

Private School Choice Programs (Choice) Open Application Periods - Process

1. **Prior to start of the open application period:**
 - a. Determine the number of Choice seats available in each grade.
 - b. Provide application information to interested parents/guardians.
2. **During the application period:**
 - a. The Online Application System (OAS) will show applications submitted electronically by parents applying to your school. Parents will only be able to submit an application to your school during open application periods your school has identified on the Intent to Participate form and for the Choice grades offered as identified on your school's Intent to Participate form.
 - b. For all applications, receive student's residency documentation 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 Department of Revenue (DOR) income determination method, receive student's income documentation prior to the end of the open application period during which the parent submitted the application. Complete the DOR verification in the OAS prior to the end of the open application period.
 - d. Determine whether the student meets the program eligibility requirements. Complete the application verification process via OAS and confirm that the appropriate documentation has been received. Note: No additional documentation may be received by the school after the close of the application period in which the application is submitted by the parents.
 - e. WPCP Schools: For the February 1 – April 20 open application period, schools will have until May 1 to complete the verification process.
3. **After the open application period:**
 - a. WPCP schools: Under state law, the Department of Public Instruction (DPI) is required to conduct the random selection for WPCP schools. DPI notifies the parents of the students chosen in the random selection and parents of the students on the waiting list. WPCP schools notify parents of students whose applications were determined ineligible or nonacceptance.
 - b. MPCP and RPCP schools: Within one week after the end of the open application period and prior to the count date, determine if more eligible applicants applied for a grade than seats available. If so, conduct a random selection according to the random selection agreement and determine the waiting list order.
 - i. Send acceptance and nonacceptance letters to parents/guardians. If a student is placed on the waiting list, a letter of nonacceptance must be sent to the parent and should indicate the student's place on the waiting list.

For more information on open application period rules or important dates, please see “Open Application Periods - General Rules” and “Open Application Periods - Dates” posted at the [school registration page](#).