

## Application Process

This bulletin applies to the Private School Choice Programs which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). This bulletin provides information for Choice administrators and their designees on the student application process for parents and schools. The information in this bulletin is based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.

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### Abbreviations/Definitions

Choice or PSCP = Private School Choice Programs  
 DOR = Department of Revenue  
 DPI = Department of Public Instruction  
 MPCP = Milwaukee Parental Choice Program  
 ITP = Notice of Intent to Participate  
 OAS = Online Application System  
 Parent = Parent or Guardian  
 RPCP = Racine Parental Choice Program  
 WPCP = Wisconsin Parental Choice Program

Please contact the DPI with any questions at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) or call toll free 1-888-245-2732 ext. 3.

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**Open Application Periods:** For the MPCP and RPCP, if the last day for any of these open application periods falls on a weekend, the final day of the open application period is extended to the following Monday. The last day of the December-January application period may be earlier depending on the date for the 2nd Friday in January. Please also note that the April open application period for the MPCP and RPCP may end on a different end date than the WPCP open application period. See page 4 for the specific open application period dates for the 2020-21 school year.

MPCP	RPCP	WPCP
1 <sup>st</sup> weekday in February-20 March 1-20 April 1-20 May 1-20 June 1-20 July 1-20 August 1-20 September 1-14 October 1-20* November 1-20* December 1- January 7* *2nd semester participation only	1 <sup>st</sup> weekday in February-20 March 1-20 April 1-20 May 1-20 June 1-20 July 1-20 August 1-20 September 1-14	1 <sup>st</sup> weekday in February - 3 <sup>rd</sup> Thursday in April <i>(extended to May 14, 2020 per Wisconsin Act 185 for 2020-21 school year)</i>

**MPCP and RPCP:** Schools notify the DPI, on the school’s ITP due annually by January 10, which open application period(s) the school will participate in during the upcoming school year. No amendments related to the open application periods are allowed after January 10. Parents will be able to apply to schools during the open application period(s) the school identifies on the ITP.

Schools should consider the following when selecting the open application periods in which the school will participate: when parent tax information will be available, school breaks, holidays and staffing levels, size of school’s waiting list, timing of Choice payments, and the school’s start date.

Schools may allow students applying after school starts to attend the school before the end of the application period in which the student applies; however, the school *may not* notify the family if the student is accepted as a Choice student until the application period ends. Schools must follow the guidelines in the [Student Tuition and Fees Bulletin](#) for Choice students once they have accepted the seat. MPCP schools with October, November, and/or December application periods may determine if the student begins attending before the end of the first semester.

**WPCP:** Schools are required to participate in the February-April open application period, and parents will be able to apply to schools during that open application period.

**Timing of Choice Payments:**

- Eligible student applications counted on the Preliminary Enrollment Report will generate a September payment. Students counted on the 3<sup>rd</sup> Friday in September Count Report will generate a November payment, and if counted on the 2<sup>nd</sup> Friday January Count Report, will generate a February and May payment.
- For MPCP and RPCP schools only, eligible student applications accepted during September will not generate a September payment. These applications will generate a double payment in November if the student is counted on the 3<sup>rd</sup> Friday in September Count Report. These students, if counted on the 2<sup>nd</sup> Friday January Count Report, will generate a February and May payment.
- For MPCP schools only, eligible student applications accepted during the October, November and December open application periods will generate February and May payments, if the student is counted on the 2<sup>nd</sup> Friday January Count Report.

**Setting School Seats:** On the school’s ITP due January 10, all Choice schools notify the DPI of the number of Choice seats available by grade level at the school for MPCP, RPCP, and/or WPCP for the upcoming school year. Schools should take into account any returning students when determining the number of seats available entered on the ITP and must not exceed any capacity limit for the facility. If the school indicates fewer spaces available in a grade than the number of returning students for the MPCP, RPCP or WPCP, some returning students will not receive a seat and will be

placed on a waiting list. For new and continuing schools with a surety bond, the ITP will calculate the school's estimated annual Choice payments based on the number of Choice seats the school indicates are available on the ITP. See [Training 3-5: Surety Bond and New School Budget & Cash Flow Report](#) for additional information regarding a surety bond.

**MPCP and RPCP:** Prior to each open application period, the school must determine the number of seats still available for the MPCP and/or RPCP at each grade level. Schools may only revise (increase or decrease) the number of MPCP and/or RPCP seats available prior to an open application period. Schools may change the total number of MPCP and/or RPCP available seats for the school when revising the number of seats by grade. Schools may not take a seat away from a student that previously accepted a seat if the number of seats for a grade are decreased. Schools may increase the number of MPCP and/or RPCP seats available after the end of all application periods for the school year. The school does not need to notify the DPI if the school revises the number of MPCP and/or RPCP seats. Schools must not exceed any capacity limit for the facility and must fill new MPCP and/or RPCP seats from the school's waiting list first, if applicable. Grades offered may be changed prior to an open application period by submitting a [School Information Update Form](#) to the DPI.

**WPCP:** WPCP schools may view the number of seats available by grade level on the Available WPCP Seats report in OAS. In early May (*extended to June 4, 2020 for 2020-21 school year*), WPCP schools will be given an option to increase the number of seats in a grade and will enter this information on the Final WPCP Seats report in OAS. Schools should take into account any returning WPCP students. If the school indicates fewer seats available in a grade than the number of returning WPCP students when completing the WPCP Final Seats report in OAS, some returning students will not receive a seat and will be placed on the WPCP waiting list. WPCP schools cannot add grades on or after the first weekday in February (the start of the WPCP application period).

**Parent Application Requirements:** All applicants, regardless of their Choice status in the prior school year, must apply for the program every year and must meet program residency requirements at the time of the application.

Parents must, within the open application period(s) for each program, do the following for ALL students (new and continuing):

1. Complete and submit Choice program applications electronically via the Online Parent Application at [dpi.wi.gov/choice](http://dpi.wi.gov/choice); and
2. Provide the school(s) to which they apply proof of student eligibility including residency documentation and income documentation (if applicable). This documentation must be received by the school prior to the close of the application period in which the application is submitted via the Online Parent Application.

Parents may provide the required application documents to the school electronically. A school can use a pdf, picture, or print screen of a required application document as long as the document includes all of the required components and Wisconsin law permits copying of the document. A partial document is acceptable as long as the document includes all of the required components except for two application related documents. The first is that the school must obtain and retain the first two pages of the federal income tax return if it is required support for the application. The second is that if a lease agreement is used for residency documentation, the lease provided must be a complete, signed lease. The resources available on the [School Application Processing](#) webpage include information on the required components for each required application document. Appendix C of the Residency Documentation Bulletin, available on the [School Application Processing](#) webpage, includes a summary of documents that may be obtained as part of an application that cannot be copied.

The "Student Eligibility and the Application Grade or Prior Year Requirement" bulletin at [School Application Processing](#) provides a general overview of the Choice program eligibility requirements and in depth information on the additional application grade or prior year requirement students are generally required to meet to be eligible for the RPCP or the WPCP. This additional requirement does not apply to the MPCP.

***Schools may assist parents during the application process, but schools may not submit applications on behalf of parents in the Online Parent Application.***

**Information Schools Provide to Applicants:** Schools must provide to each student or parent that applies to attend the school the information listed in the Disclosure of Information template available at [School Submitted Reports and Forms](#). Schools must also provide the applicant with a copy of the certificate issued under section 501 (c) (3) of the Internal Revenue Code, if issued to the school. Schools may meet the requirement to provide this information a number of ways including: handing out a packet, posting on the school’s website, mailing or emailing a copy to the parent, etc. If a school posts the information on its website, the school must communicate to each student or parent that applies that the information is posted on the website. Schools must provide the information to families that do not have access to a computer.

**MPCP and RPCP only: Upon receipt of a complete application** with the required supporting documentation during the open application period, the school shall notify applicants of the information below. Notice of this information may be provided by sending a letter or email to each applicant or by prominently posting the information on the school’s website, office or hallway bulletin board.

1. the number of seats available at the grade level of the applicant;
2. the dates of the open application period;
3. the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available;
4. that the applicant is not required to be present at the random drawing; and
5. that the applicant will be notified after the drawing (but no later than 60 days after the end of the application period during which an application is received), of their acceptance or non-acceptance into the MPCP or RPCP at the school.

A student application is considered complete only if all of the following are received by the school during the open application period: a completed Choice program student application in the Online Parent Application; proof of income eligibility, if required, (based on the DOR income determination or submitted alternative income documentation as required by the DPI); proof of residency; and a completed "Annotation of Birth Certificate" form and/or immunization record for 4-year-old kindergarten, 5-year-old kindergarten and first grade students (if required by the school).

**School Verification of Application:** A Choice school administrator/designee must complete the verification for all applications in OAS. School administrators/designees are reminded that their signature in the application (i.e. completion of the verification in the App Summary screen in OAS) attests that he or she has closely reviewed the application along with the required supporting documentation and determined the student is or is not eligible for the Choice program. Prior to the end of the application period in which the parent applies, schools may work with a parent who submitted an incomplete application in order to assist the parent in submitting all the required information before the end of the application period. Additional information on the application verification process is available in the “Residency Documentation Bulletin”, the “Income Documentation Bulletin”, and the “Application Verification and Corrections FAQ” document available at [School Application Processing](#). The DPI recommends schools use the “Student Application Checklist” available at the same link to ensure that each student file includes all required information.

Schools may find applications that have not been verified in OAS as follows:

- Click “App Summary” located on the left side menu bar.
- Place a check next to “Not Yet Verified” located at the top of the screen.
- Filter the “Enroll Pd:” drop down located at the top of the screen by open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message “No records found” displays, the school has verified all applications for the open application period.

Schools that select the option “Verification not complete. The parents/guardians have not yet provide all required residency and/or income documentation.” in the Documentation Verification section of the verification screen for application(s) have not completed the verification of the application(s) and should return at a later time to complete the verification of the application(s) in OAS. These applications will continue to have a status of “Not Yet Verified” on the App summary screen in OAS until the school completes the verification of the applications.

**DOR Income Determination Check in Online Parent Application:** For applications where the parent elects to use the DOR Income Determination method and have the DOR determination completed by the school, the school should complete the DOR check prior to the end of the application period. If the DOR does not have records for the parent, the parent may switch to the DPI Income Determination method and re-submit the application in the Online Parent Application during the application period. *Schools may complete the DOR Income Determination after the end of the application period; however, if DOR does not have records for the parent, the application must be determined ineligible.*

**MPCP and RPCP:** Schools participating in the MPCP and RPCP must complete the verification for all applications in OAS prior to the next application period, prior to completing a random drawing, if required, within 60 days of the end of an application period during which an application is received by the school, or prior to the next count date, whichever occurs first.

The table below displays the MPCP and RPCP application period start and end dates and the last day to verify applications in OAS for each application period for the 2020-21 school year. The October, November and December application periods are only for the MPCP.

Application Period	Start Date	End Date	Last Day to Verify in OAS
Feb	2/3/2020	2/20/2020	4/20/2020
Mar	3/1/2020	3/20/2020	5/19/2020
Apr	4/1/2020	4/20/2020	6/19/2020
May	5/1/2020	5/20/2020	7/19/2020
Jun	6/1/2020	6/22/2020	8/21/2020
Jul	7/1/2020	7/20/2020	9/18/2020
Aug	8/1/2020	8/20/2020	9/30/2020
Sep	9/1/2020	9/14/2020	9/30/2020
Oct (MPCP only)*	10/1/2020	10/20/2020	12/19/2020
Nov (MPCP only) *	11/1/2020	11/20/2020	1/19/2021
Dec (MPCP only)*	12/1/2020	1/5/2021	1/29/2021

Note: Schools must submit applications in OAS prior to completing count reports for an application to be counted and eligible for payment.  
 \*Second semester participation only.

MPCP and RPCP applications that are not verified in OAS within 60 days of the end of an application period or by the last weekday in January for the December open application period will expire. These applications will have a status of “Expired after 60 Days” in OAS and will be ineligible for a voucher. Parents of these students may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

**WPCP:** Schools participating in the WPCP must complete the verification for all WPCP applications in OAS and have no WPCP applications with a status of “Not Yet Verified” by the first weekday in May (*extended to May 29, 2020 per Wisconsin Act 185 for 2020-21 school year*). The table below displays the WPCP application period start and end dates and the last day to verify applications in OAS.

Application Period	Start Date	End Date	Last Day to Verify in OAS
WPCP	2/3/2020	4/16/2020 <i>(extended to 5/14/2020 per Wisconsin Act 185 for 2020-21 school year)</i>	5/1/2020 <i>(extended to 5/29/2020 per Wisconsin Act 185 for 2020-21 school year)</i>

**Random Selection:** The random draw determines which students will be offered a seat and which will be placed on a waiting list. If more MPCP, RPCP, or WPCP applications are received than MPCP, RPCP or WPCP seats available at the school, a random draw must be held. Additionally for WPCP students, if there are more applications received than allowed per the school district pupil membership limit, students that reside in the affected districts will be included in the WPCP draw.

**MPCP and RPCP Random Selection:** After the close of the open application period, if the number of eligible MPCP or RPCP student applications for any grade level exceeds the number of MPCP or RPCP seats available at that grade level, the school will hold a random selection according to the random selection agreement and determine which applications are accepted and the waiting list order. The random drawing for MPCP and RPCP schools, if required, must be held prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first.

Schools that conduct a draw will either give an equal chance to all eligible applications *or* give preference to continuing students and siblings per the “Random Selection Agreement” available at [School Application Processing](#). Additional information on the random draw is available in the “Random Selection Agreement.” Schools should note that determining a student’s eligibility for the Choice program and determining preference for enrollment in a random selection once they have been determined eligible are two separate processes.

Schools with a waiting list that have additional application periods must conduct a random drawing to determine the waiting list order for students that apply in these application periods (both new and continuing students) and place the students at the end of the current waiting list for the grade.

The OAS “Export to Excel” data field “Choice Pupil Prior Year” (available in the “App – Miscellaneous” section) can be used to identify continuing students who attended a private school under a Choice program during the previous year. MPCP and RPCP schools may consider using this information when performing a random draw to assist the schools who give preference in the random draw. The “Choice Pupil Prior Year” field will contain the following results:

- “Counted Same School” if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at the same Choice school.
- “Counted Different School” if the student was counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a different Choice school.
- “Not counted” if the student was not counted in the prior school year on either the 3rd Friday September or the 2nd Friday January Count Report at a Choice school.

**WPCP Random Selection:** Under state law, the DPI will conduct the random selection for WPCP schools as follows:

- If a school has fewer applications than seats available and is not affected by the school district pupil membership limit, the DPI will approve all applicants verified as eligible by the school to attend the school.
- If more students apply than available WPCP seats at the school and/or the school received applications from students affected by the school district pupil membership limit, the DPI will randomly fill the available seats giving preference in the order of preference below:
  1. students who attended the private school under any Choice program during the previous year;
  2. siblings of students under number 1;
  3. students who attended any other private school under any Choice program during the previous year;
  4. siblings of students under number 3; and,
  5. siblings of students who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under any Choice program in the previous year.
- If there are students that will not receive a voucher due to the school district pupil membership limit or school’s available WPCP seats, the students will be placed on the WPCP waiting list.

Returning WPCP students are not affected by the school district pupil membership limit; however, if schools indicate fewer seats available in a grade than the number of returning WPCP students, that will result in some returning students not receiving a seat and being placed on the WPCP waiting list.

Please note that there are three possible reasons why a student who applied to a school did not receive a seat at that school: (1) The student lives in a public school district where the district cap limit was reached, and the student is on the WPCP waiting list; (2) The school did not have space in the grade, and the student is on the WPCP waiting list; and (3) The student applied to more than one school and received a seat at a different school. After a random selection is completed, students that the school indicates “Yes, Will Attend” on the Intent to Attend report in OAS will have an application with a status of “Submitted” in OAS. Students that the school indicates “No, Will Not Attend” or “No Answer” on the Intent to Attend report in OAS will have an application with a status of “Ineligible in Both Semesters” in OAS. Students on the WPCP waiting list will have an application with a status of “Verified” in OAS. For students that

received a seat at a different school, the application will have a status of “Ineligible in Both Semesters” for the school(s) where the student did not receive the seat.

**WPCP Random Selection – DPI Notifies Parents of Students Chosen or on WPCP Waiting List:** The DPI notifies parents of WPCP students chosen in the random drawing and students on the WPCP waiting list directly via email. Parents of students chosen in the random drawing are given a deadline to confirm to the school their acceptance and indicate whether or not their students will attend the school. Parents may need to check their junk/spam folder(s) for the email. The email is sent to the email address the parent used for the WPCP application. Parents do not have to receive the email in order to accept or decline the voucher and for the school to enter a response on the Intent to Attend report in OAS.

**WPCP Random Selection – DPI Notifies Schools and Schools Complete Intent to Attend:** School administrators and designees will receive an email when students at their school are chosen in the random drawing. WPCP schools may view students that have been offered a seat at your school on the Intent to Attend Report in the Online Application System (OAS).

WPCP schools must notify the DPI of a parent’s intent to accept or decline the WPCP voucher by completing the Intent to Attend Report in OAS by the deadline indicated in the notification email as follows:

1. Log into OAS. Schools participating in multiple Choice programs must log in with their WPCP user and password.
2. Click on “Intent to Attend” on the left menu bar under “Applications”.
3. Students selected during earlier rounds and whose expiration dates have passed are “grayed-out” or disabled on the Intent to Attend page. Only the newly selected students will be enabled.
4. Enter the parent’s response by clicking on the radio button “Yes, Will Attend”, “No, Will Not Attend”, or “No Answer”.
5. Click “Save” at bottom of page.

#### ***Intent to Attend Report Reminders***

- ***Schools are not required to enter responses for all students at the same time on the Intent to Attend report in OAS.*** Schools may enter responses on the report as parents contact the school.
- The parents of all students on the school’s Intent to Attend report in OAS were sent an email, to the email address the parent used for the WPCP application, indicating the students were chosen in the WPCP random selection to attend the school for the 2020-21 school year. Parents may need to check their junk/spam folder(s) for the email. ***Parents do not have to receive the email in order to accept or decline the voucher and for the school to enter a response on the Intent to Attend report in OAS.***
- ***The DPI does not require schools to receive a written response from parents*** in order for the school to enter a student response on the Intent to Attend report in OAS. Schools may follow their school policy for how responses may be received (i.e. email, phone call, letter, signed school form, etc.).
- ***The DPI requests schools enter a response of “Yes, Will Attend” or “No, Will Not Attend” for all students*** on the Intent to Attend report. While schools may have a response of "No Answer" for a student, ***the DPI requests schools contact families*** listed on the report if they do not contact the school and determine if their students(s) will attend for the 2020-21 school year. If a parent fails to contact your school by deadline indicated in the notification email, the voucher will be offered, if possible, to the next student chosen in the random selection which may not necessarily be a student that applied to your school.
- Students listed on the school’s Intent to Attend report in OAS are only offered a seat at that school for the expiration date listed on the report. Students that have a response of “No, Will Not Attend” or “No Answer” on the school’s Intent to Attend report are not automatically offered a seat at a different school and do not remain on the WPCP waiting list for a different school if the student applied to and had eligible applications to multiple schools. Applications for all of these schools for the student would have a status of “Ineligible in Both Semesters”

in OAS after the expiration date listed on the Intent to Attend report. See the section “WPCP Random Selection - Student Applies to Multiple WPCP Schools” in this document for additional information and the section “WPCP Random Selection – School Preference Changes” in this document for the process for students to make a school preference change.

**WPCP Random Selection - Student Applies to Multiple WPCP Schools:** Parent of students that apply to the WPCP to multiple schools indicate their school preference in the Online Parent Application. See the “Student Screens” section of the “Online Parent Application Print Screens” at [dpi.wi.gov/choice](http://dpi.wi.gov/choice) for sample screens. The information below provides an overview of how the WPCP random selection works for students who apply to and have eligible applications for the WPCP at multiple schools.

- *Students not affected by a school district pupil membership limit in the WPCP random selection:* If the student’s first school preference does not have a waiting list for the student’s grade when the student is chosen in the WPCP random selection, the student would be offered a seat at the student’s first school preference. If the student’s first school preference has a waiting list for the student’s grade, the student would be offered a seat at the student’s second school preference as long as the school has seats available in the grade. This continues until the random selection goes through all the student’s school preferences and the student is either offered a seat or remains on the WPCP waiting list. If these students are chosen in the WPCP random selection and do not accept the seat at the school that is offered, the students are not automatically offered a seat at a different school, the students do not remain on the WPCP waiting list, and applications for all of these schools for the student would have a status of “Ineligible in Both Semesters” in OAS. See the section “WPCP Random Selection – School Preference Changes” in this document for the process for students to make a school preference change.
- *Students affected by a school district pupil membership limit in the WPCP random selection:* Students placed on the WPCP waiting list.

**WPCP Random Selection – School Preference Changes:** Parents may update their school preference(s) and re-submit the application in the Online Parent Application during the WPCP open application period. If a parent wants to change their school preference to a different school to which they also applied after the DPI has notified parents of the WPCP students chosen in the random drawing and students on the WPCP waiting list via email, the parent should contact the school to which they want to change their school preference. The parent must have applied to the school during the WPCP open application period and have had an eligible application to that school by the first weekday in May (*extended to May 29, 2020 per Wisconsin Act 185 for 2020-21 school year*) to make a school preference change request. The following are the steps to make this request by the school and the parent:

1. The parent should send an email to the school to which they applied and want to change their school preference from the email address used for the application with the following information:
  - a) Parent Name(s)
  - b) Student Name
  - c) Student Date of Birth
  - d) Student Grade Level
  - e) Statement requesting the student change their WPCP school preference to the school for the 2020-21 school year (i.e. statement must include the school name).

If there is more than one student for which the parent is making a request, the parent should include the above information for each student.

2. The school should review the email request from the parent to make sure it includes the required information.
3. The school should then determine if the school has space available in the grade(s) for the student(s).
  - If the school has space available in the grade(s) for the student(s), the school should forward the email from the parent to [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov), and include a statement in the email that the school has space available in the grade(s) for the student(s). ***The DPI will then review the request and notify the school whether or not the request may be granted.***
  - If the school does not have space in the grade(s) for the student(s), the school should inform the parent that the school does not have space for the student(s).

Schools should inform parents that if the request is approved, they may not be able to change their mind to switch back to the original school as a WPCP voucher student. This is because the seat that was offered to the parent at the original school may be filled by another student from that school's waiting list, if applicable.

**WPCP Random Selection – Parent did not contact school or accept WPCP voucher by deadline:** The WPCP random selection notification emails sent to the parents and schools state that if parents fail to contact the school by the deadline in the email, the vouchers are offered, if possible, to the next student chosen in the random drawing. If a parent fails to contact the school or does not accept (declines) the WPCP voucher by the deadline and wants to accept the voucher after the deadline, the parent should contact the school. The following are the steps to make this request by the school and the parent:

1. The parent who completed the application for the student should send an email to the school to which they want to accept the WPCP voucher from the email address used for the application with the following information:
  - a) Parent Name(s)
  - b) Student Name
  - c) Student Date of Birth
  - d) Student Grade Level
  - e) School name that student was chosen to attend in the random selection
  - f) Statement requesting the student attend the school as a WPCP student for the 2020-21 school year

If there is more than one student for which the parent is making a request, the parent should include the above information for each student.

2. The school should review the email request from the parent to make sure it includes the required information.
3. The school should then determine if the school has space available in the grade(s) for the student(s).
  - If the school has space available in the grade(s) for the student(s), the school should forward the email from the parent to [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov), and include a statement in the email that the school has space available in the grade(s) for the student(s). **The DPI will then review the request and notify the school whether or not the request may be granted.**
  - If the school does not have space in the grade(s) for the student(s), the school should inform the parent that the school does not have space for the student(s).

**WPCP Random Selection - Student Withdrawals:** WPCP schools must notify the DPI immediately at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so the DPI can determine if a student from the waiting list may receive a voucher.

The DPI will fill available seats from the WPCP waiting list up to the 2<sup>nd</sup> Friday in January. WPCP schools should check their email regularly as the DPI will use email to communicate with schools regarding students on the waiting list that are offered a seat. Please note that if a parent does not confirm acceptance to the school within the set time or a seat is declined at a school, the seat is offered to the next student on the waiting list, if possible, which is not necessarily a student that applied to that school.

Schools must notify the DPI at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov) with the information below when a student with an eligible application (i.e. application has status of Submitted or Verified in OAS), withdraws from the school or decides to no longer participate in the WPCP:

1. Student name, date of birth, and grade level.
2. Attach **one** of the following:
  - a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the current school year. The form must include the student name and be signed by a parent on the WPCP application. Please note that a request for records does not meet this requirement.
  - b. A letter or email from a parent on the WPCP application sent to the school which includes the parent(s) name, the student name and the school name stating the student has withdrawn from the WPCP or will not attend the school for the current school year. A letter must be signed by a parent on the WPCP

application, and an email must be from a parent on the WPCP application and include the email heading information (i.e. To line, From Line, Date, Subject).

Schools are not required to provide the withdrawal information to the DPI for students that do not have an eligible application in OAS for their school.

After the 2<sup>nd</sup> Friday in January, schools are not required to notify the DPI if students withdraw from the school or decide to no longer participate in the WPCP. Students on the WPCP waiting list are not offered a seat if students withdraw after the 2<sup>nd</sup> Friday in January. The school will receive a February and May payment for students that withdraw if they were counted on the January Count Report in OAS.

**School Notification of Acceptance or Non-Acceptance to Applicants:** MPCP and RPCP schools must notify applicants of acceptance or non-acceptance. A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5 and 1) or there is no space available at the school (i.e. there were more applications than seats available therefore the student would be placed on the waiting list). Generally, for the RPCP and WPCP, students must also be applying to certain grades or meet a prior year attendance requirement. Under state law, for the WPCP only, the DPI will notify applicants of their acceptance or waiting list status. WPCP schools notify applicants determined ineligible.

**MPCP and RPCP:** MPCP and RPCP schools must notify the parent of each applicant of their acceptance or non-acceptance via mail or email within **60 days** of the end of the application period during which an application is received. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and indicate the student's place on the waiting list. If the school rejects a student application, the notice of non-acceptance must include the reason why the student was not accepted.

Applicants accepted into the Choice program shall have a reasonable period of time to confirm enrollment. The schools may maintain a school policy to determine the reasonable period to confirm enrollment and the method of confirmation (i.e. email, phone call, letter, signed school form, etc.). The school may include on the notice of acceptance or non-acceptance that the seat will be considered to be declined by the parent if the parent does not respond in the timeframe provided on the notice. The school may maintain a policy that applicants are responsible for having current contact information on file at the school for the school to notify the applicant of their status.

**WPCP:** WPCP schools with applications that have been determined ineligible through the application verification process should notify the parent of each WPCP applicant via mail or email that their application is ineligible and will not be included in the random drawing **after the last day of the WPCP open application period but no later than the first weekday in June**. If the school denies a student application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS.

The DPI will notify parents of WPCP students chosen in the WPCP random selection and students on the WPCP waiting list via email. WPCP schools should not send a notice to the parents of these students.

**School Submission of Applications in OAS:** Applications must have a status of "Submitted" in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade level for purposes of state aid payments to Choice schools. These membership reports include the Preliminary Enrollment report (due by the last weekday in August), the 3rd Friday in September count report (due by the last weekday in September), and the 2nd Friday in January count report (due by the last weekday in January).

**MPCP and RPCP:** MPCP and RPCP schools may submit eligible applications in OAS only after the end of the open application period. Only applications that have a status of "Verified" in OAS may be submitted. If a student is offered a seat, the DPI recommends the school submit the application in OAS after the student has accepted the seat. Schools should not submit applications for students on the school's MPCP or RPCP waiting list. These applications should remain in "Verified" status in OAS until the student is offered and accepts a seat.

To submit applications in OAS, MPCP and RPCP schools should click on “Submit Apps to DPI” on the left OAS menu bar. Please see the helpful tips below for the “Submit Apps to DPI” function in OAS:

- ***Student has \* under the “Multi App \*” column:*** Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as “The family is not eligible for the MPCP/RPCP/WPCP based on the information provided” on the verification screen).
- ***Student name not listed:*** Only applications that have been verified will be displayed under “Submit Apps to DPI”. The school should go to the “App Summary” screen and complete the application verification for the student.
- ***Student has a “Too early to submit” message:*** The school must wait until the end of the application period to submit the application.
- ***Student has a “Verification Not Complete” message:*** The school should check that the verification for all students (i.e. new and continuing students) on the family’s application has been completed.

***WPCP:*** DPI will change the application status to “Submitted” for applications the school indicates on the Intent to Attend in OAS will attend the school.

## Appendix A: Recommended Steps to Processing Applications

### 1. Prior to start of the open application period:

- a. Determine the number of Choice seats available in each grade (MPCP and RPCP schools only).
- b. Provide application information to interested parents/guardians ([dpi.wi.gov/choice](http://dpi.wi.gov/choice)).

### 2. During the application period:

- a. OAS will show applications submitted electronically by parents applying to your school.
- b. For all applications, parents must submit residency documentation to the school prior to the end of the open application period during which the parent submitted the application.
- c. For new students who do not use the DOR Income Determination method, parents must submit income documentation to the school prior to the end of the open application period during which the parent submitted the application. For applications where the parent elects to use the DOR Income Determination method and have the DOR determination completed by the school, the school should complete the DOR check prior to the end of the application period. If the DOR does not have records for the parent, the parent may switch to the DPI Income Determination method and re-submit the application in the Online Parent Application during the application period. Schools may complete the DOR Income Determination after the end of the application period; however, if the DOR does not have records for the parent, the application must be determined ineligible. The DPI recommends schools complete the income verification in the OAS prior to the end of the open application period.
- d. Determine whether the students meet the program eligibility requirements. *A Choice school administrator/designee must complete the verification for all applications in OAS.* Complete the application verification process via OAS and confirm the appropriate documentation has been received. Refer to the [School Application Processing webpage](#) for information on what is needed to determine if the application is eligible and complete the verification.
- e. Provide the Disclosure of Information packet to each Choice student or parent that applies to attend the school.
- f. MPCP and RPCP schools: Provide to all applicants with a complete application with the required supporting documentation the following: notify the applicant of the number of seats available at the grade level of the applicant; the dates of the open application period; the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available; that the applicant is not required to be present at the random drawing; and that the applicant will be notified after the drawing (but no later than 60 days after the end of the application period during which an application is received) of their acceptance or non-acceptance into the Choice program at the school.

### 3. After the open application period:

- a. **WPCP schools:** Under state law, the DPI is required to conduct the random selection for WPCP schools. WPCP schools have until the first weekday in May (*extended to May 29, 2020 per Wisconsin Act 185 for 2020-21 school year*) to complete the verification process in OAS. WPCP schools should notify parents of students whose applications were determined ineligible by the first weekday in June. The DPI notifies the parents of the students chosen in the random selection and parents of the students on the waiting list.
- b. **MPCP and RPCP schools:** Determine if more eligible applicants applied for a grade than seats available prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first. If so, conduct a random selection according to the random selection agreement and determine the waiting list order. Send notice of acceptance and non-acceptance to parents via letter or email within 60 days of the end of the application period during which an application is received. If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent and should indicate the student's place on the waiting list. Schools should submit accepted applications in OAS after the end of the open application period. Schools should not submit applications of students on the waiting list.