



DATE: May 1, 2025

TO: District Administrators

FROM: Stephanie Durrant, School Administration Consultant
School Financial Services Team

SUBJECT: Group and Foster Home Membership Adjustment – Due June 30th

Existing law permits school districts to apply for and receive an adjustment to their equalization aid membership for resident students living in group or foster homes that were not counted for membership purposes on the PI-1563 Pupil Count Report. To apply for a Group and Foster Home Membership adjustment, report any such students who attended your school district in 2024-25 on the fill-enabled (spreadsheet) PI-1589 log. A link to the log can be found on the [DPI Website](#).

Upon completion, upload the Log through the DPI secure LiquidFiles portal using the Wisconsin DPI SFS Uploads link provided at the top of the PI-1589 Group and Foster Home FTE Log Form. Claims submitted by standard email will be accepted.

Observe the following guidelines when submitting student data:

1. The group or foster home must have been on taxable property. Students on non-taxable property should not be counted because you may request state tuition for these students.
2. Submit counts only for those students who attended your district but were not included on the PI-1563 Pupil Count Report.
3. Your district is not required to submit this form. If you choose to submit this form, it must be completed and returned to the School Financial Services (SFS) Team prior to **June 30, 2025**. Group and Foster Home adjustments do not affect revenue limit calculations of either the reporting or previous school district; however, these adjustments do figure into the district's 2024-25 membership for 2025-26 General Aid. Forms received after June 30, 2025 will not be accepted.

Subsequently, if another reporting district claims a student through the PI-1589 Log who previously attended your district, you will be asked for the number of days that student was a member in your district on a separate reporting document. The request will be sent to you by the SFS team in a separate secure LiquidFiles email if your district is impacted. Based on the response, there could be a downward adjustment to your district's 2024-25 membership for 2025-26 General Aid.

INSTRUCTIONS FOR COMPLETING THE PI-1589 GROUP AND FOSTER HOME FTE LOG

Download and save a copy of fill-enabled PI-1589 log form which is in spreadsheet format. Districts must e-mail the form through Wisconsin DPI SFS Uploads as described on the first page. Completing all the requested information on the Group and Foster Home FTE Log (PI-1589) is integral to process of determining the membership for Equalized Aid. **Please complete the form in its entirety.**

General Information

This section requests District information along with the Days of Instruction. Refer to the District's 2024-2025 Calendar Report (PI-1505) when determining the number of instructional days. Take note that clicking in the Reporting School District box will bring up a drop down menu do select your District and will automatically populate the LEA Code.

FTE Log

Student Name. Include only students who attended your district but were not included on the PI-1563 Pupil Count Report. Additionally, only students who transferred into your district under a group/foster home setting located on taxable property may be recorded.

- Reminder, if another reporting district claims a student through the PI-1589 Log who previously attended your district, you will be asked to confirm the number of days that student was a member in your district on a separate reporting document. The request will be sent to you by the SFS team in a separate secure Liquidfiles email if your district is impacted. Based on the response, there could be a downward adjustment to your district's 2024-25 membership for 2025-26 General Aid.
- *Kinship Care Note: If a student is placed by the State, local foster care system, or courts with relatives as a foster child, then to be included in the PI-1589 Log, the State must retain legal custody of the child.*

Full-time Equivalency (FTE). FTE refers to weighing for membership purposes. A drop-down menu allows reporters to select one of four FTE options for each student listed (.5, .6, .8, 1.0)

- Three-year-olds receiving special education services:
(*Three-year olds not receiving special education services cannot be counted.*)
 - Counted at 0.5 FTE
- Four-year-olds:
(*Use the appropriate weight based on your district's 4K program.*)
 - 437 hours are counted at 0.5 FTE
 - 524.5 hours are counted at 0.6 FTE
- 5K programs:
 - Half-time kindergarten students are counted at 0.5 FTE
 - Full three-day kindergarten students are counted at 0.6 FTE
 - Full four-day kindergarten students are counted at 0.8 FTE
- Full-time 5K and all grades 1 through 12:
 - Counted at 1.0 FTE

Date of Birth. Enter the student's date of birth in the mm/dd/yyyy format.

From Public or Non Public School. Use the drop-down menu to select the type of school environment the student previously attended before attending your district using the following guidelines.

- *Public School* - For students who previously attended a Wisconsin public school.
- *Nonpublic School* - For students who previously attended a non-public school prior to transferring to your district such as a private school or academy.
- *New Enrollee* - For students who are a new three, four, or five-year old student, never attending a previous schooling type.
- *Out of State* - For students who previously attended school in another state
- *Other State Facility* - For students who were previously residing in a State Facility.
- *Homeschool* - For students who were previously homeschooled.

School District Name or Nonpublic School Name (from which Student Transferred). Enter information from where the student transferred (previous district) before attending your district (reporting district). After each selection below, the Previous LEA Number cells will populate.

- *Public School District* - If a student came from a public school, use the drop-down menu to select the previous school.
- *Non-Public School* - If a student came from a private school or other non-public school located in Wisconsin, select the name of the school using the drop-down menu.
- *New Enrollee* - If a student is a new student, enter 'Enrolling in School for the First Time'.
- *Out of State* - If a student came from another state, select the state using the drop-down menu.
- *Other State Facility* - If a student was part of a State facility, use the drop-down menu to select the facility.
- *Homeschool* - If a student was homeschooled, enter 'Homeschooled'.

Previous LEA Number. If Public or Nonpublic has been selected in the prior columns, the Previous LEA Number will automatically populate. If New Enrollee, Out of State, Other State Facility, or Homeschool was selected in the previous columns, the Previous LEA Number cell will remain blank.

Date Enrolled and Date Withdrawn. List the date the student enrolled into and/or withdrew from your school district. Use the mm/dd/yyyy when entering the dates.

Take note:

- Students residing in a group or foster home that is on taxable property and who are enrolled and attending your District on or before the 3rd Friday September will be included in your 3rd Friday September pupil count and not included on the PI-1589.
- Students attending your district until the end of the school year and who did not withdraw earlier than the last day of school will have a withdraw date of the last day of school as listed on the district's School Calendar Report (PI-1505). Please enter the date accordingly in the Date Withdrawn column. This student will be included in the 3rd Friday in September pupil count the following school year, if still attending your district.

No. of Days Enrolled Between 3rd Fri. Sept. and 2nd Fri. Jan. Count Dates. Indicate the number of days the student was enrolled during the time frame between the September and January pupil count dates, if that student was not counted on the September PI-1563 Pupil Count Report. Entering the number of days in this column is crucial to the aid determination; do not leave it blank.

- Entry is required only for those pupils enrolled after the September count date but prior to the January count date.
- Count only days of instruction between the September (third Friday) and January (second Friday) count dates. Instructional days are the number of days when school was in session and all students were receiving educational instruction in 2024-2025.

No. of Days Enrolled After 2nd Fri. Jan Count Date. Indicate the number of days the student was enrolled after the 2nd Friday in January count date and the date of withdrawal or last day of school (whichever is first), if that student was not counted on the January PI-1563 Pupil Count Report. Entering the number of days in this column is crucial to the aid determination; do not leave it blank.

- Entry is required only for those pupils enrolled after the January count date.
- Count only days of instruction between the January count date and the end of the school year or departure (whichever is first). Instructional days are the number of days when school was in session and all students were receiving educational instruction in 2024-2025.

For example, if a student attended your district from November 1 through May 30 during the 2024-25 school year, you would do the following:

- Count the number of days the student was present between the 3rd Friday in September and the 2nd Friday in January since the student *was not included* on the September 2024 PI-1563 Pupil Count Report. This number is reported on the PI-1589 Log column 'Days Enrolled between 3rd Friday in September and 2nd Friday in January Count Dates' starting on November 1st until the 2nd Friday in January Count Date.
- Because the student was enrolled on the 2nd Friday in January 2025 and would have been included in the January 2025 PI-1563 Pupil Count Report, no days would be reported on the PI-1589 Log column 'Days Enrolled post- 2nd Friday in January Count Date'.
- Data should not be entered into more than one of the 'Days Enrolled' columns on the PI-1589 Log (except in the unusual circumstance of a student enrolling and withdrawing at multiple points during the school year).

Send completed forms to:
[Wisconsin DPI SFS Uploads.](#)

Should you have questions, please contact Stephanie Durrant at stephanie.durrant@dpi.wi.gov or phone at 608-266-1098.