

**IMPORTANT DATES FOR  
PRIVATE SCHOOLS INTENDING TO PARTICIPATE  
IN ANY OF THE PRIVATE SCHOOL CHOICE PROGRAMS (PSCP)  
IN THE 2017-18 SCHOOL YEAR**

- MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP)
- RACINE PARENTAL CHOICE PROGRAM (RPCP)
- WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

Wisconsin law requires private schools interested in participating in the Private School Choice Programs (PSCP) to register with the Wisconsin Department of Public Instruction (DPI). While all private schools have deadlines to meet with respect to their eligibility to participate in the PSCP, a new private school has different deadlines to meet than an existing private school that intends to begin participation in the PSCP.

Schools already participating in the PSCP have other deadlines with respect to their continuing eligibility to participate in the program.

**The next school year for which a private school may register with the DPI to participate in the PSCP is for 2017-18.**

The first step in the process to become eligible to participate in the PSCP is to determine if the private school meets the statutory definition of a new private school. Per state law (see Wis. Stats. secs. [119.23\(1\)\(ai\)](#) and [118.60\(1\)\(bn\)](#)), a private school is considered new if it has been open with enrolled students for less than 12 consecutive months, or has fewer than 40 pupils enrolled in two or fewer grades. If the private school wishing to register to participate in the PSCP meets this definition, it is considered a new private school. If the private school does not meet the definition, it is an existing private school new to the program.

**NOTE: August 1, 2016 is the first deadline for a new private school intending to participate in the PSCP for the 2017-18 school year.**

**If a new or existing private school fails to meet the requirements established in state law and administrative rule, it will not be allowed to participate in the PSCP.**

If determined to be eligible to participate in the PSCP, all private schools must continue to meet eligibility requirements as set by state law and administrative rule.

The following pages provide a summary of important dates for new and existing private schools intending to participate in the PSCP in the 2017-18 school year.

## Deadlines to register to become eligible for the PSCP

*Note that the dates listed below are subject to statutory and administrative rule change.*

### For the 2017-18 School Year

Submit to the DPI on forms provided by DPI the following:	New Private School	Existing Private School
A notice of new private school's intent to participate and agreement to comply with procedural requirements of the PSCP. This will include the mailing address for the private school. If no building has been secured by the August 1 date, then it must provide the mailing address of an administrator of the private school.	Aug. 1, 2016	N/A
The nonrefundable fee established by DPI. If the fee for the school year in which the new private school wishes to first participate has not been set, then the prior year fee will be the amount owed. Once the fee is set, and if it is different from what was submitted by the school, then the school will be required to pay the difference (if higher) or the DPI will refund the difference (if lower).	Aug. 1, 2016	Jan. 10, 2017
A complete anticipated budget for the first fiscal period of participation in the choice program showing that the private school will have a positive cash flow in each month of the fiscal period and no operating deficit. The budget must include anticipated enrollments for all pupils enrolled in the new private school and for pupils enrolled in the new private school under the choice program; estimated revenues and costs; a schedule of anticipated beginning and ending net choice program assets; and a schedule of monthly cash flow requirements. The school must also include contingent funding sources the new private school will use in the event that actual enrollments are less than expected.	Aug. 1, 2016	May 1, 2017
The standard, identified in <a href="#">118.60 (7)(a) and 119.23(7)(a)</a> , that the new private school intends to meet (Continuing Eligibility).	Aug. 1, 2016	Oct. 15, 2017
The information related to the private school's policies and governing board (as required by <a href="#">118.60 (6m)(a) and (c) and 119.23(6m)(a)and(c)</a> ).	Aug. 1, 2016	N/A
Complete the PI-1207 Private School Report, using a link emailed to each school from the DPI Data Management and Reporting Team.	Oct. 15, 2016	
Obtain preaccreditation from a preaccrediting entity and provide proof of such to the DPI.	Dec. 15, 2016	Aug. 1, 2017
Submit to the DPI the Notice of Intent to Participate form, which includes the open application periods in which the school will accept applications, number of seats (by grade level) available at the school for choice students. Also submit the random selection process, letter on student rights, and hours of instruction report.	Jan. 10, 2017	
Submit summer school questionnaire, <b>IF</b> your school is interested in offering a summer school program during the summer of 2017.	Jan. 10, 2017	
IF APPLICABLE – 2017-18 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit: <ul style="list-style-type: none"> <li>• A copy of their validated application for the school's certificate of occupancy; and</li> <li>• A copy of their validated application to the Board of Zoning Appeals.</li> </ul>	March 1, 2017	
Deadline for all 2017-18 schools to: <ul style="list-style-type: none"> <li>• Submit the budget and cash flow report; and</li> <li>• Participate in DPI approved fiscal management training.</li> </ul>	May 1, 2017	

For the 2017-18 School Year	New Private School	Existing Private School
Deadline for 2017-18 schools located in the city of Milwaukee, not offering summer school, to: <ul style="list-style-type: none"> <li>• Submit a copy of their validated application for the school’s certificate of occupancy; and</li> <li>• Submit a copy of their validated application to Board of Zoning Appeals, if applicable.</li> </ul>	May 1, 2017	
Deadline for 2017-18 schools offering summer school to: <ul style="list-style-type: none"> <li>• Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes (RPCP and MPCP only);</li> <li>• Submit a copy of the school’s certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and</li> <li>• Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.</li> </ul>	May 1, 2017	
Demonstrate to the satisfaction of DPI that the new private school has contracted with a third-party payroll service that will remit federal and state payroll taxes for each employee of the new private school for the duration of the school year.	Aug. 1, 2017	N/A
Deadline for schools new to PSCP, not offering summer school instruction, to: <ul style="list-style-type: none"> <li>• Submit to the DPI a current certificate of occupancy that certifies the building and facilities meet all school codes (MPCP and RPCP only);</li> <li>• Submit a copy of the school’s certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and</li> <li>• Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.</li> </ul>	Aug. 1, 2017	
All MPCP and RPCP schools must submit to DPI, using the on-line application system, copies of eligible choice student applications accepted during the school’s February through July open application periods.	Aug. 1, 2017	
For existing private schools, the information related to the private school’s policies and governing board (as required by <a href="#">118.60 (6m)(a)(b) and (c)</a> and <a href="#">119.23(6m)(a)(b)and(c)</a> ). This includes materials detailing Academic Standards, and any updates to previously submitted materials. (NOTE- New private schools must submit this and any updates to the materials that they previously submitted)	Aug. 1, 2017	

*If determined to be eligible to participate in the PSCP, all private schools must continue to meet eligibility requirements as set by state law and administrative rule.*