



COMPLETING THE STUDENT ROLLFORWARD

SNSP Portal Instructions

At the beginning of each school year, SNSP Administrators or designees will need to indicate which SNSP students will be continuing SNSP students at their school for the next school year. This process in the SNSP Portal is called the Student Rollforward.

Please note that the following schools do NOT have to complete this process:

- 1) Schools that are new to the SNSP for the 2023-24 school year.
- 2) Schools that are continuing in the SNSP but do not have any applications or transfer requests with a next year status of "Submitted" in the 2022-23 Student Summary.

If you do not get the prompt to complete the Student Rollforward when you select the Student Summary, then the school is not required to complete the Student Rollforward.

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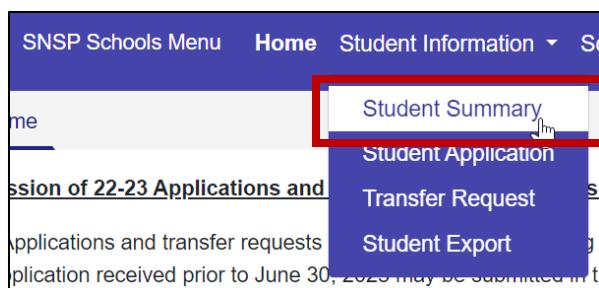
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Step 1: Ensure that no 2022-23 applications or transfer requests need to be submitted in the SNSP Portal.

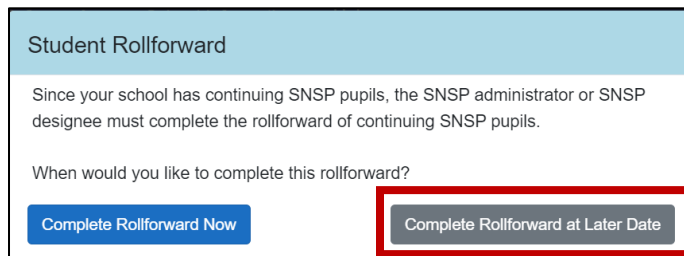
If the school has not submitted any eligible 2022-23 student applications or transfer requests in the SNSP Portal, that must be completed prior to completing the Student Rollforward. If an application or transfer request was determined ineligible or the student remained on the SNSP waiting list at the end of the 2022-23 school year, the student's application or transfer request should **not** be submitted to DPI.

In order to see the 2022-23 student applications and transfer requests that have been submitted in the SNSP Portal, complete the following:

1. Log into the SNSP Portal and navigate to the Student Summary:

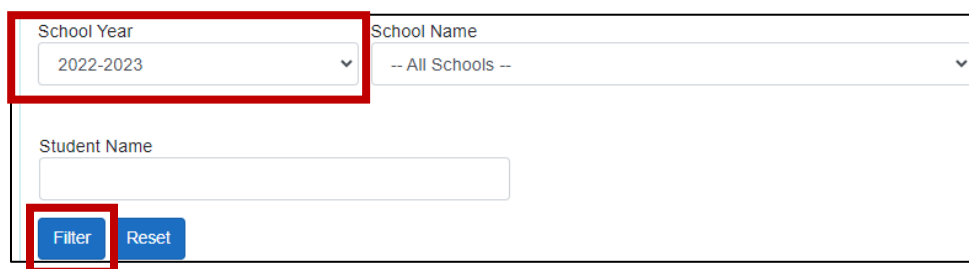


- When you select the Student Summary, you will get the option to complete the Student Rollforward immediately or you may select “Complete Rollforward at Later Date.” Select “Complete Rollforward at Later Date” to see the Student Summary.



The screenshot shows a form titled "Student Rollforward". Below the title, there is a paragraph: "Since your school has continuing SNSP pupils, the SNSP administrator or SNSP designee must complete the rollforward of continuing SNSP pupils." Below this paragraph, there is a question: "When would you like to complete this rollforward?". At the bottom of the form, there are two buttons: "Complete Rollforward Now" (blue) and "Complete Rollforward at Later Date" (grey). The "Complete Rollforward at Later Date" button is highlighted with a red box.

- Select a school year in the top right corner of “2022-23” and press “Filter”.

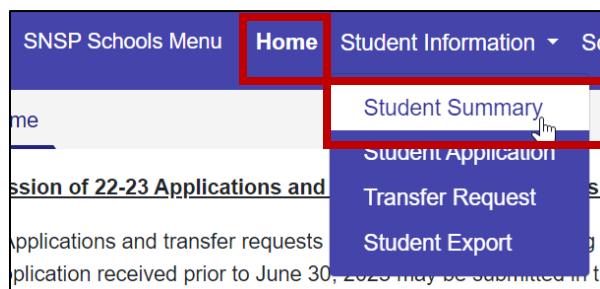


The screenshot shows a filter form. At the top, there are two dropdown menus: "School Year" (set to "2022-2023") and "School Name" (set to "-- All Schools --"). Below these is a text input field for "Student Name". At the bottom left, there are two buttons: "Filter" (blue) and "Reset" (grey). The "Filter" button is highlighted with a red box.

- Ensure that the 2022-23 Student Summary includes all 2022-23 applications and transfer requests that were determined eligible and granted a seat.

Step 2: Navigate to the Student Summary

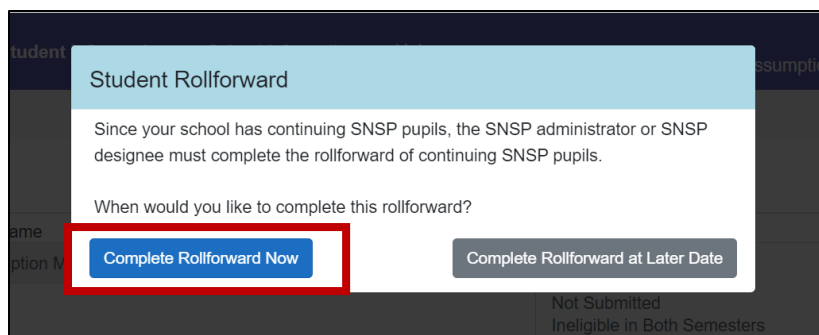
Go to the “Home” and navigate back to the Student Summary. Note that if you stay on the Student Summary and select the “2023-24 school year”, you will not receive the message to begin the rollforward.



The screenshot shows the SNSP Schools Menu. At the top, there are three buttons: "SNSP Schools Menu", "Home" (blue), and "Student Information" (blue). Below the "Home" button, there is a dropdown menu. The dropdown menu is open, showing four options: "Student Summary" (blue), "Student Application" (blue), "Transfer Request" (blue), and "Student Export" (blue). The "Student Summary" option is highlighted with a red box.

Step 3: Select “Complete Rollforward Now” to Begin

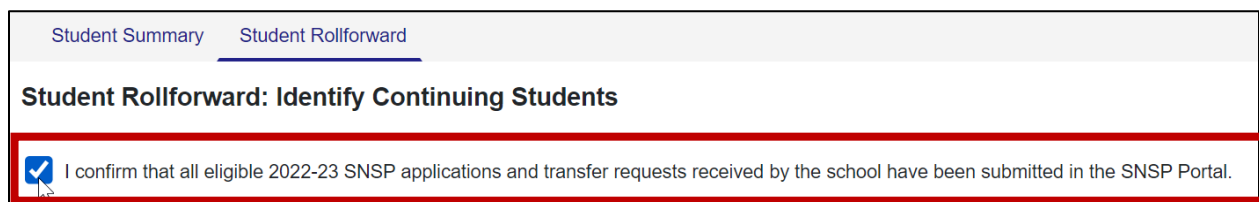
When you select the Student Summary, you will get the option to complete the Student Rollforward immediately or you may select “Complete Rollforward at Later Date.” Select “Complete Rollforward Now” when you are ready to complete the rollforward.



The screenshot shows a modal window titled "Student Rollforward". The text inside reads: "Since your school has continuing SNSP pupils, the SNSP administrator or SNSP designee must complete the rollforward of continuing SNSP pupils." Below this, it asks "When would you like to complete this rollforward?". There are two buttons: "Complete Rollforward Now" (highlighted with a red rectangle) and "Complete Rollforward at Later Date". At the bottom right, there is a status indicator that says "Not Submitted" and "Ineligible in Both Semesters".

Step 4: Ensure that no outstanding student applications or transfer requests from 2022-23 need to be submitted.

Confirm the school has submitted all eligible 2022-23 school year student applications and transfer requests, by selecting the check box acknowledging the first statement on the Student Rollforward as seen below:



The screenshot shows a web interface with two tabs: "Student Summary" and "Student Rollforward" (which is active). Below the tabs, the heading "Student Rollforward: Identify Continuing Students" is displayed. A red rectangle highlights a checkbox that is checked, followed by the text: "I confirm that all eligible 2022-23 SNSP applications and transfer requests received by the school have been submitted in the SNSP Portal."

Step 5: Indicate the anticipated 2023-24 grade for ALL students.

For each student listed in the Student Rollforward, indicate the expected 2023-24 Grade. Only the grades the school has available for the 2023-24 school year will be listed in the drop down.

If the school needs to add a grade, the SNSP Administrator must go to the School Information drop down and select “Scholarships and Grades Available”. The SNSP administrator must then complete the Scholarships and Grades Available form to add the grade for the 2023-24 school year before completing the Student Rollforward.

The school must identify a grade for **all** students listed, even if the student is no longer eligible for a scholarship at the school. If the student is no longer eligible for a scholarship at the school, the school should select the grade the school anticipates the student would be in if the student continued at the school. If a student was in the last grade the school offered, the school should select the last grade.

App #	Student Name	Date of Birth	2022-23 Grade	2023-24 Grade	Parent Name	Pupil Eligible for Scholarship? Mark All Yes	Reason No Longer Eligible for Scholarship at School
4733	Hunter, Pepper	1/12/2014	3rd Grade	▼	Hunter, Larry	▼	N/A
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade	Morse, Regan	▼	N/A
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade	Burrows, Doug	▼	N/A
4860	Kraft, Missy	11/12/2011	5th Grade	5th Grade	Kraft, Patrick	▼	N/A
3308	Winston, Ezra	10/16/2011	5th Grade	▼	Winston, Hilda	▼	N/A
2467	Jones, Allison	3/12/2011	6th Grade	▼	Jones, Kelsey	▼	N/A
4890	Pratt, Eugene	6/12/2011	6th Grade	▼	Pratt, Melissa	▼	N/A

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Step 6: Indicate which students are continuing for the 2023-24 school year.

Identify if each student is eligible for a scholarship at the school in the “Pupil Eligible for Scholarship?” drop down. The reasons a student is no longer be eligible for a scholarship are identified in the Scholarship Continuance section of the [Continuing & Transfer Student Eligibility Bulletin](#).

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. Please note that, even if the student is being withdrawn from the SNSP using the Student Rollforward, you will still need to select a 2023-2024 Grade for that student.

To withdraw a student, answer the “Pupil Eligible for Scholarship?” with a “No.” Then, the “Reason No Longer Eligible for Scholarship at School” will change to have a drop down menu:

App #	Student Name	Date of Birth	2022-23 Grade	2023-24 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 ▼	▼
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade ▼	Burrows, Doug	No ▼	N/A
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade ▼	Kraft, Patrick	Yes ▼	N/A
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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Click on the drop down menu in the Reason column. If all of the reasons are not visible, you may use the scroll bar on the right hand side to scroll through the reasons. Select the appropriate reason. If you select “Other,” you will be prompted to explain the reason on the next page. The “Other” reason may only be used if no other reasons are applicable. Please note that students generally cannot be removed as a SNSP student for a different reason.

☐ I confirm that all eligible 2022-23 SNSP applications and transfer requests received by the school have been reviewed.

App #	Student Name	Date of Birth	2022-23 Grade	2023-24 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	
5268	Morse, Mary	12/23/2013	3rd Grade	3rd Grade ▼	Morse, Regan	No	
3938	Burrows, Lynn	5/16/2013	4th Grade	4th Grade ▼	Burrows, Doug	No	
4860	Kraft, Missy	11/12/2011	5th Grade	4th Grade ▼	Kraft, Patrick	No	
3308	Winston, Ezra	10/16/2011	5th Grade	4th Grade ▼	Winston, Hilda	Yes	N/A

The student has graduated from high school.

The student has turned 21.

The student no longer resides in Wisconsin.

The school received a records request from a

Once the box at the top verifying all 2022-23 applications and transfer request have been submitted is checked and all of the drop downs are completed the Next Page button will activate:

☒ I confirm that all eligible 2022-23 SNSP applications and transfer requests received by the school have been submitted in the SNSP Portal.

App #	Student Name	Date of Birth	2022-23 Grade	2023-24 Grade	Parent Name	Pupil Eligible for Scholarship? Mark All Yes	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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Step 7: Confirm Students Not Continuing in the SNSP.

1. If the school indicates that all students are continuing in the SNSP, the screen will indicate that. You may hit the “Next Page” button and proceed to the next step. You do not need to complete the other items identified in this step.

Based on the information provided on the Student Rollforward page, all students in a submitted status will be carried forward to the current school year.

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2. The school will be required to provide additional information regarding the student if it identifies the school received a record request from another school or selects the “Other” reason for the student no longer being a SNSP student at the school.

- a. **School Received Record Request Reason:** If the identified reason is that the school received a record request from a different school, you must identify whether the student is transferring to another SNSP school and, if so, confirm the Transfer Request has been determined eligible at the new SNSP school. As a reminder, the school the student previously attended should not identify the student as no longer eligible for a scholarship at their school until it has received confirmation from the new school that the pupil has an accepted SNSP transfer request for the 2023-24 school year.

If the student was determined to no longer have a disability, the school should indicate “No” in the “Is the SNSP student transferring to another SNSP school?” column since students who have been determined to no longer have a disability cannot transfer to a different school. This includes all partial scholarship students.

Reason No Longer Eligible for Scholarship at School	Please describe the reason the student is no longer eligible for the SNSP <i>This field is only required if the ineligibility reason identified for a student is "Other".</i>	Is the SNSP student transferring to another SNSP school?	I have confirmed that the student's SNSP Transfer Request has been determined to be eligible, and a SNSP scholarship has been offered for the student
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.	N/A	Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>

- b. **“Other Reason”:** If the reason selected is Other, explain why that reason was selected. Generally, one of the standard reasons should apply so please ensure the reason is clear enough so the DPI can verify the student should be withdrawn.

Indicating that the parents have not responded to the school regarding whether they will continue at the school is **not** a sufficient reason.

Reason No Longer Eligible for Scholarship at School	Please describe the reason the student is no longer eligible for the SNSP <i>This field is only required if the ineligibility reason identified for a student is "Other".</i>	Is the SNSP student transferring to another SNSP school?	I have confirmed that the student's SNSP Transfer Request has been determined to be eligible, and a SNSP scholarship has been offered for the student
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.	Enter the reason the student is no longer eligible for a scholarship here.	N/A	N/A

- c. **Confirm Withdrawal:** Once you have entered any additional information required to withdraw students, you will need to confirm that you are withdrawing those applications and transfer requests from the SNSP by checking the box next to the statement:

☒

I confirm that all of the above students are no longer eligible for the SNSP for the reasons identified above. I understand that if I identify a student as no longer eligible for a scholarship, the student's application or transfer request will be marked as ineligible. If a student identified as no longer eligible for a scholarship subsequently meets the initial SNSP eligibility requirements, the student must complete a new SNSP application in order to be eligible for the SNSP.

If, based on a review of the above, you are unsure if a pupil will remain eligible for a scholarship, return to the previous page and indicate "Yes" they are eligible for a scholarship.

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- d. **"Next Page" Enabled:** The "Next Page" button will be enabled so you can proceed to the next page once you have completed all of the following:
- i. The drop down(s) for students that transferred to a different school,
 - ii. The additional information for students that had "Other" selected, and
 - iii. Checked the box at the bottom of the page.

Step 8: Submit the Student Rollforward

The final page will identify the number of continuing students the school identified in each grade category. Select the Submit button when the school is ready to submit.

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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[Will Submit Later](#)

[Submit](#)

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.

If you need to add scholarships to a grade category, you must do so 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.

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 this 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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Will Submit Later

Submit

After adding scholarships, you may return to the Student Rollforward and Submit.

Frequently Asked Questions

1. When I log into the SNSP Portal and select the Student Summary, I don't see an option to complete the Student Rollforward. How do I complete the Student Rollforward?

If you do not see a Student Rollforward when you select the Student Summary, that may mean another individual from your school already completed the rollforward. If you see students in the 2023-24 Student Summary, another individual at your school has already completed the Student Rollforward.

Alternatively, the following schools do not need to complete the Student Rollforward:

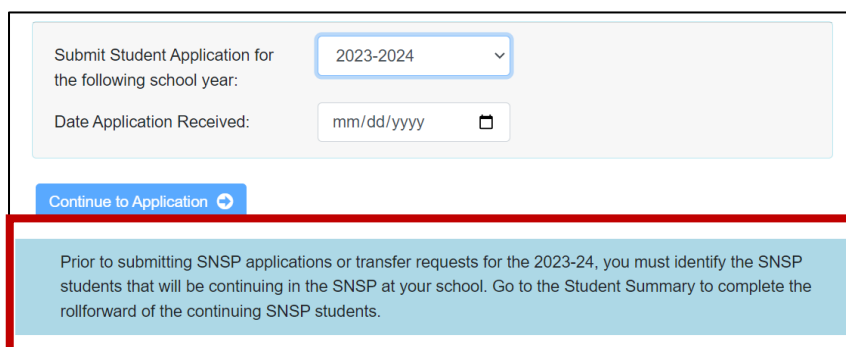
- a. Schools new to the SNSP for the 2023-24 school year.
- b. Schools that do not have any students with a next year status of "Submitted" in the 2022-23 Student Summary.

The school must submit all 2022-23 application or transfer request that were determined eligible and were not on the SNSP waiting list at the end of the 2022-23 school year. If any of these applications or transfer requests have not yet been submitted in the SNSP Portal, the school must submit them no later than the 2nd Friday in August. If the 2022-23 Student Summary did not include any other applications or transfer requests in a "Submitted" next year status, the Student Rollforward option will be available when you return to the Student Summary after submitting the eligible 2022-23 application or transfer request.

If the SNSP Administrator believes the school should have student records requiring the completion of the Student Rollforward, then please email snsdp@dpi.wi.gov.

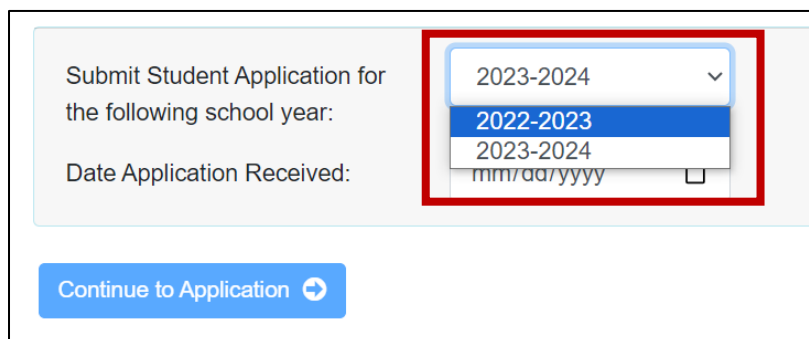
2. I am trying to submit a 2023-24 student application, but the SNSP Portal will not let me. What can I do?

SNSP Administrators and designees may not submit 2023-24 student applications or transfer requests prior to completing the Student Rollforward. Until you complete the Student Rollforward, you will get this error message. (The printscreen below is for the Application Submission.)



The screenshot shows a web form for submitting a student application. At the top, there is a dropdown menu for the school year, currently set to "2023-2024". Below this is a text input field for "Date Application Received:" with a placeholder "mm/dd/yyyy" and a calendar icon. A blue button labeled "Continue to Application" with a right arrow is positioned below the date field. At the bottom of the form, a light blue error message box is highlighted with a red border. The message reads: "Prior to submitting SNSP applications or transfer requests for the 2023-24, you must identify the SNSP students that will be continuing in the SNSP at your school. Go to the Student Summary to complete the rollforward of the continuing SNSP students."

If you are trying to submit a 2022-23 student application or transfer request, ensure you have selected the correct school year. (The printscreen below is for the Application Submission.)



Submit Student Application for the following school year:

Date Application Received:

2023-2024

2022-2023

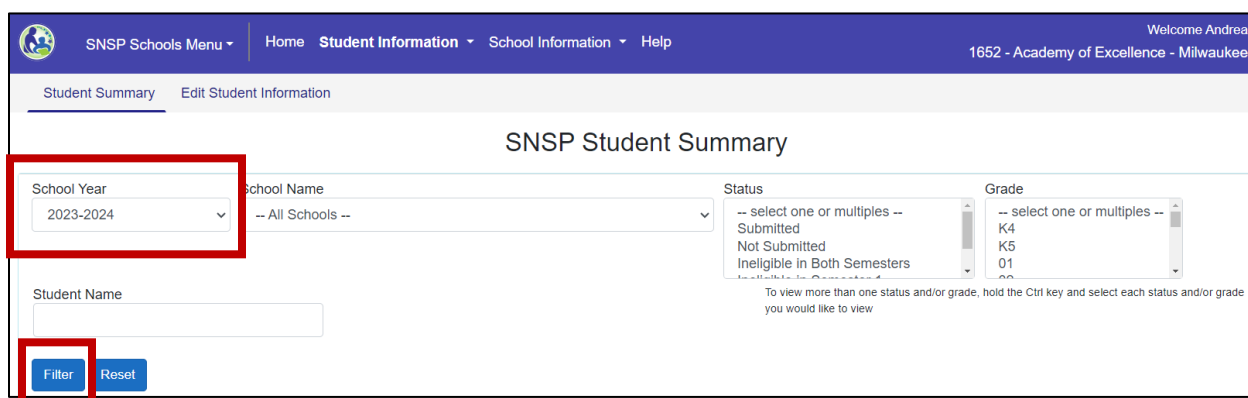
2023-2024

mm/dd/yyyy

Continue to Application

3. How can I see the 2022-23 Student Summary?

The Student Summary will now default to the 2023-24 school year. If you would like to see the 2022-23 Student Summary, select “2022-23” in the School Year drop down and then press the Filter button.



SNSP Schools Menu Home Student Information School Information Help

Welcome Andrea 1652 - Academy of Excellence - Milwaukee

Student Summary Edit Student Information

SNSP Student Summary

School Year: 2023-2024 School Name: -- All Schools --

Status: -- select one or multiples -- Submitted Not Submitted Ineligible in Both Semesters

Grade: -- select one or multiples -- K4 K5 01

Student Name:

Filter Reset

To view more than one status and/or grade, hold the Ctrl key and select each status and/or grade you would like to view

4. When I look at the 2023-24 Student Summary, the SNSP Portal doesn't show any students even though our school has continuing SNSP students. What do I do?

If the school has not yet completed the 2023-24 Student Rollforward, the Student Summary will be blank. Once the Student Rollforward is completed, the continuing SNSP students will be included in the 2023-24 Student Summary. You may view the 2022-23 Student Summary by completing the steps in the previous FAQ.

5. I cannot submit the Student Rollforward due to an error message on the last page. How do I resolve the errors?

The Student Rollforward will compare the number of full scholarship and partial scholarship students with what was submitted in the Intent to Participate (ITP) and any changes submitted in the School Information Update Form: SNSP Scholarship and Grades Available in the SNSP Portal. If the school does not have enough scholarships in a grade category for the scholarship type, then you will need to update the scholarships and grades available before you can submit the Student Rollforward.

To see the total number of continuing SNSP pupils for each grade category, use the last page of the Student Rollforward:

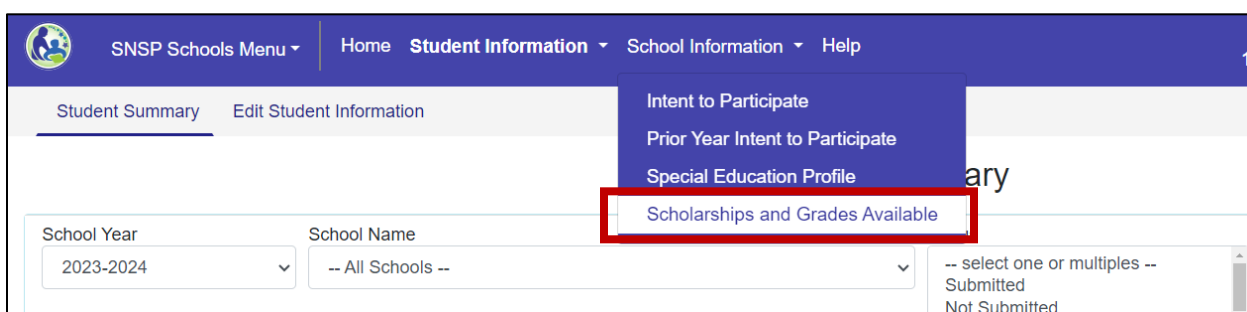
Category	Full Scholarship Headcount	Partial Scholarship Headcount	Total SNSP Headcount
4-year-old kindergarten (0.5 FTE)	0	0	0
4-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.5 FTE)	0	0	0
5-year-old kindergarten (0.6 FTE)	0	0	0
5-year-old kindergarten (0.8 FTE)	0	0	0
5-year-old kindergarten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

To identify which students have a full or partial scholarship, review the 2022-23 Student Summary. See the FAQ on how to view the 2022-23 Student Summary if you have questions on how to do this.

See the next FAQ for information on how to change the number of SNSP scholarships available.

6. How do I determine the grades available for SNSP and the number of scholarships available for each grade category? How do I add a grade or change the number of scholarships available for a grade category?

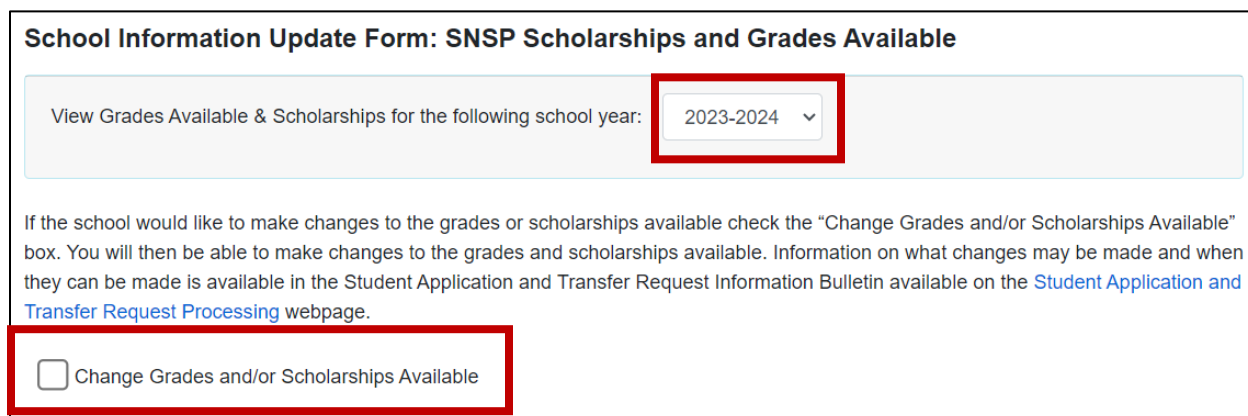
Go to the School Information drop down menu and select “Scholarships and Grades Available.”



The screenshot shows the SNSP Schools Menu interface. The 'School Information' dropdown menu is open, and the 'Scholarships and Grades Available' option is highlighted with a red box. Other options in the menu include 'Intent to Participate', 'Prior Year Intent to Participate', and 'Special Education Profile'. Below the menu, there are fields for 'School Year' (set to 2023-2024) and 'School Name' (set to -- All Schools --). A red box also highlights the 'Scholarships and Grades Available' option in the dropdown menu.

The SNSP Grades Available and SNSP Scholarships Available will be identified for the selected school year.

If you need to change the SNSP grades available or SNSP Scholarships Available, check the box next to the “Change Grades and/or Scholarships Available”. Ensure you have the correct school year selected prior to checking the box next to the “Change Grades and/or Scholarships Available”.



The screenshot shows the 'School Information Update Form: SNSP Scholarships and Grades Available'. It includes a dropdown menu for 'View Grades Available & Scholarships for the following school year:' set to '2023-2024'. Below this, there is a checkbox labeled 'Change Grades and/or Scholarships Available' which is highlighted with a red box. The form also contains instructional text about making changes to grades and scholarships available.

7. When can I make changes to the scholarships and grades available? What are the requirements when the changes are made?

Please refer to the [Student Application and Transfer Request Information Bulletin](#) for information on when changes to scholarships and grades can be made and the requirements when those changes are made.

8. When I press submit, I get an error message indicating that the continuing student data wouldn't save. What do I do?

If you receive an error message like the one below, that means that you did not enter grades for all of the students on the school's Student Rollforward. Please return to the Identify Continuing Students page and enter a grade for all students, even if you are withdrawing them from the school. If the student is no longer continuing at your school, indicate the grade the student would be in if they continued at your as the 2023-24 anticipated grade. For example, if you have an 8th grader that completed 8th grade and 8th grade is the highest grade offered at your school, select 8th grade for the student.



9. I exited the Student Rollforward without submitting it. How do I return to the Student Rollforward to finish and submit it?

In order to return and complete the Student Rollforward, select the "Student Summary" from the Student Information drop down.

If you are already in the Student Summary, navigate to a different page, such as the Home page, and then return to the Student Summary.

10. I have submitted the Student Rollforward. I realized that I need to submit another 2022-23 Student Application or Transfer Request or I need to correct which students are continuing in the Student Rollforward. How do I proceed?

If you need to withdraw a student after the Student Rollforward is completed, you should do so using the "Withdraw" link next to the student in the 2023-24 Student Summary.

Email snsp@dpi.wi.gov to request that the school's Student Rollforward be unlocked if any of the following occurred:

- a. The school needs to submit another 2022-23 application or transfer request that was determined eligible and granted a SNSP seat, but not submitted in the SNSP Portal. The 2022-23 application or transfer request that was missed should be submitted in the SNSP Portal before emailing DPI.
- b. The school incorrectly reported a student was no longer eligible for the SNSP. Please note that if one of the items occurred that make the student no longer eligible for the SNSP, as described in the [Continuing & Transfer Student Eligibility Bulletin](#), the Student

Rollforward should not be changed. If the student would like to again attend the school as a SNSP student, the school must receive a 2023-24 SNSP application for the student and the student must be found eligible for the SNSP.

In the email, please identify the application id of the student(s) that need to be corrected and what needs to be corrected for the students.

Please note that the Student Rollforward must be resubmitted no later than the 2nd Friday in August.