**Instructions for completing the PI-1563-CA (Challenge Academy) Report**

The PI-1563-CA report verifies those students who participated in the Challenge Academy (CA) program. Each district which had students in the program will receive a bill from the Department of Military Affairs in late May or early June. To help offset this expense, the CA report will explain how districts will receive FTE counts in either the equalized aid or the revenue limit formulas.

Districts are reminded that students who participate in the CA program and who are residents of the district, including home schooled, private, virtual, etc., are to be included in the CA report. If a student is entered into the Challenge Academy Report that student must not be included in the PI-1563 Membership Report.

The report can be found by logging into the DPI School Financial Services Reporting Portal at [DPI SFS Reporting Website.](https://dpi.wi.gov/sfs/reporting/safr/overview) Once on the “District Home” webpage in SAFR, go to “Non-Financial Data Home” to find and open the report. When the report has been opened for data entry, click the “Next” button on each page to proceed through the report. The “Back” button may be used to review the prior page.

To begin the report, open the CA report for the current year and select the district contact.

The next step requires districts to confirm whether or not each student listed in the CA report is from your district.

In the CA September reporting page, districts are to determine if the student was attending the CA program during the third Friday in September count date. If the student was in the CA program, districts are to select “No” as well as the “Other/Not Applicable” button. Typically students who attend this program during the first semester begin their participation in the program during the month of August and would not be in the district’s PI-1563 membership count in September. However, there are occasions when a student drops out of the CA program and returns to their district of choice in September. If that is the case, the district would select “Yes” and select either present or absent button.

When the September reporting page is completed, click on the next button and follow the same aforementioned procedures to complete the January CA reporting page. Click on the next button when the January reporting page is completed, which will take the user to the “Review” page.

The review page for the CA program informs districts how it will it will receive credit to offset the CA cost through the equalization aid and/or the revenue limit formula. The review page will summarize the student(s) that participated in the program and how they will be added to the September and/or January counts for either or both the equalization aid and revenue limit formula. The following is an example of the summary from the review page:

*You have reported that:*

* *Student was* ***not included*** *in the PI-1563 September pupil count report*
* *Student was* ***not included*** *in the PI-1563 January pupil count report*

*As a result:*

* *Student****will be added****to the September 20XX count for equalization aid paid in 20XX-20XX*
* *Student****will be added****to the January 20XX count for equalization aid paid in 20XX-20XX*
* *Student****has been added****to this year's count for revenue limits.*

***Impact on Aid and Revenue Limit Calculations***

*As a result of the above, the following adjustments will be made in DPI's calculations:*

* ***XX****will be added to the September 20XX pupil count to be used in the equalization aid calculation on Oct 15, 20XX*
* ***XX****will be added to the January 20XX pupil count to be used in the equalization aid calculation on Oct 15, 20XX*
* ***XX****has been added to the September 20XX pupil count used in the FY XX-XX revenue limit calculation*
* ***XX****will be added to the September 20XX pupil count to be used in the FY XX-XX revenue limit calculation*

**Final step to complete the CA report.**

Once the district confirms this information, the user is to click on the next button to submit the report to the DPI SFS Team. The user must also print off the certification page for the Board Officer(s) to sign. The district must file the certification page in their local membership reports for future membership audits.

Districts are reminded to check within their local Student Information System (SIS) to confirm the student reported in the PI-1563 CA was not also reported in the PI-1563 September or January reports.

If a district has any question regarding the CA program and/or reporting procedures, send an email to [dpifin@dpi.wi.gov](mailto:dpifin@dpi.wi.gov)