

2024-25 Special Needs Scholarship Program Overview Training

The handouts are available at

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

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June 20, 2024



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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, 256 141 49# Phone

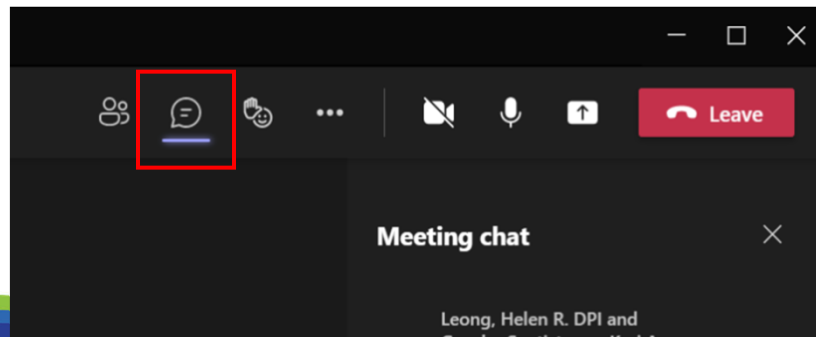
Conference ID: 256 141 49#

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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

Part 1: Application & Transfer Request Requirements

- SNSP Overview
- Identifying SNSP Designees
- Student Eligibility
- Application and Transfer Request Overview
- Residency Verification
- Application and Transfer Request Processing
- Submitting Applications and Transfer Requests
- Application and Transfer Request Activity

Part 2: Other SNSP Requirements

- School Information Updates
- Agreement of Services to be Provided
- Quarterly Progress Report
- Continuing Student Requirements
- Seclusion and Restraint

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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>

The screenshot shows the homepage for the Special Needs Scholarship Program. On the left is a navigation menu with the following items: 'Student Applications (for parents & schools)', 'School Information', 'Auditor Information', 'Statutes and Rules', and 'Data and Reports'. The main content area has a header 'SPECIAL NEEDS SCHOLARSHIP PROGRAM' and a title 'Special Needs Scholarship Program'. Below the title is a section titled 'What is the Special Needs Scholarship Program (SNSP)?' which explains that the program allows students with disabilities to receive a state-funded scholarship to attend a participating private school. It is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. At the bottom of the main content area, there is a link: 'Click on the Student Applications link for further information on SNSP student eligibility and applications.'

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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.

The screenshot shows the 'Special Needs Scholarship Program - School Information' page. At the top is a navigation bar with links for 'Home', 'Strategic Planning', 'Licensing', 'Families & Students', 'Schools & Educators', 'Libraries', and 'Data & Media'. Below this is the Wisconsin Department of Public Instruction logo and a search bar. The main content area has a title 'Special Needs Scholarship Program - School Information' and a sub-header 'SPECIAL NEEDS SCHOLARSHIP PROGRAM / SPECIAL NEEDS SCHOLARSHIP PROGRAM SCHOOL INFORMATION'. The text states: 'Schools participating in the Special Needs Scholarship Program (SNSP) receive a state aid payment for each eligible student on behalf of the student's parent or guardian.' There is a section titled 'Important Dates & Reminders' with two links: 'SNSP Important Dates for July 2023 to June 2024' and 'SNSP Important Dates for July 2022 to June 2023'. Below this is contact information: 'If you have questions, please e-mail snspp@dpi.wi.gov or call toll free 1-888-245-2732 ext. 4.' On the left side, there is a navigation menu with the following items: 'Student Application and Transfer Request (parents & schools)', 'School Information', 'Program Bulletins', 'School Application & Transfer Request Processing', 'School Submitted Reports', 'School Registration Information', 'Training', 'Payments', 'Auditor Information', and 'Statutes and Rules'. The 'School Information' item is circled in red.

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Additional Resources

- The SNSP webpage has helpful links available on the page under Related Links

The screenshot shows the Wisconsin Department of Public Instruction's Special Needs Scholarship Program (SNSP) webpage. The page includes a navigation bar with links for Home, Strategic Planning, Licensing, Families & Students, Schools & Educators, Libraries, and Data & Media. A search bar and a language selection dropdown are also present. The main content area is titled 'Special Needs Scholarship Program' and includes a section 'What is the Special Needs Scholarship Program (SNSP)?' with a brief description. Below this, there is a link for 'Student Applications' and a contact information section. On the left side, there is a sidebar with a 'Parental Education Options' logo and a list of links under the 'Special Needs Scholarship Program' heading, including 'Student Application and Transfer Request', 'School Information', 'Auditor Information', 'Statutes and Rules', and 'Data and Reports'. A 'Related Links' section is circled in red, containing links for 'SNSP Portal', 'Seclusion and Physical Restraint Information', 'Background Check Information Sources', 'Aids Register', 'Transportation Information', 'School Directory', 'PI 1207 Submission Information', 'Private Schools in Wisconsin', and 'Parental Education Options Homepage'.

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Accreditation Requirements

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Accreditation/Private School Approval Requirement

- All SNSP schools must meet **one** of the following requirements:
 - 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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SNSP Designees

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SNSP Designees

Items Designees Can Assist With

- 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 student withdrawals through the Portal.
- 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.
- Submit the Student Rollforward in the SNSP Portal.

Items Designees CANNOT Do

- 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 request submissions.
- Make changes to the SNSP administrator, designees, or the head of the governing board.

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Adding SNSP Designees

- SNSP Administrators add SNSP designees through the SNSP by providing the person access to use the SNSP Portal.
- 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.)

Detailed instructions on how to add SNSP Designees to the SNSP Portal are available on the *School Submitted Reports* page.

Updating School Information

- [School Information Update Form](#)
- [SNSP Portal](#)
 - SNSP Administrator: [Adding SNSP Portal Access Instructions](#)
 - [Adding SNSP Designees to the SNSP Portal](#)
 - SNSP Administrators may update the Head of the Governing Board using the "Update Information" link on the school's home page in the SNSP Portal.

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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.

Special Needs Scholarship program (SNSP)



[SNSP Portal](#)

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SNSP Designee Acknowledgement

The screenshot shows a web form titled "Special Needs Scholarship Program - Designee Authorization for [School Name]". The form includes the following fields and text:

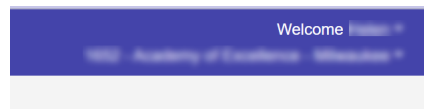
- SNSP Designee Name:** [Redacted]
- Designee Email:** [Redacted]
- Designee Phone:** [Redacted] (Example: 6081234567)
- Text: "All SNSP email correspondence will be sent to the email address above. If you need to update your email address, you may use the Profile Management link at <https://on.wisconsin.gov/WAMS/home>"
- Checkbox: "I acknowledge that I will have access to SNSP student applications, transfer requests, and student information. I will assist in processing SNSP student applications and transfer requests in accordance with Wis. Stat. §115.7915 and Wis. Admin. Code Ch. PI 49. I understand that I cannot share my user name or password with any other individuals."
- Submit** button
- Note:** "If you are a SNSP Designee for multiple schools, you will need to complete this authorization for each school."

At the bottom right of the form, there are dates: "March 01, 2022" and "June 01, 2022".

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

SNSP Designees for Multiple Schools

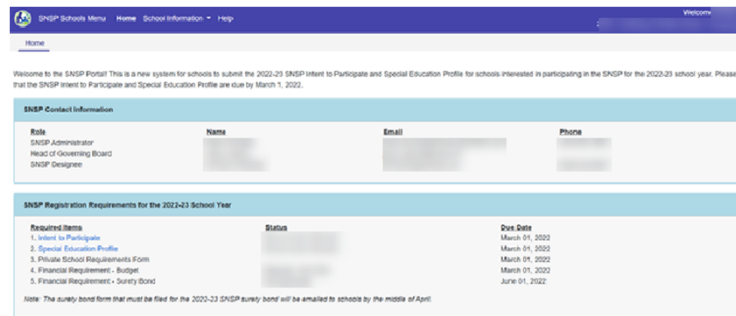
If an individual is a designee for more than one school, the SNSP designee will be asked to complete this authorization once for each school the first time they are logged in as that school. A user can change the school they are logged into by clicking the school name in the top right corner and selecting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



Click the school name in the top, right corner of the screen to change schools.

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.

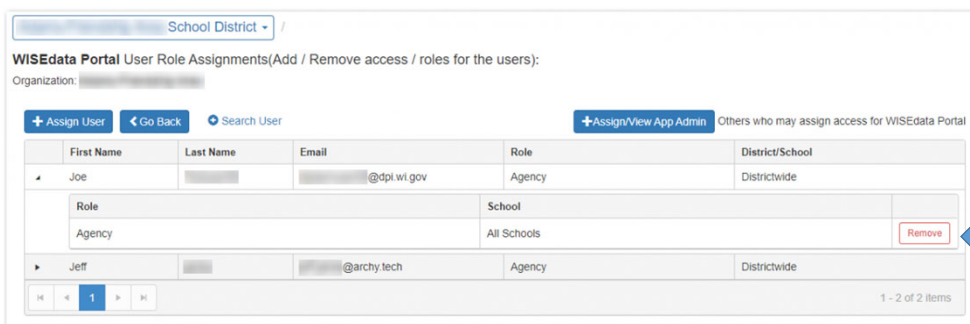


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Removing SNSP Designees

- When needed, you can visit the Manage Security page to remove designees who have been entered in WISEsecure.



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Student Eligibility

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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 2024-25 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, 2021 **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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IEP or Services Plan Development

- A student who is first being evaluated by the school district to determine whether they have a disability is not eligible for the SNSP until **after** the IEP or services plan has been developed.
- If a student applies before the IEP or services plan has been developed and the public school district is not currently providing services in an IEP or services plan, the application must be determined ineligible.

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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 smsp@dpi.wi.gov



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Application Overview

SNSP School and School Year Applying To



Wisconsin Department of Public Instruction (DPI)
SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP)
APPLICATION PI-SNSP-0002 (Rev. 06-24)

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 <i>No abbreviations</i>			School Year Applying For: 2024-25		
STUDENT INFORMATION					
Student's First Name <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
Check One		Check all that Apply			

Student Information on the Application

- The student's legal first and last name, date of birth, and grade level are required fields on the application. Race, ethnicity, middle initial, and suffix are not required fields.
- 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 <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
Check One		Check all that Apply			
<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander			

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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, 2021, AND have not subsequently been determined to no longer have a disability.		
Check which one the student has:	Name of Local Education Agency (LEA) That Developed the IEP or Services Plan <i>No abbreviations</i>	Date of Last IEP or Services Plan Evaluation or Reevaluation
<input type="checkbox"/> IEP <input checked="" type="checkbox"/> Services Plan (for student parentally placed at a private school)		
<input type="checkbox"/> Yes <input type="checkbox"/> 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/reevaluation 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.

Student no longer has a disability?

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 <i>No abbreviations</i>	
Home Street Address			City	State	Zip

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Parent Initials

- 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.
- The student application allows the parent to type their initials.

PARENT OR GUARDIAN CERTIFICATION	
<input type="checkbox"/>	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
<input type="checkbox"/>	Initial here certifying that you have received a profile of the private school's special education program.
<p>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.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents / guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
<input type="text"/>	<input type="text"/>

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Parent Signatures

- The parent may sign the application one of three ways:
 - Handwritten signatures.
 - Digital signature completed using Adobe PDF.
 - Digitally signed using DocuSign. If this option is used, DPI's guidance is that the DocuSign Certificate of Completion be retained in the student file.
- 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	
<input type="checkbox"/>	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
<input type="checkbox"/>	Initial here certifying that you have received a profile of the private school's special education program.
<p>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.</p>	
Signature of Parent or Guardian <i>MUST</i> 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.
- 2024-25 applications may only be received from July 1, 2024 to June 30, 2025 so the date received must be during this date range.

FOR SCHOOL USE ONLY	
nation provided by the parent or guardian, the student is eligible that the IEP/services plan requirement was met.	Date Application Received Mo./Day/Yr.
n response to the request that the LEA verify that the student had an IEP or services plan that meets the es plan requirement section. <i>Retain a copy of the verification from the LEA with the application.</i>	
Services Plan (the student is eligible)	

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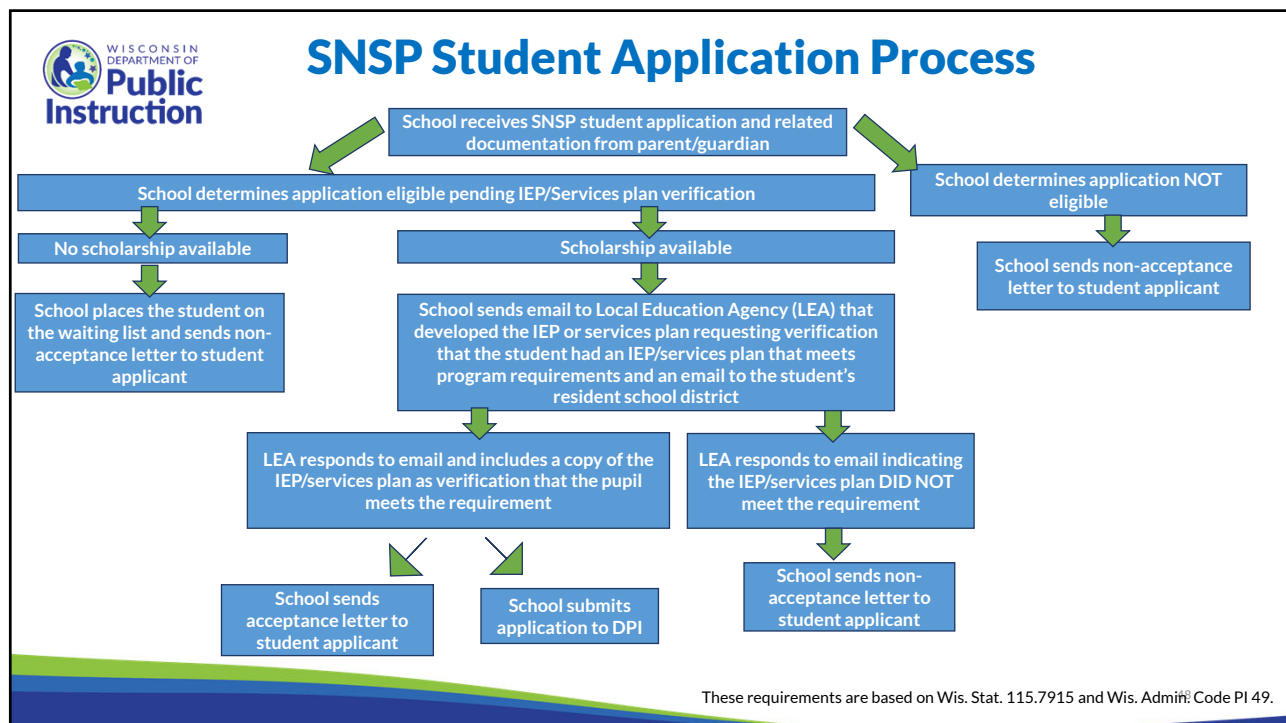
School Application Review

- Within 21 days 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.

FOR SCHOOL USE ONLY	
<input type="checkbox"/> Yes <input type="checkbox"/> 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.

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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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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 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:

Application School Year: 2024-25 School Year
Student First and Last Name:
Date of Birth:
Date Application Received:
Student Resides in Your District: Yes/No <Private school selects Yes or No before sending email>
Name of Private School Applying To:
Private School Phone Number:

Update this information

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, 2021 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.

This information is updated by DPI each year. Ensure you are using this year's email.

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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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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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		
<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Mo./Day/Yr.</i>
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. <i>Retain a copy of the verification from the LEA with the application.</i>		
<input checked="" type="checkbox"/> IEP (the student is eligible)	<input type="checkbox"/> Services Plan (the student is eligible)	
<input type="checkbox"/> 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 <i>Mo./Day/Yr.</i>
		

- Either the SNSP Administrator or a SNSP Designee may determine if the application is eligible and accept the SNSP application.

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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 a different school district as the resident school district and the LEA that developed the IEP or services plan. What emails need to be sent?

- 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, unless the student has 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 Student Application and Transfer Request webpage.
 - Note that students changing to a different SNSP school may choose to submit a student application rather than a transfer request form.
- 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. 06-24)

*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 <i>No abbreviations</i>	School Year Applying For 2024-25
--	-------------------------------------

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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 <i>Legal Name Only</i>	MI	Last Name <i>Legal Name Only</i>	Suffix	Date of Birth <i>Mo./Day/Yr.</i>	2024-25 Grade Level
Check One		Check all that Apply			
<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander		<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> 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 SERVICES PLAN	
<input type="checkbox"/> Yes <input type="checkbox"/> No Has the public school district completed an IEP reevaluation or waiver agreement since the student began participating in the SNSP?	
<i>If the response to the question above is yes, complete the following:</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, check yes.	
<i>If "No" is marked above, the student is not eligible to transfer and still retain their SNSP scholarship.</i>	
Name of school district that completed the IEP reevaluation <i>No abbreviations</i>	
<i>If the response to the question above is no, complete the following:</i>	
Which document below was most recently developed by a Local Education Agency (LEA) for the student?	
<input type="checkbox"/> Individualized Education Program (IEP)	
<input type="checkbox"/> Services Plan (parentally placed at a private school)	
Name of LEA that developed the IEP or services plan <i>No abbreviations</i>	

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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 <i>No abbreviations</i>	
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.
- The parent initials and signatures can be completed the same way as the parent can complete them on the application.

PARENT OR GUARDIAN CERTIFICATION	
<input type="checkbox"/>	Initial here certifying that you received the comparison of the rights of students with disabilities under special education law and under the SNSP.
<input type="checkbox"/>	Initial here certifying that you have received a profile of the private school's special education program.
<p>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.</p>	
Signature of Parent or Guardian <i>MUST be the same name as one of the parents/guardians listed above.</i>	Date Signed <i>Mo./Day/Yr.</i>
<input type="text"/>	<input type="text"/>

— 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		
<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Mo./Day/Yr.</i>
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 SNSP Administrator or Designee	Printed Name of SNSP Administrator or Designee	Date Signed <i>Mo./Day/Yr.</i>
		

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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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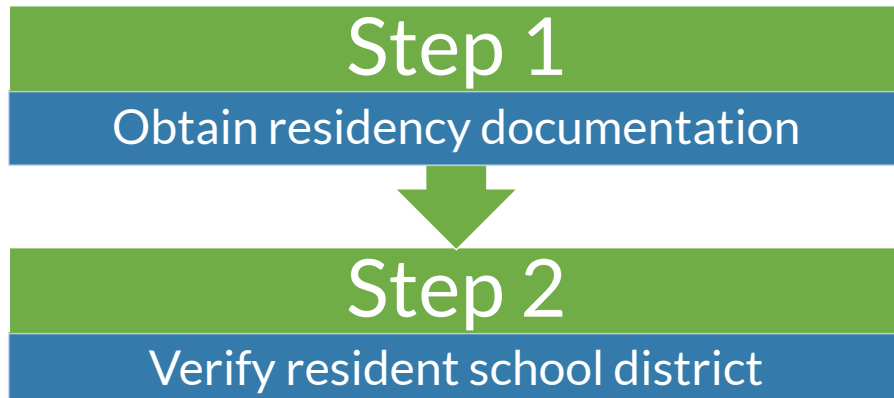
Student Eligibility - Residency

- 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



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Residency Information on the Application and Transfer Request

student no longer has a disability?

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 <i>No abbreviations</i>	
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 Residency Documentation

1. Wage statement (i.e. pay check stub) or a Form W2 Wage and Tax Statement.
2. Water, sewer, gas, electric, cable, satellite, or landline phone bill.
3. 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.
4. Signed and dated lease agreement whose lease term meets the required dates explained later.
5. Government correspondence.
6. A homeless family may provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location.
7. Safe at Home card if the family participates in the Wisconsin Safe at Home Program.
8. Alternative residency form and supporting documentation.

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Matching Address Components

- The law requires that the address on the residency documentation match the address where the student resides and the school district verification documentation.
- DPI's guidance related to which elements of the address should match is below.

If element below is listed on the School District Verification Document in Step 2	Address Components Should Match?
Street Number	Yes
Street Direction (North, South, etc.)	Yes (abbreviations are ok)
Street Name	Yes
Street Suffix (Lane, Road, Avenue, etc.)	Yes (abbreviations are ok)
Unit/Apartment Number or Description (Upper, Lower, Unit E10, Apt 207, Lot 7, etc.)	No
City AND State -OR- Zip Code	Yes (abbreviations are ok for city and state)

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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 Match

- The residency documentation must contain the parent name on the application or transfer request. DPI's guidance is that the first and last name of the parent on the residency documentation match the name of one of the parents on the application or transfer request form.

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Parent Name: Legal Name Change

- The parent's first and last name on the application or transfer request should be the parent's legal first and last name.
- A parent should 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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Other Parent Name Differences

- If the name on the residency documentation is not the legal name of the parent due to a misspelling, nickname, or multiple last names, the school or auditor may determine a letter or email may be needed stating what the correct legal name for the parent is and that the name on the residency documentation is the parent's misspelled or abbreviated name. Alternatively, the school may choose to get new residency documentation with the parent's legal name. An example of language that could be used in a letter or email is:
 - "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

- DPI's guidance is that the Alternative Residency Form should be used when:
 - The parent does not have a 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)

- The form should be fully completed, including being signed by the household occupant and the parent.
- The documentation from the household occupant and parent must be provided with the form.

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Residency Verification

- Things to remember:
 - Names must match.
 - Addresses must match.
 - Residency documentation must be current and include a date.
- 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:
 - My Milwaukee Home (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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My Milwaukee Home

MyMilwaukeeHome ACCOUNT

MAIN

[Start Over / Refresh](#)

[Where Do I Vote](#)

Search Address

WELCOME to MyMilwaukeeHome's fresh mobile-friendly look!
ENTER the property address.
Then **SCROLL** down to the section you need and
TAP or **CLICK** the header to expand or close the section.

123A Dir Unit

Links

Other Property Links

- Where Do I Vote
- Assessor's Office Property Data - Search by Taxkey, Address, or Address Range
- Property Tax Information
- Property Recording, Violations, Service Requests, Permits
- Special Improvement Bond Information
- Map Milwaukee: Property Data and Interactive Mapping

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My Milwaukee Home (cont.)

The screenshot shows the MyMilwaukeeHome interface. At the top, there is a navigation bar with 'MyMilwaukeeHome' and an 'ACCOUNT' link. A sidebar on the left contains 'MAIN', 'Start Over / Refresh', and 'Where Do I Vote'. The main content area is divided into two sections:

Search Address
 WELCOME to MyMilwaukeeHome's fresh mobile-friendly look!
 ENTER the property address.
 Then SCROLL down to the section you need and TAP or CLICK the header to expand or close the section.

Search fields include: 101, W, PLEASANT ST, Unit, Submit Address, and Similar Addresses: 101 W PLEASANT ST #104, Submit Address.

My Property Information

My Property:	101 W PLEASANT ST 53212
Tax Key:	3611844000
Property Owner Of Assessment Record:	SP MILWAUKEE PROPCO 1 LLC, ,
Current Assessment:	View City Assessor's details
Year Built:	1920

NOTE: Assessments change annually in April. Please see City Assessor's details for specific date.

Special Assessments:	see details
Property Registration, Code Violations, and Permits:	See Details

To access tax record information online see the City Treasurer's Office

Census Tract 2020:	11400
Census Block 2020:	1017
Census Tract 2010:	11400
Census Block 2010:	1020

A green arrow points to the 'My Property Information' section with the text: 'Indicates in City of Milwaukee'.

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Statewide Parcel Map

The screenshot shows the Wisconsin Statewide Parcel Map application. The top navigation bar includes 'Download Parcel Data' and 'Click to Give Feedback'. Search options are 'Search by Address', 'Search by Owner Name', and 'Search by Parcel ID'. A 'Search Tips' panel is open on the right, containing the following text:

Search Tips
 DOWNLOAD THE ENTIRE DATABASE: Click Here

General Search Tips

- You can type the percent symbol "%" as a **wildcard** for elements of the search you do not know, like an unknown middle initial. (However, the % symbol must be in exactly the right place and the search terms must be in the same order as they would appear in the results.)
 - e.g., to search for JOHN SMITH with an unknown middle initial, type JOHN % SMITH
 - e.g., to search for JOHN R & SUE M SMITH, type JOHN % SUE % SMITH
 - The percent "%" wildcard means that any number of characters are acceptable in its place while the underscore "_" wildcard will represent one and only one character in the query.

A green arrow points to the 'Search Tips' panel.

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Statewide Parcel Map (cont.)

The screenshot shows the 'Wisconsin Statewide Parcel Map' application. A green arrow points to the 'Search by Address' button. The search panel is open, displaying instructions for entering parcel addresses. The map in the background shows various counties and cities in Wisconsin, including Marquette, Sheboygan, and Grand Rapids.

Search by Address

Parcel Address contains

- ▶ LEAVE OUT the city/town/village name, state and zipcode. (e.g., "111 MAIN STREET")
- ▶ Street types are fully spelled out
 - RD = ROAD
 - ST = STREET
 - XING = CROSSING
- ▶ Prefixes that precede the street name are abbreviated if they are cardinal directions (e.g., "2554 E JOHNSON STREET" is the standardized way that you will find EAST JOHNSON STREET in the database)
- ▶ Highway annotation (county, state and U.S.) varies from one county to the next. Highway annotation has been standardized for the data in this application and

Buttons: Apply, Reset

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Statewide Parcel Map (cont.)

The screenshot shows the search results for a parcel. A green arrow points to the 'School District Name and Number' field in the results table. The results table lists the following information:

Full Physical Address	101 S WEBSTER ST
Place Name	CITY OF MADISON
School District	MADISON METROPOLITAN SCHOOL DISTRICT
School District Number	3269
Total Assessed Value	0.00
Assessed Value of Land	0.00
Assessed Value of Improvements	0.00
Assessed Value of MFL/FCL Land	

Buttons: Zoom to, View in table, Pan to, Show on map, Export all

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Quiz

- Would DPI's guidance be that schools use the below items for 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		

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Quiz (cont)

- Would DPI's guidance be that schools use the below items for 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 3 rd 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
- e. Google Maps

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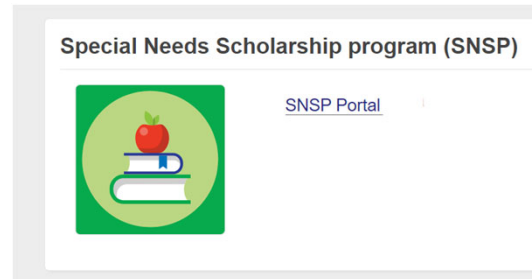
Application and Transfer Request Processing

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SNSP Access

- SNSP Administrators must have access to the SNSP Portal.



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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.)

- DPI's guidance is that the following changes cannot be made to an application after the schools send the IEP/services plan verification email to the LEA or notification email to the resident school district; 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:
 - Student Rollforward;
 - 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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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 by the count date, the private school will not be eligible for a payment for that count date.
- We will go through the agreement of services requirements in more detail later in the training.

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Knowledge Check

When can a student apply for the SNSP for the 2024-25 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, 2024 to June 30, 2025.

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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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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)

- SNSP Administrators and designees submit student applications and transfer requests to DPI using the SNSP Portal. DPI will email SNSP administrators and designees when schools can start submitting 2024-25 applications and transfer requests in the SNSP Portal, which will be in mid to 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 in a 2024-25 application or transfer request 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, between September 1 and the 3rd Friday in September, the school identifies the resident school district is incorrect on a 2024-25 application or transfer request submitted to DPI by August 30, 2024, send an email to snsp@dpi.wi.gov with the student's application id from the Portal and the correct resident school district.
- If any other inaccuracies are noticed after the submission deadline, 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.

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Starting a Student Application or Transfer Request

The screenshot shows the SNSP Schools Menu interface. The navigation bar includes 'SNSP Schools Menu', 'Home', 'Student Information', 'School Information', and 'Help'. A dropdown menu is open under 'Student Information', showing options: 'Student Summary', 'Student Application', 'Transfer Request', 'Student Export', and 'Edit Student Information'. A blue arrow points to the 'Transfer Request' option with the text 'Choose Application or Transfer Request'. Below the menu, there is a section for 'Instructions' and a form for 'Submit Student Application for the following school year:'. The form has a dropdown menu set to '2024-2025' and a date field for 'Date Application Received:'. A blue arrow points to the '2024-2025' dropdown with the text 'Check the Year'. At the bottom of the form is a 'Continue to Application' button.

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Student Application or Transfer Request: School Year

The date application received must be between July 1st and the follow June 30th for the school year. For example, 2024-25 applications and transfer requests must be received between July 1, 2024 and June 30, 2025 or the school will receive an error message.

Submit Student Application for the following school year: 2024-2025

Date Application Received: 06/03/2024

Applications for the 2024-25 school year must be received between July 1, 2024 and June 30, 2025. If the date was incorrectly entered, correct the date.

Continue to Application

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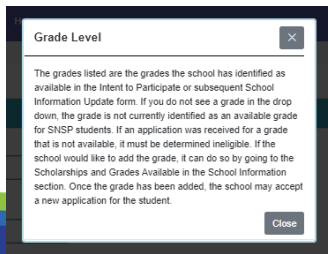
117

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:



SNSP Schools Menu Home Student Information School Information Help Welcome Helen

Instructions Student Information IEP/Services Plan Family Information

Student Application: Student Information

Student Information

Required fields are identified with an *

The student's name must be the student's legal name.

First Name* Student

Middle Initial

Last Name* Name

Suffix

Date of Birth* mm/dd/yyyy

2024-25 Grade Level* [info icon]

Choose one

Check all that apply

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

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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.

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

Select which one the student has:

Individualized Education Program (IEP)

Services Plan (for student parentally placed at a private school)

Select the Local Education Agency (LEA) that created the IEP or services plan:

mm/dd/yyyy

The date of the last evaluation or reevaluation must have been on or before the date the school received the application. If the date that was entered does not match the paper application, correct the date. If the date is correct, the application must be determined ineligible. The school may accept a new application for the student.

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?

Yes

No

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Transfer Request: IEP or Services Plan Requirement

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

Yes

No

Did the IEP reevaluation result in a determination that the student has a disability? If the IEP reevaluation was waived, select yes.*

Yes

No

Select the school district that completed the IEP reevaluation:*

Algoma School District

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- 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.

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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.

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Student Application or Transfer Request: Parent Certification

The parent or guardian must initial the boxes showing that they:

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

If the parent or guardian has not initialed in both places, the school must contact the parent or guardian and have them initial the boxes before proceeding with the application.

The parent or guardian must also have signed and dated the application. This must be completed before the school sends the IEP or services plan verification email to the LEA or the notification email to the resident school district. For additional information on the required emails, please see the Student Application and Transfer Request Information Bulletin on the School Application and Transfer Request Processing webpage. If the parent or guardian did not sign or date the application before the emails were sent, the application is not eligible.

If you have questions, email snsnp@dsj.wi.gov.

Place a check in each box attesting that each of the following has been completed on the paper application.

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

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- 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.

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Student Application or Transfer Request: Residency Requirements

- Place a check on each statement confirming that the residency documentation has been received and meets the requirements.
- The statements are dynamic and will fill in with information submitted in the application, to allow you to easily confirm each statement.
- Under School District Verification, the SNSP Administrator or designee needs to check each box to confirm that they have verified the resident school district.
- The required residency documentation dates are dynamic so they will update based on the date application received in the submission form.

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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.

Student Application: Eligibility Determination

Local Education Agency (LEA) IEP/Services Plan Verification Response

In order for the application to be determined eligible, the school must have received the IEP/Services plan verification email or other correspondence from the LEA that developed the IEP or services plan. This email or other correspondence must have included a copy of the student's IEP or services plan that makes them eligible for the program. This email or other correspondence must have been received in response to the verification request from the private school.

If the private school did not receive a copy of the IEP or services plan in response to the verification request, the application cannot be determined eligible.

LEA Provided IEP/Services Plan

Check each box below to confirm the following:

- After determining this paper application was eligible other than the IEP/Services plan requirement, the SNSP administrator or SNSP designee used Missouri, Theroville School District the IEP/Services plan verification email in Appendix A of the Student Application & Transfer Request Information Bulletin and in the LEA verification and Incident School District transfer document on the Student Application and Transfer Request Processing Workpage. The sent email was updated to include the information for the student.
- Missouri Theroville School District replied to the IEP verification email above and provided a copy of the IEP for the student.
- The IEP or Services Plan Requirements section of the paper application has IEP checked. If it does not, it must be corrected using the strike through method.

Eligibility Verification

- I have verified that the student is eligible for the SNSP based upon the information provided, including receiving the required IEP/Services plan verification from the LEA in response to the IEP/Services plan verification request.

SNSP Scholarship Acceptance Status

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

Select the status of the scholarship acceptance:

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

You must click the "Submit Application" button to ensure IEP receives your data.

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

[Previous Page](#) [Submit Application](#)

Student Information: Student Summary

- The Student Summary will list all submitted applications and transfer requests for the 2024-25 school year.

SNSP Student Summary

School Year: 2024-2025 | School Name: [] | Student Name: []

Status: Not Submitted | Grade: -- select one or multiple --

Filter | Reset

App #	Student Name	Date of Birth	Grade	Scholarship type	Last Eval Date	Next Eval Date	Current Year Status	Next Year Status	App/Tr Year	App/Tr	Parent Name	P	S	J
6392			10	Full	1/1/2023	1/1/2026	Submitted	Submitted	2023-24	App	Test, Parent	N	N	N
4765			11	Full	4/16/2023	4/17/2026	Submitted	Submitted	2023-23	TR		N	N	N
4752			11	Partial	2/27/2023		Submitted	Submitted	2022-23	TR		N	N	N

Questions ?



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

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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 snsps@dpi.wi.gov



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School Information Updates

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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.

SNSP Contact Information				
Role	First Name	Last Name	Email	Phone
SNSP Administrator	John	Smith	john.smith@snspschools.org	555-123-4567
Head of Governing Board	John	Smith	john.smith@snspschools.org	555-123-4567
SNSP Designee	John	Smith	john.smith@snspschools.org	555-123-4567

Update Information

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School Information Update Form (paper form)

The School Information Update Form is used 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 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 3. 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.
- Select the year you would like to view the grades/available scholarships for at the top.
- 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.

The screenshot shows the SNSP Portal interface. At the top, there is a navigation bar with 'SNSP Scholarships Home', 'Home', 'Student Information', 'School Information', and 'Help'. Below this, the 'School Information' section is active, showing 'School Information: Update Form: SNSP Scholarships'. A dropdown menu for selecting a year is highlighted with a red box. Below this, there is a section titled 'SNSP Scholarships Available' with a sub-section 'Number of Scholarships Available by Grade'. This section contains a table with columns for 'Grade', 'Current Scholarship to SNSP Portal', and 'Revised Scholarship to SNSP Portal'. A blue arrow points to this table with the text: '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 2024-25 Estimated Payment Amounts per Full-Time Equivalent (FTE)

Grade Category	Estimated 2024-25 School Year Annual Payment Amount if the student is eligible for both count dates
Partial Scholarship Amount per FTE for Grades K-8	\$10,237
Partial Scholarship Amount per FTE for Grades 9-12	\$12,731
Full Scholarship Amount	\$15,409

Estimated payment rates are 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

SNSP Schools Menu ▾ Home Student Information ▾ School Information ▾ Help

SNSP Scholarships and Grades

School Information Update Form: SNSP Scholarships and Grades Available

View Grades Available & Scholarships for the following school year: 2024-2025 ▾

If the school would like to make changes to the grades or scholarships available check the "Change Grades and/or Scholarships Available" checkbox. Information on what changes may be made and when they can be made is available in the available on the [Student Application and Transfer Request Processing](#) webpage.

Change Grades and/or Scholarships Available

SNSP Grades Available

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

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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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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.

Grade Category	Full Scholarships		Partial Scholarships		Total Revised Scholarships	Change in Scholarships Available
	Current Number	Revised Number	Current Number	Revised Number		
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	0	0
Grades 9-12	11	11	0	0	11	0
Totals:	11	11	0	0	11	0

Expected SNSP Payments

	Prior Expected SNSP Payments	Expected SNSP Payments Based on Revised Scholarships	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:

SNSP Administrator Confirmation

By checking the boxes below I confirm I have verified each of the following:

- The school has not received an application or transfer request for any scholarship being removed, unless it has been determined ineligible.
- I am not removing a scholarship for a student that will be a continuing SNSP student. Continuing SNSP student scholarships cannot be removed but may be internally converted to a new student scholarship. No notification must be sent to DPI if a continuing SNSP scholarship is changed to a new SNSP scholarship.
- I have submitted the SNSP Student Withdrawal or Transfer Notification Form to DPI or identified a pupil as no longer eligible for the SNSP if the pupil is no longer eligible for a SNSP scholarship at my school.


[Submit Changes](#) [CANCEL Changes](#)

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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.

 SNSP Schools Menu ▾ | Home Student Information ▾ School Information ▾ Help

SNSP Scholarships and Grades

School Information Update Form: SNSP Scholarships and Grades Available

Your changes require that a bond in the amount of \$74,202 be submitted to DPI on or before November 01, 2024.

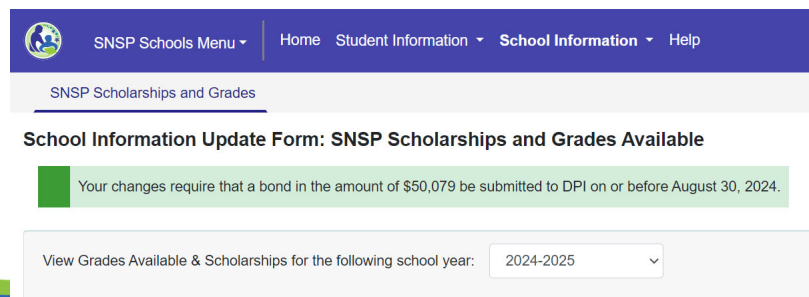
View Grades Available & Scholarships for the following school year: 2024-2025 ▾

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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:



The screenshot shows the SNSP Schools Menu interface. The top navigation bar includes 'SNSP Schools Menu', 'Home', 'Student Information', 'School Information', and 'Help'. Below this, the 'SNSP Scholarships and Grades' section is active. The main heading is 'School Information Update Form: SNSP Scholarships and Grades Available'. A green message box states: 'Your changes require that a bond in the amount of \$50,079 be submitted to DPI on or before August 30, 2024.' At the bottom, there is a dropdown menu for 'View Grades Available & Scholarships for the following school year:' with '2024-2025' selected.

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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.

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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 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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SNSP Portal: Student Rollforward
for continuing schools

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SNSP Portal: Student Rollforward

- Continuing schools that have students in the 23-24 Student Summary with a “Next Year Status” of “Submitted” must complete the Student Rollforward by the second Friday in August.
- Schools new to the SNSP for the 24-25 school year do not need to complete a 23-24 Student Rollforward.
- This must be completed before schools can begin submitting 24-25 school year student applications or transfer requests in the SNSP Portal.
- DPI will email SNSP Administrators and designees when the Student Rollforward is available in the SNSP Portal.

Next Year Status

Submitted

Submitted

Student Rollforward

Since your school has continuing SNSP pupils, the SNSP administrator or SNSP designee must complete the rollforward of continuing SNSP pupils.

When would you like to complete this rollforward?

[Complete Rollforward Now](#) [Complete Rollforward at Later Date](#)

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SNSP Portal: Student Rollforward (cont.)

- Directions on how to complete the Student Rollforward will be available on the *School Application & Transfer Request Processing* webpage.
- Before completing the rollforward, the school must confirm the school has submitted all eligible 2023-24 school year student applications and transfer requests.
- Identify the grade anticipated for the 24-25 school year for each continuing student.
- If the student will no longer be continuing in the SNSP at the school, then you may use the Student Rollforward to withdraw the student.

I confirm that all eligible 2023-24 SNSP applications and transfer requests received by the school have been submitted in the SNSP Portal.

App #	Student Name	Date of Birth	2023-24 Grade	2024-25 Grade	Parent Name	Pupil Eligible for Scholarship?	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	3rd Grade	Hunter, Larry	Yes	N/A
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade	Morse, Regan	No	The student no longer resides in Wisconsin.
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade	Burrows, Doug	No	The school received a records request from a different school or written notification from the parent/guardian indicating the student has enrolled, in or out of Wisconsin, in a different private school, a home-based educational program, a charter school, or a public school district.
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade	Kraft, Patrick	No	Other. Generally, only the reasons identified above would be reasons to withdraw a student from the SNSP or that a student would no longer be eligible for the SNSP at your school.
3308	Winston, Ezra	10/16/2011	5th Grade	4th Grade	Winston, Hilda	Yes	N/A
2467	Jones, Allison	3/12/2011	6th Grade	6th Grade	Jones, Kelsey	Yes	N/A
4890	Pratt, Eugene	6/12/2011	6th Grade	6th Grade	Pratt, Melissa	Yes	N/A

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SNSP Portal: Student Rollforward (cont.)

- The final page will identify the number of continuing students the school identified in each grade category. The school will receive an error message that will prevent the submission of the Student Rollforward if the school does not have enough scholarships in the grade category, including if the school does not have enough partial scholarships in that grade category.
- If the school needs to add scholarships to a grade category, you must do so on the Scholarships and Grades Available page before you can Submit the Student Rollforward. The SNSP Portal will save data previously inputted in the Student Rollforward and allow you to complete the rollforward at a later time.

Category	Full Scholarship Headcount	Partial Scholarship Headcount	Total SNSP Headcount
4-year-old kindergarten (0.5 FTE)	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0
5 year old kindergarten (0.8 FTE)	0	0	0
5-year-old kindergarten (1.0 FTE)	0	0	0
Grades 1-8	3	2	5
Grades 9-12	0	0	0
Total Pupils	3	2	5

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The number of continuing students that are eligible based on the rollforward includes 4 in the Grades 1-8 full scholarship category. The number of available scholarships for the grade category is 3. Review the grades on the Student Rollforward page for accuracy. If they are correct, the school must modify the number of scholarships available to add the required scholarships. The SNSP Administrator can add these by selecting "Scholarships and Grades Available" in the School Information drop-down.

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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 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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Agreement of Services Template

- The Agreement of Services template is optional. The school may use the template text and add it to a document with school letterhead, if desired.
- The template provides four available sections in addition to the signature blocks:
 - General Information
 - Services Provided to Student
 - General Classroom Accommodations
 - Additional Information

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Special Needs Scholarship Program: Agreement of Services

Special Needs Scholarship Program: Agreement of Services

This optional template is being provided by the Department of Public Instruction for the private school and parent or legal guardian ("parent") to document the services the parent and the private school have agreed the private school will provide for the student. If desired, the private school may insert its letterhead in the header. The private school and the parent must agree to the services that will be provided to the SNSP student. In determining the services that will be provided by the private school, the private school and parent should refer to the Individualized Education Program (IEP) or services plan developed by the local education agency. If applicable, this document should include services provided by the private school through a contracted service provider. The services outlined in an IEP or services plan will not be provided by the private school unless they are included below. This document does not include services that are provided by the public school district through a services plan; if the student has a services plan from the public school district, those services are outlined in the services plan from the public school district, which is a separate document.

The school and the parent must agree to the services that will be provided for a student before the school will be eligible to receive a SNSP payment for the student.

A. General Information	
Private School Name	
Student Name	Student Date of Birth:
<small>Private School Special Education Program Overview Below, the school may provide information about general services the private school offers to students with disabilities that will be available for the student. This should describe general services offered by the school rather than specific services that will be provided for the student.</small>	

The top of the template clarifies that this is for an agreement between the parents and the private school.

The school may use the top block to identify the school name, the student name, and the student's date of birth.

The Private School Special Education Program Overview provides space for the school to describe generally available services for students at the school. For example, if the school maintains low staff to student ratios as a general policy.

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Agreement of Services Template (cont.)

B. Services Provided to Student

In this section, the private school and parent should identify:

- 1) **Aids, services and other supports** that will be provided to enable the student to be educated with nondisabled children. Examples of these types of services include: an aide, specific assistive technology devices (specify the type that will be used), any staff support for personal care or during school transitions, or any other similar commitment of resources by the private school to educate the student.
- 2) **Specially designed instruction**, regardless of where the instruction is conducted, that is provided to meet the unique needs of a child with a disability, including instruction in physical education. Examples of these types of services may include: a curriculum that is designed to meet the unique needs of a child with a disability or providing additional tools/resources as part of the learning curriculum (such as a specialized computer program to help a child with a subject).
- 3) **Related services** such as transportation or such developmental, corrective, and other supportive services as may be required to assist the child in benefiting from special education. Examples of these types of services include: speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, social work services, school nursing services designed to enable a child with a disability to receive an education, counseling services, including rehabilitative counseling, or orientation and mobility services.

None

Description	Frequency & Amount

Section B provides space for the school to identify specific services. This section provides similar categories to an IEP, so the school can identify services from a student's IEP that the school provides. The school may choose to provide services that were not included in the student's IEP.

For example, if the student receives speech language services once a week through a services provider. Or if a student requires a one-on-one aide during the instructional day.

These specific services would be described here, including the amount of time allotted for the student.

This section should only include services being provided by the private school, either directly or from a contracted provider. It should not identify services provided by the public school district.

Agreement of Services Template (cont.)

C. General Classroom Accommodations

In this section, the private school and parent may include accommodations to the general curriculum that the student needs to meet the educational standards that apply to all students. Examples of these include extra time for examinations, the option to type an assignment rather than handwrite, oral recitation of examination questions or assignments, retelling assignment instructions, etc.

None

Description	Frequency & Amount

(Continued on Page 160)

- If the school provides accommodations in the general classroom for the student, such as retelling assignment instructions or extra time for examinations or certain kinds of assignments, the school can describe those here.

Agreement of Services Template (cont.)

Section D provides space for the school to describe any other items that the parent and the private school have agreed upon.

If the school and parent agree the school will provide specific training or resources for staff to help meet the needs of this particular student – that information can be provided here. For example, if the student is visually impaired and the staff needs training on how to assist the student with specific technology needs – that could be included here.

D. Additional Information			
<small>If there are any other items the school and parent have agreed will be provided for the student, identify them below. In this section, identify any activities that will be provided directly to school personnel to help the school personnel meet the needs of the student, if applicable. An example of this would be school personnel attending a training on how the school personnel can meet the needs of the student related to their disability.</small>			
<table border="1"> <thead> <tr> <th style="background-color: #cccccc;">Description</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table>	Description		
Description			

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Agreement of Services Template (cont.)

The last two sections provide space for the school and parent signatures.

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.**

E. Parent/Legal Guardian Signature	
Printed Name of Parent or Legal Guardian Signing Below	
Signature of Parent or Legal Guardian	Date Signed <i>Mo./Day/Yr</i>
F. School Representative Signature	
Printed Name of School Representative Signing Below	
Signature of School Representative	Date Signed <i>Mo./Day/Yr</i>

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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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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 student's 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/transfer request, 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's parent must make the student available for a reevaluation within sixty (60) days of a reevaluation request made by the school district.
- Under the SNSP, the IEP team appointed for the child by the resident school district shall conduct the reevaluation.
 - Exception: if the child is attending a private school in a nonresident school district, an IEP team appointed for the child by that nonresident school district may conduct the reevaluation. Under the SNSP, the parent or guardian must provide written consent for this option.

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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

App.#	Student Name ▲	Date of Birth	Grade	Scholarship Type	Last Eval Date	Next Eval Date	Current Year Status	Next Year Status	App/TR Year	App/TR	Parent Name	P	S	J
Withdraw 5347	Filo, Renee	2/16/2010	07	Full	6/23/2020	6/23/2023	Ineligible in Both Semesters	Submitted	2022-23	App	Filo, Carl	N	N	
Withdraw 5348	Smith, Mario	2/14/2011	07	Full	1/19/2021	1/19/2024	Ineligible in Both Semesters	Submitted	2022-23	App	Smith, Carol	N	N	
Withdraw 5349	Wilson, Lisa	2/7/2012	07	Full	6/16/2022	6/16/2025	Ineligible in Both Semesters	Submitted	2022-23	App	Wilson, Will	N	N	

- The Portal has 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 reevaluation 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 2024 Preliminary Enrollment Report?

- a. A pupil that had a required reevaluation date of November 5, 2025, who had an IEP reevaluation completed February 3, 2024.
- b. A pupil that had a required reevaluation date of March 5, 2024, who had an IEP reevaluation completed July 5, 2024.
- c. A pupil that had a required reevaluation date of April 8, 2024, who had the IEP reevaluation waived on April 6, 2024.
- d. A pupil that had a required reevaluation date of October 25, 2023, who had an IEP reevaluation completed October 6, 2023.

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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.
- A detailed resource on what the requirements include is available on the Seclusion and Physical Restraint Information: *Seclusion and Restraint Frequently Asked Questions (Revised 03/10/2022)*.

The image shows a vertical sidebar menu titled "Related Links" with a gear icon in the top right corner. The menu items are: "SNSP Portal" with an external link icon; "Seclusion and Physical Restraint Information" with an external link icon and a mouse cursor pointing to it; "Background Check Information Sources" with an external link icon; "Aids Register" with an external link icon; "Transportation Information" with an external link icon; "School Directory" with an external link icon; and "PI 1207 Submission Information" with an external link icon.

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Seclusion and Restraint Training

- No school staff may use physical restraint unless they have received training. The law specifically prohibits the use of prone (i.e., lying face down) restraints.
- 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 **that participated in the SNSP in the previous school year** to submit a report to the school's governing body that includes the following:
 - The following **seclusion information** from the previous school year:
 - Total number of incidents
 - Total number of students involved.
 - The number of students with disabilities involved.
 - The following **physical restraint information** from the previous school year:
 - Total number of incidents
 - Total number of students involved.
 - The number of students with disabilities involved.

December 1

- Deadline for SNSP schools **that participated in the SNSP in the previous school year** to submit the above information to the DPI using a link emailed to each school from the DPI Student Services/Prevention and Wellness Team.

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Seclusion and Restraint Annual Reporting (cont.)

- Beginning in the second year that a school participates in the SNSP, schools must submit each of the reports on the prior slide, even if the school did not use seclusion and restraint in the previous school year.
- Schools that start participating in the SNSP for the 23-24 school year, will start reporting seclusion and restraint data in 24-25.

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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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Available Resources – 24-25 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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