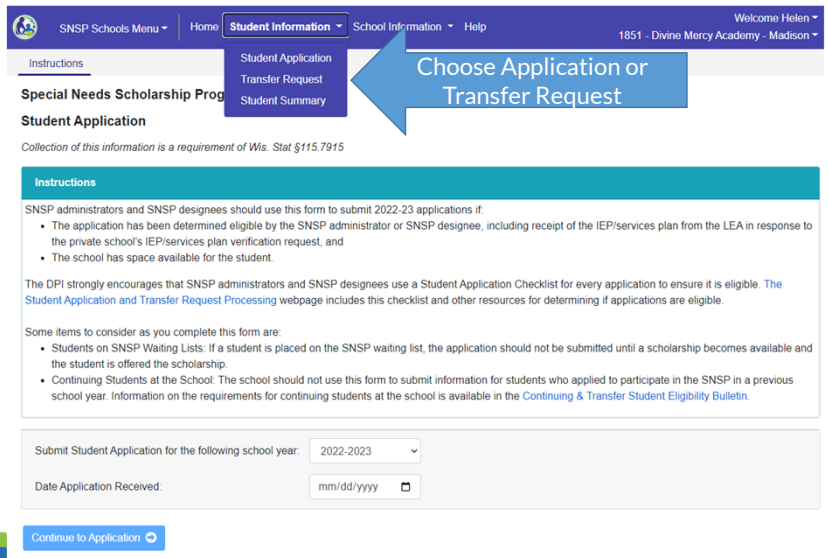
Application and Transfer Request Form Corrections

- If the school name or the resident school district was incorrectly submitted to DPI, send an email to snsp@dpi.wi.gov with the student name, date of birth, and identification of what must be corrected.
- If any other inaccuracies are noticed after the application or transfer request has been submitted to the DPI, notify the school auditor.
- All changes to the application or transfer request form must be included by the school's auditor in the September or January Enrollment Audit.

159

159

Starting a Student Application or Transfer Request



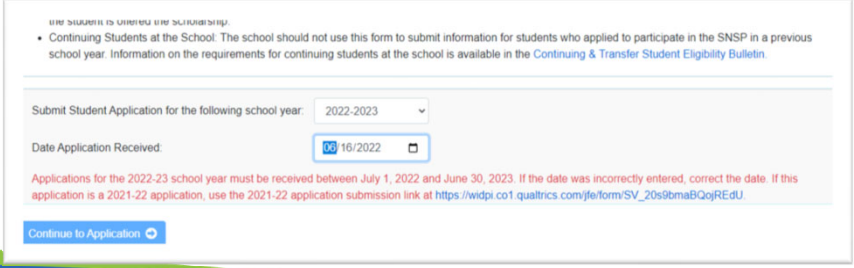
160

160

Student Application or Transfer Request: School Year

If you select a Date Application Received that is not within the 2022-2023 school year, then you will receive an error message.

Student Applications or Transfer Requests received prior to July 1, 2022 should still be submitted using the submission links provided by email on July 30, 2021.



161

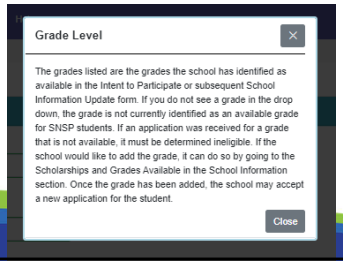
161

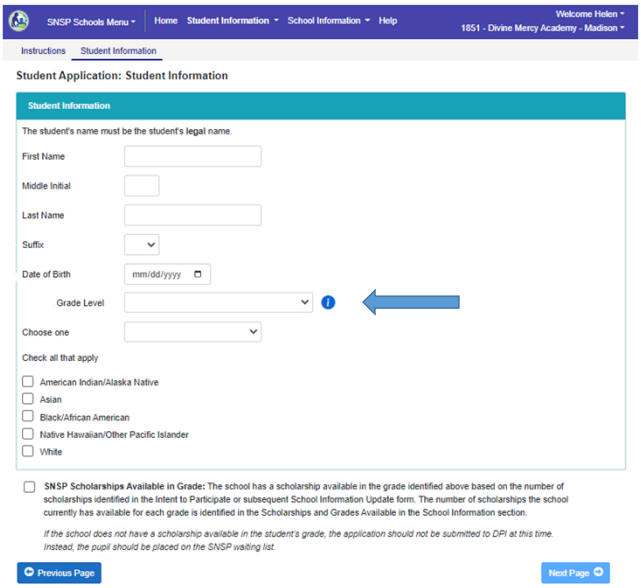
Student Application or Transfer Request: Student Information

Each page will ask for information from the Student Application or Transfer Request.

The form will save when you press "Previous Page" or "Next Page."

When you click on the information button, you will get the following:





162

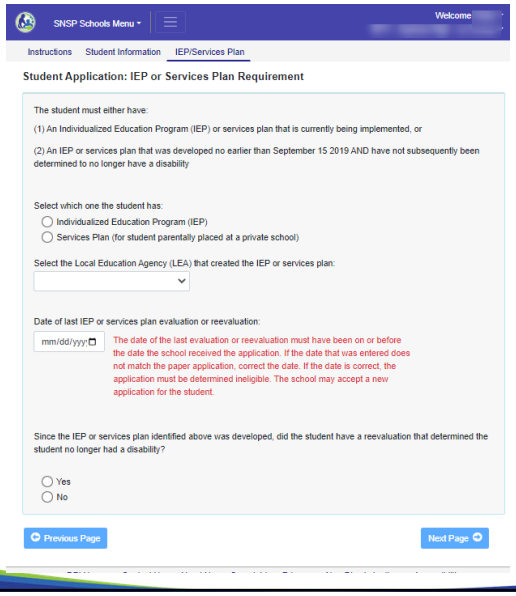
162

Student Application: IEP or Services Plan Requirement

The school will enter whether the student has an IEP or services plan.

You will then select the LEA from the dropdown menu.

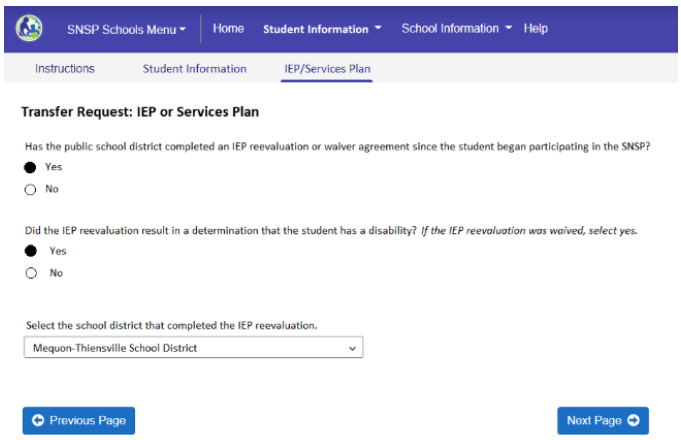
If the date of the last evaluation was after the date the application was received, you will get an error message.



163

163

Transfer Request: IEP or Services Plan Requirement



- If the student has had a reevaluation since the student began participating in the SNSP, then the school should answer "Yes" and then report whether the student was determined to have a disability and what LEA completed the reevaluation.

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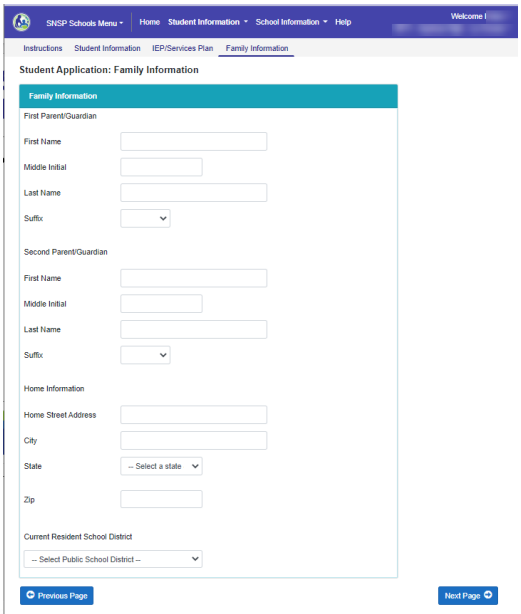
Student Application or Transfer Request: Family Information

- Enter the parent information from the Student Application or Transfer Request.
- Only students in Wisconsin can participate in the SNSP. If you select a state other than Wisconsin, you will see the following error message:

Only pupils that reside in Wisconsin are eligible for the SNSP. If the state that was entered does not match the paper application, correct the state. If the student does not live in Wisconsin, the application must be determined ineligible.

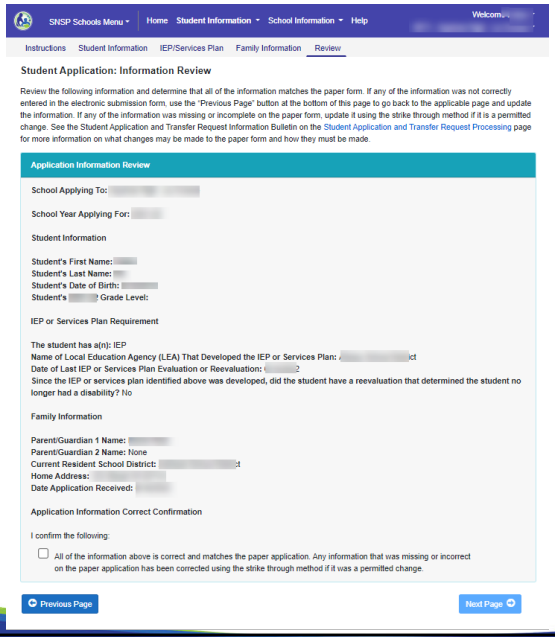


165

165

Student Application or Transfer Request: Information Review

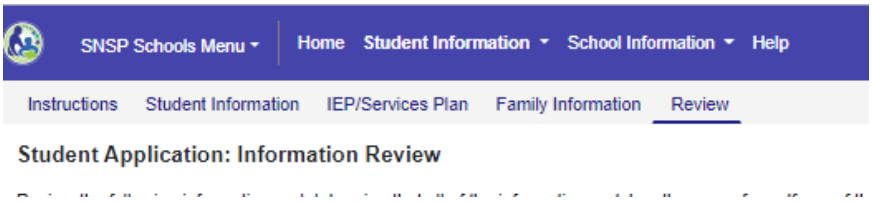
- Once you have entered the information from the Student Application or Transfer Request, you will have the opportunity to review the information before you submit.



166

166

Student Application or Transfer Request: Correcting Mistakes



Once you submit a student's name into the submission form and press "Next Page", the information will be saved. You will be able to update the student data and complete the submission until the last weekday in August, the 3rd Friday in September, and the 2nd Friday in January, whichever comes first.

If you have determined that you made a mistake in entering the data, you may use the navigation links at the top of the page to navigate to a previous page. You will be required to review and resubmit each subsequent page once the mistake is corrected.

167

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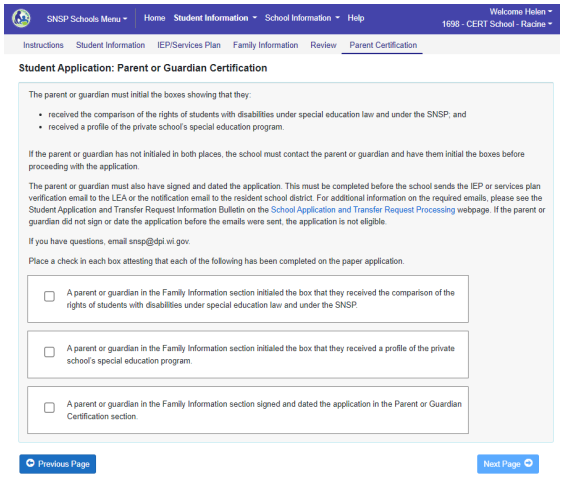
Student Application or Transfer Request: Parent Certification



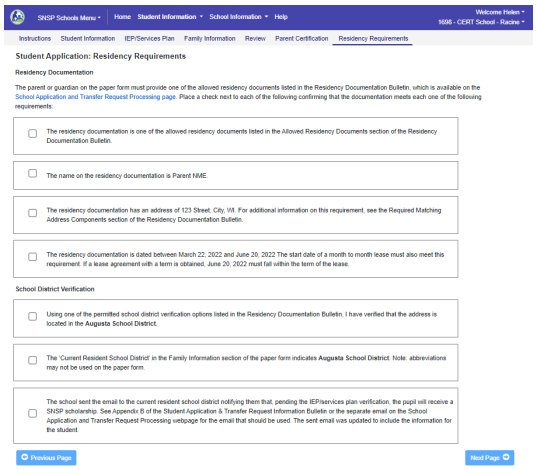
- Place a check in each box attesting that the paper form was initialed by the parents confirming they:
  - Received the comparison of rights, that are pages 2 and 3 of the paper forms, and
  - Received a copy of the school's Special Education Profile.

Then the school will need to attest that a parent signed the paper form.

168

168

Student Application or Transfer Request: Residency Requirements



- Each statement needs to be checked to confirm that the residency documentation has been received and meets the requirements.
- Under School District Verification, the SNSP Administrator or designee needs to check each box to confirm that they have verified the resident school district.

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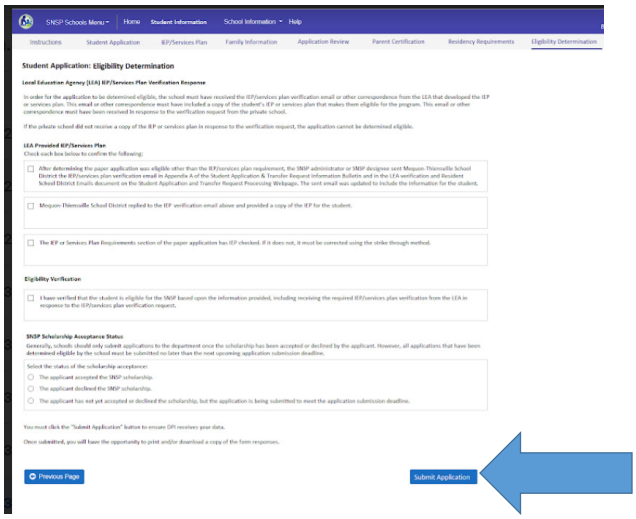
Student Application: Eligibility Determination

In order to submit the form, the SNSP Administrator or designee will need to confirm that:

- The LEA verification was sent,
- The LEA replied and provided a copy of the IEP/services plan, and
- That the paper form matches what was provided.

Then the school will verify that the student is eligible, and indicate whether the student has accepted the scholarship.



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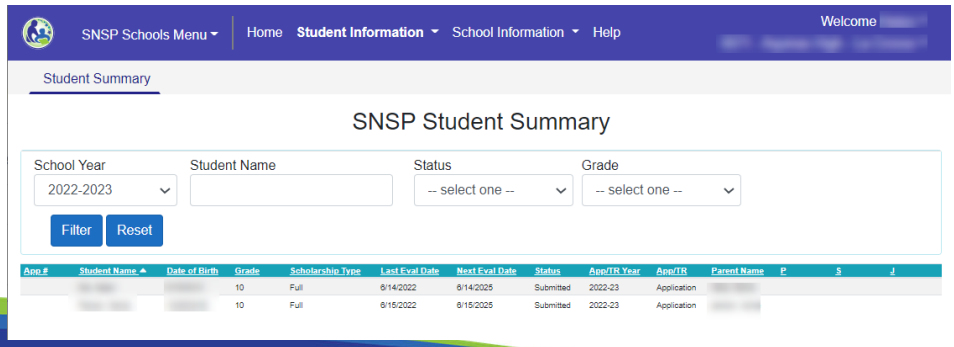
Student Information: Student Summary

Once the SNSP Portal has these updates, you will be able to see a full list of the 2022-23 Student Applications or Transfer Requests submitted by going to the Student Summary page.

Continuing students will also be added to this Student Summary page.



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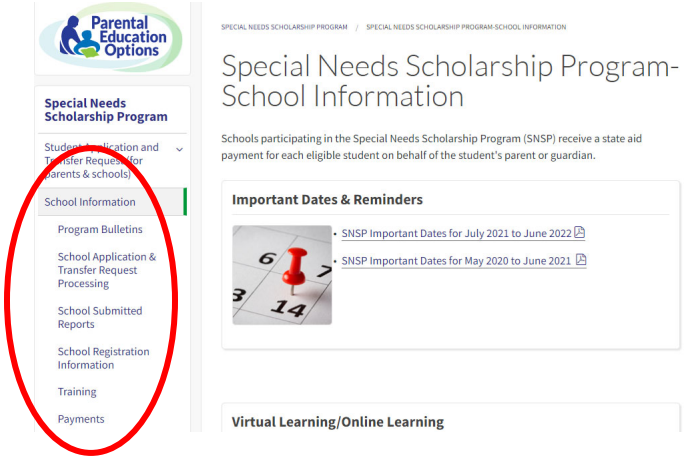
SNSP Resources

- Click on School Information to find the Important Dates.
- Additional resources are available on the links below School Information.



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Questions ?

Email: snsp@dpi.wi.gov
Phone: 1-888-245-2732 ext. 4

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