



**Important Dates for
Special Needs Scholarship Program (SNSP) Schools
July 2023 to June 2024**

The requirements in this document are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49. Information in this document is subject to statutory and administrative rule changes. More information about the SNSP requirements below can be found in the SNSP Program Bulletins on the [SNSP Bulletins webpage](#) and in the trainings on the [SNSP Trainings webpage](#).

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JULY 2023

July 1, 2023

- Schools can start accepting SNSP student applications and transfer request forms for the 2023-24 school year.

July 21, 2023

- Schools that participated in the SNSP in the 2022-23 school year may submit the 2022-23 Statement of Actual Cost for one or more of the students that attended their school and participated in the SNSP in the 2022-23 school year. Schools that complete a Statement of Actual Cost and receive a payment based on this statement are electing to receive a SNSP payment in the 2023-24 school year based on the 2022-23 special education expenses for the pupil included in the statement. The Statement of Actual Cost is available on the [School Submitted Reports webpage](#). If a 2022-23 Statement of Actual Cost is not

submitted for any eligible SNSP pupil at the school by this date, the school will receive a SNSP payment based on the full or partial scholarship amount, as applicable, for that pupil in the following school year.

BY FIRST DAY OF SCHOOL

- Complete background checks for employees one of two ways:
 - Non-DPI issued license option: Complete a separate criminal background check prior to employing any individual who meets the specified criteria and every five (5) years thereafter.
 - DPI issued license option: Complete the background check annually by confirming the individual has a current DPI issued license.

If a school new to the SNSP has not previously completed background checks on existing employees, the school must complete a background check on each employee before he or she works at the school for the first school year the school participates in the program. See the Criminal Background Checks Bulletin for additional information.

- If a school that participated in the SNSP in the 2022-23 school year adds a new location for students, the school must provide one of the following to the DPI **prior** to students being in a location:
 - A certificate of occupancy from the municipality in which the private school is located.
 - A certificate of occupancy from a local or regional unit that has the authority to issue certificates of occupancy.
 - If the municipality and regional unit do not issue certificates of occupancy, submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.

A temporary certificate of occupancy will not meet this requirement.

- The private school should ensure that its data in the [School Directory application](#) is accurate. The [School Directory application](#) allows private schools to update their school and contact information. If SNSP schools make any updates using the School Directory application that impact the SNSP, they must also update their information with the SNSP using the School Information Update form on the [School Submitted Reports](#) webpage.
- The SNSP administrator must use the [WISEsecure](#) tool to remove access for SNSP designees no longer at the school or add new SNSP designees, if applicable. The SNSP administrator should not grant access to SNSP designees using [WAMS IDs](#) that are connected to generic or shared email accounts.

AUGUST 2023

August 1, 2023

- Deadline for schools to file a notice from the accrediting organization indicating the school is fully accredited or be approved as a private school by the state superintendent based on the Private School Requirements form submitted by the first weekday in March. Accreditation notices must be filed between July 1, 2023 and August 1, 2023. The DPI will work directly with the accrediting agencies to obtain the accreditation notice. See the Accreditation Bulletin for additional information.

August 11, 2023

- The school must submit to the DPI all eligible 2022-23 and 2023-24 student applications and transfer request forms using the SNSP Portal that have not previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI. As a reminder, in order for an application to be eligible, the school must have received a copy of the Individualized Education Program (IEP)/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement.
- Last day to complete the Student Rollforward for continuing students in the SNSP Portal. The school must submit all 2022-23 student applications and transfer request forms in the SNSP Portal prior to completing the Student Rollforward. An email will be sent to all SNSP administrators and designees when the Student Rollforward can be completed.
- Last day to submit a student withdrawal in the SNSP Portal for any SNSP student that leaves the school, no longer meets the SNSP requirements, or ceases to participate in the SNSP by this date. An email will be sent to all SNSP administrators and designees when the student withdrawal option is available in the SNSP Portal.

August 15, 2023

- Schools new to the SNSP in the 2023-24 school year must email the SNSP Auditor Authorization form to snsd@dpi.wi.gov. This form identifies the external audit firm that will perform the required SNSP audit and agreed upon procedure reports. The SNSP Auditor Authorization form is available on the [SNSP Auditor Information webpage](#).

August 18, 2023

- Schools that have continuing SNSP pupils must obtain residency documentation dated between August 18, 2023 and September 29, 2023 for these pupils. Residency changes for pupils continuing in the SNSP at the school must be reported to the DPI in the 3rd Friday in September Pupil Count Report due by September 29.

August 31, 2023

- The school must submit to the DPI all eligible 2023-24 student applications and transfer request forms using the SNSP Portal that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and included in the Preliminary Enrollment Report. As a reminder, in order for an application to be eligible, the school must have received a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement. Any application and transfer request submissions that are started in the SNSP Portal but not completed by this date will be marked ineligible.
- Last day to edit the 2023-24 student application and transfer request submissions in the SNSP Portal that were started on or before August 31, 2023.
- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, in order for that student to be eligible to receive a September payment. Once the school and the parent/guardian have agreed upon the services to be

provided, a new agreement is not required unless there is a change in the agreed upon services.

- Schools file the Preliminary Enrollment Report with the DPI to generate a September state aid payment for those pupils. For any continuing SNSP pupils, schools will be required to indicate if a reevaluation was completed during the previous school year and, if so, if the student was determined to still have a disability. If a reevaluation was required in the previous school year but not completed, the school will be required to identify the status of the reevaluation.
- If a school had an expected SNSP scholarship amount based on the 2023-24 Intent to Participate (ITP) of less than \$50,000, this is the last day the school can update the number of scholarships available in the School Information Update: SNSP Scholarships and Grades Available in the SNSP Portal if the revised expected SNSP scholarship amount is \$50,000 or more. These schools must also file a surety bond with the DPI by this date. See the Student Application and Transfer Request Information Bulletin for additional information.
- If the school had an expected SNSP scholarship amount based on the 2023-24 ITP of \$50,000 or more and submitted financial information that met the SNSP requirements, this is the last day the school can update the number of scholarships available in the School Information Update: SNSP Scholarships and Grades Available in the SNSP Portal if the difference between the expected payment amount based on the ITP and the revised expected payment amount is \$50,000 or more. These schools must also file a surety bond with the DPI by this date. See the Student Application and Transfer Request Information Bulletin for additional information.

SEPTEMBER 2023

September 15, 2023

- Deadline for schools that offered a SNSP summer school program to file the Summer School Count Report.
- Schools take the 3rd Friday in September count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2023-24 student applications and transfer request forms using the SNSP Portal that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and counted in the 3rd Friday in September Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement. Any application and transfer request submissions that are started but not completed by this date will be marked ineligible.
- Last day to edit the 2023-24 student application and transfer request submissions in the SNSP Portal that were started between September 1, 2023 and September 15, 2023.

- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, in order for that student to be eligible to receive a payment for the 3rd Friday in September. Once the school and the parent/guardian have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services.
- Last day to submit a student withdrawal in the SNSP Portal for any SNSP student that leaves the school, no longer meets the SNSP requirements, or ceases to participate in the SNSP between September 1, 2023 and this date.
- If the school had an expected SNSP scholarship amount based on the 2023-24 ITP of \$50,000 or more and filed the surety bond by June 1, this is the last day the school can update the number of scholarships available in the School Information Update: SNSP Scholarships and Grades Available in the SNSP Portal if the difference between the expected payment amount based on the ITP and the revised expected payment amount is \$50,000 or more. These schools must also submit a surety bond based on the revised expected payment or a rider increasing the bond amount by November 1, 2023. See the Student Application and Transfer Request Information Bulletin for additional information.

September 29, 2023

- Deadline for schools to submit the 3rd Friday in September Pupil Count Report.

By the end of September 2023

- DPI sends out the September state aid payments to eligible SNSP schools based on each school's Preliminary Enrollment Report.

OCTOBER 2023

October 1, 2023

- Deadline for SNSP schools that participated in the SNSP in 2022-23 to submit a report to the school's governing body that includes the information specified in [Wis. Stats. § 118.305\(4\)\(c\)](#), relating to the school's use of seclusion and restraint in the 2022-23 school year. All schools that participated in the SNSP in 2022-23 must submit this report, even if the school does not practice seclusion and restraint.

October 15, 2023

- Schools that participated in the SNSP in the 2022-23 school year must submit the financial audit for the 2022-23 school year.
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report (school-wide enrollment as of the third Friday in September). Information on completing this report is available on the [Submit PI-1207 Data Online](#) webpage. The report stays open until December 15 for corrections identified through the September 2023 Enrollment Audits.

NOVEMBER 2023

By the end of November 2023

- DPI sends out the November state aid payments to eligible SNSP schools based on each school's 3rd Friday in September Pupil Count Report and Summer School Count Report, if applicable.

DECEMBER 2023

December 1, 2023

- Deadline for SNSP schools that participated in the SNSP in 2022-23 to submit the information specified in [Wis. Stats. § 118.305\(4\)\(c\)](#) to the DPI Student Services/Prevention and Wellness Team, relating to the school's use of seclusion and restraint in the 2022-23 school year. This data must be submitted using a link emailed to each school from the DPI Student Services/Prevention and Wellness Team. All schools that participated in the SNSP in 2022-23 must submit this report, even if the school does not practice seclusion and restraint.

December 15, 2023

- Deadline for schools to file the September 2023 Enrollment Audit.

JANUARY 2024

January 12, 2024

- Schools take the 2nd Friday in January count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2023-24 student applications and transfer request forms using the SNSP Portal that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and counted in the 2nd Friday in January Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement. Any application and transfer request submissions that are started but not completed by this date will be marked ineligible.
- Last day to edit the 2023-24 student application and transfer request submissions in the SNSP Portal that were started between September 16, 2023 and January 12, 2024.
- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, in order for that student to be eligible to receive a payment for the 2nd Friday in January. Once the school and the parent/guardian have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services.
- Last day to submit a student withdrawal in the SNSP Portal for any SNSP student that leaves the school, no longer meets the SNSP requirements, or ceases to participate in the SNSP between September 30, 2023 and this date.

January 31, 2024

- Deadline for schools to file the completed 2nd Friday in January Pupil Count Report.

FEBRUARY 2024

By the end of February 2024

- DPI sends out the February state aid payments to eligible SNSP schools based on each school's 2nd Friday in January Pupil Count Report.

MARCH 2024

March 1, 2024

- Deadline for schools to file the 2024-25 ITP and the school's special education program profile in order to be eligible to participate in the SNSP in the 2024-25 school year.
- Schools interested in offering a SNSP summer school program in the summer of 2024 will indicate their intent on the 2024-25 ITP.
- If a school indicates on its 2024-25 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2024-25 school year and chooses to file financial information with the DPI, then the financial information must be filed by March 1.
- Deadline for a SNSP school to file a complete SNSP Private School Requirements form and required attachments in order to be eligible to participate in the SNSP in the 2024-25 school year. This is a requirement only for schools that are not fully accredited by a statutorily approved accreditation agency for all grades that will be available for SNSP students.

MAY 2024

May 1, 2024

- Deadline for schools to file the January 2024 Enrollment Audit.
- Deadline for schools offering a SNSP summer school program in the summer of 2024 to file a Summer School Course List Report.
- Deadline for **new** 2024-25 SNSP schools to file one of the following with the DPI:
 - A certificate of occupancy from the municipality in which the private school is located.
 - A certificate of occupancy from a local or regional unit that has the authority to issue certificates of occupancy.
 - If the municipality and regional unit do not issue certificates of occupancy, submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.A temporary certificate of occupancy will not meet this requirement.

By the end of May 2024

- DPI sends out the May state aid payments to eligible SNSP schools based on each school's 2nd Friday in January Pupil Count Report.

JUNE 2024

June 3, 2024

- If a school indicated on its 2024-25 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2024-25 school year and chooses to file a surety bond in lieu of filing financial information or is required to file a surety bond by the DPI, the surety bond must be filed by June 3.

June 30, 2024

- This date marks the end of the 2023-24 fiscal year. Schools that participated in the SNSP in the 2023-24 school year must submit the 2023-24 financial audit to DPI by October 15, 2024.
- Last day for schools that participated in the program in the 2023-24 school year to receive SNSP student applications and transfer request forms for the 2023-24 school year.