

Date: November 14, 2016

To: Continuing Schools Interested in Participating
in the Private School Choice Programs (PSCP or Choice)

From: Private School Choice Programs Staff

Re: PSCP 2017-18 Registration Forms and Information for Continuing Schools

Please read the following information detailing the requirements for continuing schools to register to participate in the PSCP in the 2017-18 school year.

This letter will cover the following items required for registration:

- Notice of School's Intent to Participate in the PSCP for the 2017-18 School Year
- Voluntary Agreement for the Department of Public Instruction (DPI) Approval of School's Random Selection Plan
- Letter and Acknowledgement Regarding Student Rights in the PSCP
- Auditor Fee and Form
- Student Application Designee Authorization Form
- School Registration Checklist
- Training Information for new Administrators of Continuing Schools
- PSCP Intent to Offer Summer School Form (for schools interested in Summer School)

Additional information also included:

- Information on Hours of Instruction
- Information on the 2017-18 School Budget
- Information on PSCP Optional Open Application Periods
- Information on Accreditation Requirements
- Information on Insurance Requirements

Please note all of the school registration forms and the auditor fee are due to DPI by January 10, 2017 unless otherwise noted. If a school fails to meet this deadline, the school will not be eligible to participate in the PSCP during the 2017-18 school year. Therefore, it is in the school's best interest to submit these required forms as soon as possible so that any errors or questions can be resolved well in advance of the January 10 deadline.

Notice of School's Intent to Participate: The school's Notice of Intent to Participate must be completed, signed and submitted electronically by the school's Choice administrator no later than January 10, 2017 in order for the school to be eligible to participate in the PSCP for the 2017-18 school year. The electronic form will be available through midnight on January 10, 2017.

Please read each section of the form and ensure you understand the information contained within the form before signing and submitting the form. By electronically signing the form, you agree that compliance with program requirements constitutes a condition of receipt of funds and that in the event of failure to comply, your school's participation in the program can be terminated and/or PSCP payments withheld. **The 2017-18 Notice of School's Intent to Participate form can be accessed via the unique link that will be emailed to the Choice administrator.** Continuing schools should not use the general link on our website—it is for new schools only.

The form accessed via the unique school link has been pre-loaded with current school and administrator information. The Choice administrator must update fields where appropriate and complete fields that have not been preloaded. If any of the school's information has changed, including a change in Choice administrator, school address, etc., the Choice administrator must update this information—all preloaded fields can be modified.

In order to process state aid payments under the new state financial accounting system, STAR, all schools must provide the DPI with their school's Federal Employer Identification Number (FEIN). This information must be provided on the Notice of School's Intent to Participate form.

The school's unique link will be sent to the Choice administrator of record. The link will not be sent to designees. Please ensure that the administrator retrieves the link and completes the form no later than January 10, 2017. If you have difficulty accessing the link or completing the form, contact DPI staff at privateschoolchoice@dpi.wi.gov or 888-245-2732 ext. 3.

Please note the administrator completing and signing the Notice of School's Intent to Participate must be the sole owner of the school or appointed by the operating organization of the school and must have at least a bachelor's degree from an accredited institution of higher education.

State law requires schools to ensure that an owner, officer, director, trustee, administrator, administrator's designee or an individual with administrative, financial or pupil health and safety responsibilities, whether compensated or uncompensated, is not a disqualified person as defined under Wis. Stat. §§119.23(1)(ag) or 118.60(1)(ag). A disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrative designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. If a school retains a disqualified person, the school may be terminated from the program.

Random Selection Plan: Each private school that intends to participate in the Milwaukee Parental Choice Program (MPCP) or the Racine Parental Choice Program (RPCP) shall submit its random selection plan and have the plan approved by the State Superintendent no later than January 10, 2017. State law requires the DPI to conduct the random selection for the Wisconsin Parental Choice Program (WPCP) for the 2017-18 school year, therefore, schools that will only participate in the WPCP in 2017-18 are not required to submit a random selection plan.

The "Agreement on Random Selection Process for Admissions into the Milwaukee Parental Choice Program and the Racine Parental Choice Program" is a description of the procedures that a school's random selection plan must follow to be approved by the State Superintendent. If a school **voluntarily** agrees to sign this document stating that the school will follow these rules for randomly selecting pupils for the MPCP and RPCP, the electronic submission of the signed document included with the School's Notice of Intent to Participate will signify the State Superintendent's approval of the school's plan. If a school wishes to construct its own random selection plan for the 2017-18 school year, the school may do so. However, the plan must be submitted to the DPI and approved by the State Superintendent prior to January 10, 2017. DPI staff will work with the school on any edits to its plan that may be necessary to receive departmental approval of the plan. These edits must be completed prior to January 10, 2017.

Student Rights Acknowledgement: The school's Choice administrator should read the letter from State Superintendent Tony Evers regarding student rights available on the [school registration page](#). This letter contains a list of student rights that formerly appeared in the Administrative Code PI 35. It was agreed to at the Legislature's Joint Committee on Administrative Rules meeting held July 30, 1998, that in exchange for the removal of the student rights list from the administrative rules, school administrators and principals would sign the letter of acknowledgement. The Choice

administrator should complete the acknowledgement electronically and submit it along with the Notice of School's Intent to Participate, no later than January 10, 2017.

Auditor Fee and Form: Private schools that intend to participate in the PSCP must, no later than January 10, 2017, pay to the DPI a nonrefundable fee of **\$500**. Payment of the nonrefundable fee must be made in the form of a cashier's check payable to the Wisconsin Department of Public Instruction. Other forms of payment will not be accepted. **No refunds of the fee will be made, regardless of whether or not the school participates in the PSCP.** Schools must mail the cashier's check, along with the Auditor Fee Form to the DPI at the address listed on the form. The Auditor Fee Form can be downloaded from the [school registration page](#).

Student Application Designee Authorization Form: This form shall be completed and submitted to the DPI when a school's Choice administrator wishes to designate one or more individuals to assist in processing Choice student applications. This form must be on file at DPI before an individual can begin processing Choice student applications. **Choice administrators of schools that are continuing in the PSCP are not required to submit this form unless there are changes or updates.** The Designee Authorization Form can be submitted at any time during the school year. It can be downloaded from the [school registration page](#).

In order to process applications in the Online Application System (OAS), new designees must complete pre-recorded online training modules. New designees must complete the form requesting access at [school training page](#). If a designee would like to assist with processing applications at the start of the 2017-18 open application periods, which is February 1, 2017, please complete this form no later than November 28, 2016. All designees that complete this form by November 28, 2016 will be emailed the login information to access the online trainings in early December.

School Registration Checklist: This checklist was created to assist you in ensuring all registration forms are completed correctly and all required information has been submitted to the DPI by the deadline. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements. The checklist can be downloaded from the [school registration page](#).

PSCP Training Requirements for New Administrators of Continuing Schools: New administrators of schools continuing in the PSCP are required to complete training. The required training consists of viewing online training modules. In order to obtain access to the required trainings, the new Choice administrator must complete the form requesting access at [school training page](#). Please complete this form no later than November 28, 2016. All new Choice administrators that complete the form by November 28, 2016 will be emailed the login information to access the online trainings in early December.

Hours of Instruction: Private schools participating in the PSCP must provide 1,050 hours of direct pupil instruction in grades 1 to 6 and 1,137 hours of direct pupil instruction in grades 7-12. Hours can include recess and time for pupils to transfer between classes but do not include lunch periods. Annually each private school participating in the PSCP must complete the Hours of Instruction report showing that the school's scheduled hours of instruction meet these minimum requirements. The Choice attendance requirements are that the students are either at the school on the count dates (3rd Friday in September and 2nd Friday in January) or any day before and any day after the count dates. Therefore, schools are encouraged to have a full day of instruction on the count dates. The Hours of Instruction report and examples of how to complete the report can be found on the following webpage: [school registration page](#). Once completed, the school's Choice administrator must sign and submit a copy of the Hours of Instruction report to the DPI. Continuing schools must submit the Hours of Instruction report by May 1, 2017. This report may be submitted via email to privateschoolchoice@dpi.wi.gov.

2017-18 School Budget: Schools that are continuing in the Choice program are required to complete a budget by June 30th. The school may either use DPI's budget form, which will be available in January 2017 at <http://dpi.wi.gov/sms/Choice-programs/school-reports>, or prepare its own budget. If the school prepares its own budget, the budget must include the following:

1. Anticipated enrollments for all pupils enrolled in the school.
2. Anticipated enrollments for Choice program pupils.
3. Estimated total revenues and costs.
4. Estimated eligible education expenses and offsetting revenues for the Choice program.
5. A schedule of anticipated beginning and ending net assets.
6. Identification of the contingent funding sources the school will use should actual enrollments be less than expected.

The school's independent auditor will ensure that this requirement has been met for continuing schools as part of the Fiscal & Internal Control Practices Report. Continuing schools do not need to send the budget to the DPI, unless it is specifically requested. If a school has received correspondence from the department requiring that the school complete and submit the DPI budget and cash flow report to the DPI by a certain date, the school must comply with the requirements in that correspondence.

Accreditation Requirements: Private schools first participating in a PSCP will need to be preaccredited or fully accredited prior to participation. In addition, all schools continuing in the program that are fully accredited must provide evidence of current accreditation annually to the DPI by January 15, 2017. Please see the [Accreditation Bulletin](#) for details on the requirements and due dates. Keep in mind there is significant advance planning needed especially if the school is new to the PSCP.

Insurance Requirements: Under Administrative Rule PI 35 and 48, all schools participating in the PSCP are required to continuously maintain minimum levels of insurance coverage. The insurance document posted on the [school registration page](#) lists the coverage requirements. Failure to maintain the required insurance coverage may result in the withholding of Choice payments and/or termination from the Choice program.

Open Application Periods Information: The Open Application Period documents available on the [school registration page](#) provide additional information on the rules and timelines related to open application periods. Open application periods are the only times schools may accept PSCP student applications. Please read through this information carefully as you decide which of the open application periods the school will participate in during the 2017-18 school year. By law, schools participating in the WPCP may only accept student applications from February 1-April 20. If the school will participate in the WPCP, the school must participate in this open application period. After, January 10, 2017, schools participating in the MPCP and the RPCP will not be allowed to amend their open application periods. Please note that the available open application periods differ for all three programs.

Summer School: PSCP schools that are interested in offering summer school during the summer of 2017 should complete and submit the Intent to Offer Summer School Survey no later than January 10, 2017. Schools can access the survey on the [school registration page](#).

If you have questions concerning this information, please email privateschoolchoice@dpi.wi.gov or call 888-245-2732 ext. 3.