

Training 10-1: Wisconsin Parental Choice Program (WPCP) WPCP Application Process



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Wisconsin Parental Choice Program's (WPCP) Application Process.

This training is only for schools that will participate in the WPCP and is not required or applicable to schools who participate in the Milwaukee Parental Choice Program (MPCP) or the Racine Parental Choice Program (RPCP).

This presentation will begin with an overview of the WPCP application timeline followed by an overview of the WPCP random selection and parent voucher notification process. The presentation will then review the Intent to Attend requirements for WPCP schools.

Let's begin with the WPCP Application Timeline. There are 3 parts to the WPCP Application Timeline:

- Part 1: First weekday in February through the 3rd Thursday in April - The WPCP Open Application Period
- Part 2: 3rd Friday in April through the 1st weekday in May
- Part 3: After the 1st weekday in May

WPCP Application Timeline

• 1st weekday in February - 3rd Thursday in April – The WPCP Open Application Period:

- Parents must apply every year via the Online Parent Application.
- Parents complete the Online Parent Application and select all the schools they wish to apply to.
- The completed application will be submitted to each school.
- Parents must take, to each school, the supporting residency documentation and income documentation, if applicable.
- All Department of Revenue verifications should be completed during this time.
- Schools must retain all documentation received from parents.
- Schools must provide the Disclosure of Information packet to each Choice student or parent that applies to attend the school.

WPCP Application Timeline Part 1: 1st weekday in February through the 3rd Thursday in April - The WPCP Open Application Period

There is one open application period for the WPCP from the 1st weekday in February through the 3rd Thursday in April. Parents must complete and submit an application **each year** for their student in the Online Parent Application during this timeframe. After a parent completes and submits the application in the Online Parent Application, the parent will receive a confirmation email listing the documentation the parent must provide to the school(s). The parent must then take the supporting residency documentation and income documentation, if applicable, for each student to the school(s) he/she applied to by the 3rd Thursday in April.

WPCP schools should complete Department of Revenue (DOR) verifications prior to the 3rd Thursday in April. For parents where DOR does not find records, these parents may change the income determination method in the Online Parent Application from the DOR method to the DPI method through the 3rd Thursday in April. The income determination method cannot be changed after the 3rd Thursday in April. If a school runs a DOR records check for an application after the 3rd Thursday in April and DOR does not find records for the parent, the application is ineligible.

Schools may complete the verification of the student applications during the WPCP open application period in the Online Application System (OAS). Schools must retain all documentation received from parents in the student files for the auditor review.

All schools must provide to each Choice student or parent that applies to attend the school the information listed in the Disclosure of Information template. 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. Additional information on the Disclosure of Information requirements can be found here: [School Submitted Reports and Forms](#).

WPCP Application Timeline (cont.)

- **3rd Friday in April - 1st weekday in May:**

- Schools complete the verification process in the Online Application System (OAS).
- Schools must send letters of non-acceptance to students determined ineligible by the 1st weekday in June.



WPCP Application Timeline Part 2: 3rd Friday in April through the 1st weekday in May

Schools must complete the verification of all applications by the 1st weekday in May in OAS.

If the school did not complete the DOR records check prior to the 3rd Thursday in April, the school may complete the records check. However, if DOR returns a message that they do not have records, the application must be determined ineligible. If the DOR has records, the school may move forward with completing the verification process using DOR.

WPCP schools must also send letters of non-acceptance for all applications that were determined ineligible. Any application that does not have an application status of “verified” in OAS by the 1st weekday in May is ineligible. WPCP schools must contact the parent of each ineligible applicant, in writing, and notify them that their application is ineligible and will not be included in the WPCP random selection. This written notification should be sent to the parent via mail or email.

WPCP Application Timeline (cont.)

• After the 1st weekday in May:

- WPCP schools must complete the Final WPCP Seats Report in OAS in early May.
- The DPI will conduct the random selection to determine which students will participate in the WPCP in the summer.
- The DPI will send notifications to parents in the random selection. WPCP schools should not send any notifications of acceptance or non-acceptance to parents that were determined eligible by the 1st weekday in May unless instructed by the DPI to do so.
- WPCP schools notify the DPI of WPCP students that move. There are two types of moves:
 - WPCP Student Moves and Wishes to Transfer to another WPCP School
 - WPCP Student Moves to Milwaukee or Racine Unified School District and Stays at Same School

WPCP Application Timeline Part 3: After the 1st weekday in May

WPCP schools may increase the number of WPCP seats available for students in OAS in early May. Schools first indicated to the DPI the number of WPCP available seats in the Notice of School's Intent to Participate that was due by January 10. Schools in early May must indicate to the DPI again on the Final WPCP Seats Report in OAS the number of WPCP seats available for each grade. In early May, schools may increase but not decrease the number of WPCP available seats. Schools should ensure that the number of seats indicated on this report takes into account any returning WPCP students. If the school indicates fewer spaces available in a grade than the number of returning WPCP students, some returning students will not receive a seat and will be placed on the WPCP waiting list.

The DPI will conduct the WPCP random selection to determine which students will participate in the WPCP in the summer.

WPCP schools should not send any notifications of acceptance or non-acceptance to parents that were determined eligible by the 1st weekday in May unless instructed by the DPI to do so.

Schools notify the DPI of WPCP students that move and wish to transfer to another WPCP school between the 1st weekday in August and the 3rd Friday in August at privateschoolchoice@dpi.wi.gov. The DPI will review each request to determine if it may be approved.

Schools notify the DPI of WPCP students that move to the city of Milwaukee or Racine Unified School District that will attend the same school by the 3rd Friday in August at privateschoolchoice@dpi.wi.gov. After that date, schools update the student address information on the September Count Report. For school's that participate in the MPCP and/or RPCP, the DPI will transfer the WPCP applications to the applicable program in OAS. If the school does not participate in that program, the application will be determined ineligible.

WPCP Application Timeline (cont.)

Summary of Key Points for WPCP Schools

1. Parents must apply every year via the Online Parent Application.
2. The 3rd Thursday in April is the last day parents can complete and submit applications in the Online Parent Application and the last day parents may provide the supporting residency and income documentation, if applicable, to the school.
3. WPCP schools should complete all DOR verifications prior to the 3rd Thursday in April.
4. Schools must provide the Disclosure of Information packet to each Choice student or parent that applies to attend the school.
5. WPCP schools must complete the verification of all applications by the 1st weekday in May.
6. WPCP schools must complete the Final WPCP Seats Report in OAS in early May.
7. WPCP schools send letters of non-acceptance to students determined ineligible by the 1st weekday in June.
8. WPCP schools notify the DPI of WPCP students that move.
 - Schools notify the DPI of WPCP students that move and wish to transfer to another WPCP school between the 1st weekday in August and the 3rd Friday in August
 - WPCP schools notify the DPI of WPCP students that move to city of Milwaukee or Racine Unified School District that will attend the same school by the 3rd Friday in August. After this date, schools update the address on the September Count Report.

WPCP Application Timeline – Summary of Key Points for WPCP Schools

1. Parents must apply every year via the Online Parent Application for their student(s).
2. The last day for parents to complete and submit applications in the Online Parent Application is the 3rd Thursday in April. Parents must also provide the supporting residency and income documentation, if applicable, to the school by the 3rd Thursday in April.
3. WPCP schools should complete all DOR verifications prior to the 3rd Thursday in April and allow time for parents to change to the DPI method if applicable in the Online Parent Application.
4. Schools must provide the Disclosure of Information packet to each Choice student or parent that applies to attend the school.
5. WPCP schools must complete the verification of all applications by the 1st weekday in May. The DPI recommends completing application verifications prior to the 3rd Thursday in April to allow parents time to make any needed changes to their application in the Online Parent Application or to provide additional supporting documentation prior to the 3rd Thursday in April.
6. WPCP schools must complete the Final WPCP Seats Report in OAS in early May.
7. WPCP schools send letters of non-acceptance to students determined ineligible by the first weekday in June.
8. WPCP schools notify the DPI of WPCP students that move.
 - Schools notify the DPI of WPCP students that move and wish to transfer to another WPCP school between the first weekday in August and the 3rd Friday in August.
 - WPCP schools notify the DPI of WPCP students that move to city of Milwaukee or Racine Unified School District that will attend the same school by the 3rd Friday in August. After this date, schools update the address on the September Count Report.

WPCP Random Selection Overview

- The DPI will conduct the random selection to determine which students will receive a voucher for the WPCP.
- Choice school administrators and designees should be sure to check their email and the Intent to Attend page regularly as this process will likely run several times.



Next, the presentation will provide an overview of the WPCP random selection.

The DPI will conduct the WPCP random selection to determine which students will participate in the WPCP. The DPI will continue to conduct the random selection up to the 2nd Friday in January.

Choice school administrators and designees should check their email regularly as the DPI will use email to communicate with schools regarding students that have been drawn in the WPCP random selection. Schools should also regularly check the Intent to Attend page in OAS to see the students selected.

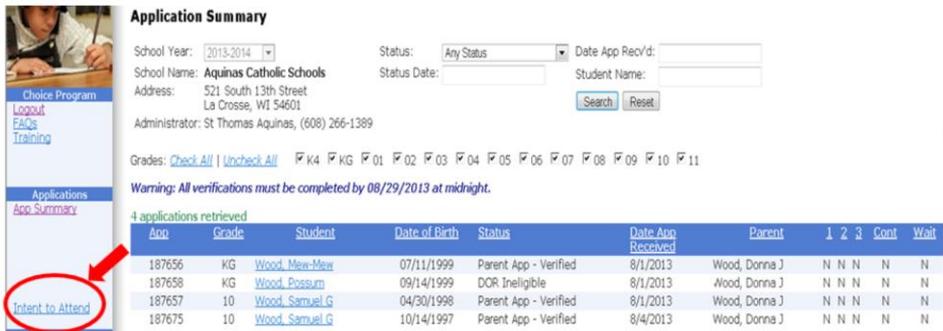
DPI Notifications

- DPI will send notifications via email to the:
 - Parents of the students selected or on the waiting list.
 - Schools when the random selection is complete.
- Parents of students who are drawn in the random selection will typically have 5 business days to contact the school at which they receive a seat to confirm that they will accept the voucher and attend the school.

The DPI will email all parents of verified applicants to inform them if their student was drawn in the random selection or is on the waiting list. The email will be sent to the email address the parent used in the Online Parent Application. For a student that is drawn in the random selection, the email will tell the parent to contact the school by a specified date to confirm his/her acceptance and indicate whether or not his/her child will attend the school. The specified date is typically five business days from when the random selection notice was sent. The email will also inform the parent that if he/she fails to confirm his/her acceptance by 4 pm on the specified date, the seat will be offered to the next student drawn in the random selection.

If additional seats become available due to students that decline the voucher or later withdraw from their school, the DPI will fill the available slots from the waiting list and notify parents via email.

Accessing the Intent to Attend



Application Summary

School Year: Status: Date App Recv'd:

School Name: **Aquinas Catholic Schools** Status Date: Student Name:

Address: 521 South 13th Street
La Crosse, WI 54601

Administrator: St Thomas Aquinas, (608) 266-1389

Grades: K4 KG 01 02 03 04 05 06 07 08 09 10 11

Warning: All verifications must be completed by 08/29/2013 at midnight.

4 applications retrieved

App	Grade	Student	Date of Birth	Status	Date App Received	Parent	1	2	3	Cont	Wait
187656	KG	Wood, Mia-Mae	07/11/1999	Parent App - Verified	8/1/2013	Wood, Donna J	N	N	N	N	N
187658	KG	Wood, Possum	09/14/1999	DCR Ineligible	8/1/2013	Wood, Donna J	N	N	N	N	N
187657	10	Wood, Samuel G	04/30/1998	Parent App - Verified	8/1/2013	Wood, Donna J	N	N	N	N	N
187675	10	Wood, Samuel G	10/14/1997	Parent App - Verified	8/4/2013	Wood, Donna J	N	N	N	N	N

- To view the list of students who have been drawn in the random selection to attend the school:
 - Log into OAS.
 - On the left navigation bar, click “Intent to Attend”

The last part of this presentation covers the Intent to Attend requirements for WPCP schools.

The Intent to Attend is the report schools use to enter the response from the parent saying whether or not his/her student will attend the school.

The Intent to Attend is completed by the school in OAS. To access the Intent to Attend in OAS, the school will log into OAS and click “Intent to Attend” located on the left menu bar.

Students Listed

Intent to Attend

School Year: 2013 - 2014
School Name: Aquinas Catholic Schools
Address: 521 South 13th Street
La Crosse, WI 54601
Administrator: St Thomas Aquinas, (608) 266-1389

Grades: [Check All](#) | [Uncheck All](#) K4 KG 01 02 03 04 05 06 07 08 09 10 11

Please indicate for each student what the student's intention is **before midnight on the expiration date.**

2 applications retrieved; 0 are planning on attending

<u>Grade</u>	<u>Student</u>	<u>Date of Birth</u>	<u>App ID</u>	<u>Expiration Date</u>	Yes, Will Attend	No, Will Not Attend	No Answer
KG	Wood, Mew-Mew	07/11/1999	187656	08/27/2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Wood, Samuel G	10/14/1997	187675	08/27/2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel Save

- The students that have been drawn in the random selection to attend the school will be listed on the Intent to Attend page.

The Intent to Attend has a list of the students that have been drawn in the WPCP random selection to attend the school.

The following are some tips for locating students on the Intent to Attend report:

1. Schools can sort the report by student name by clicking on the “Student” column.
2. Schools can filter the report by specific grade(s) by clicking on the grade boxes.
3. Schools can sort the report by grade by clicking on the “Grade” column.

Columns on the report with headings that are underlined can be sorted by clicking on the heading name.

Expiration Date

Intent to Attend

School Year: 2013 - 2014
School Name: Aquinas Catholic Schools
Address: 521 South 13th Street
La Crosse, WI 54601
Administrator: St Thomas Aquinas, (608) 266-1389

Grades: [Check All](#) | [Uncheck All](#) | K4 KG 01 02 03 04 05 06 07 08 09 10 11

Please indicate for each student what the student's intention is **before midnight on the expiration date**.

2 applications retrieved; 0 are planning on attending

Grade	Student	Date of Birth	App ID	Expiration Date	Yes, Will Attend	No, Will Not Attend	No Answer
KG	Wood, Mew-Mew	07/11/1999	187656	08/27/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Wood, Samuel G	10/14/1997	187675	08/27/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The “Expiration Date” indicates the date by which parents must confirm that they will attend the school.
- Parents have until 4pm on the expiration date to contact the school.
- Schools have until midnight on the expiration date to enter parents’ responses.

As discussed earlier in this presentation, parents of students drawn in the WPCP random selection will receive an email instructing them to contact the school by a specified date. This date is the expiration date in the Intent to Attend in OAS. Parents have until 4 pm on the expiration date to contact the school.

Schools can sort the Intent to Attend by the “Expiration Date” column to see the most recent dates.

Let’s review the timing of the Intent to Attend process and how this relates to the expiration date.

1. The DPI notifies parents by email that their student has been drawn in the random selection and that they must confirm acceptance to the school by 4 pm on a **specified expiration date**.
2. Schools should be in contact with WPCP families, prior to the **specified expiration date**, if the parents have not responded to let the school know if their student will attend the school.
3. Schools have until midnight on the **specified expiration date** to enter the parent response in the Intent to Attend report.

If the response is not entered by the school by midnight on the **specified expiration date**, the seat will be offered, if possible, to the next student on the WPCP waiting list which is not necessarily a student that applied to that school.

Updating Parent Responses

Intent to Attend

School Year: [2013 - 2014]

School Name: **Aquinas Catholic Schools**

Address: 521 South 13th Street
La Crosse, WI 54601

Administrator: St. Thomas Aquinas, (608) 266-1389

Grades: [Check All](#) | [Uncheck All](#) K4 KG 01 02 03 04 05 06 07 08 09 10 11

Please indicate for each student what the student's intention is **before midnight on the expiration date.**

2 applications retrieved; 0 are planning on attending

Grade	Student	Date of Birth	App ID	Expiration Date	Yes, Will Attend	No, Will Not Attend	No Answer
KG	Wood, Mew-Mew	07/11/1999	187656	08/27/2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Wood, Samuel G	10/14/1997	187675	08/27/2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Intent to Attend](#)

Pupil Count

- The default setting for all students is “No Answer”.
- After receiving confirmation from parents, the school must indicate “Yes, Will Attend” or “No, Will Not Attend” for each student.
- After entering a parent’s response, click “Save”.

When a Choice school receives confirmation of acceptance or denial from a parent, the school will use the OAS to indicate the parent’s response by completing the Intent to Attend. Schools do not have to enter the responses for all students at the same time.

The default response for students on the Intent to Attend is “No Answer”. The school will click on the button under the “Yes, Will Attend” column if the parent confirms their student will attend the school. The school will click on the button under the “No, Will Not Attend” column if the parent informs the school the student will not attend the school.

The school must click “Save” after entering a parent’s response.

Please remember that if the response is not entered by the school by midnight on the expiration date, the seat will be offered, if possible, to the next student on the WPCP waiting list which is not necessarily a student that applied to that school. Schools cannot enter a response for a student after midnight on the expiration date.

Total Students Attending

Intent to Attend

School Year: 2013 - 2014
School Name: Aquinas Catholic Schools
Address: 521 South 13th Street
La Crosse, WI 54601
Administrator: St Thomas Aquinas, (608) 266-1389

Grades: [Check All](#) | [Uncheck All](#) K4 KG 01 02 03 04 05 06 07 08 09 10 11

Please indicate for each student what the student's intention is before midnight on the expiration date.

Changes saved
2 applications retrieved. 1 is planning on attending

Grade	Student	Date of Birth	App ID	Expiration Date	Yes, Will Attend	No, Will Not Attend	No Answer
KG	Wood, Mew-Mew	07/11/1999	187656	08/27/2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Wood, Samuel G	10/14/1997	187675	08/27/2013	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- The count at the top of the list will automatically update to reflect the total number of students who have indicated they will attend.

The count at the top of the Intent to Attend report is automatically updated to reflect the total number of students whose parents indicated that their student will attend the school.

No Answers and Will Not Attend Responses

- Parents who fail to contact the school to confirm their acceptance by 4pm on the expiration date will lose their seat.
- After midnight on the expiration date, schools will be unable to update a student's intent.
- All students for which there was "no answer" or whose parent indicated they "will not attend" will lose their voucher and the seat will be offered to the next student drawn in the WPCP random selection.

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Important points to remember about No Answers and Will Not Attend responses:

1. Parents who fail to contact the school to confirm their acceptance by 4pm on the expiration date will lose their seat.
2. After midnight on the expiration date, schools will be unable to update a student's intent.
3. All students for which there was "no answer" or whose parent indicated they "will not attend" will lose their voucher and the seat will be offered to the next student drawn in the WPCP random selection.

WPCP schools should be in contact with families, if they have not responded to let the school know if their student will attend the school, prior to the specified expiration date.

Student Attendance

- Students who are drawn in the random selection may begin attending the school as a Choice student when they indicate their intent to attend.
- Remember, students must meet the 3rd Friday in September and/or 2nd Friday in January count requirements in order for a school to receive a voucher payment for them.

The students who have been selected to attend the school may start attending the school as a choice student when they indicate their intent to attend.

Students must meet the 3rd Friday in September and/or 2nd Friday in January count requirements in order for a school to receive a voucher payment for the student.

The DPI will continue to conduct the random selection up to the 2nd Friday in January. The school may not charge a student tuition once the student has accepted a choice seat.

WPCP Student Withdrawals

- WPCP schools must immediately notify the DPI if a parent informs the school that his/her student* will not attend the school.

* These are the students where the school responded "Yes, will attend" on the Intent to Attend report or students that are on the WPCP waiting list.

- If possible, the available seat will be filled with a student from the waiting list which is not necessarily a student that applied to that school.

If a parent informs the school that his/her student will not attend the school for the school year, the school must immediately notify the DPI at PrivateSchoolChoice@dpi.wi.gov with the following:

1. Student Name, Date of Birth, and Grade level
2. Attach **one** of the following:
 1. School form showing the choice student as withdrawn from the WPCP or not attending the choice school for the 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.
 2. A letter or email from a parent on the WPCP application sent to the school which includes the parent(s) name, the choice student name and the school name stating the student has withdrawn from the WPCP or will not attend the school for the school year. Please note that 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 do not need to report WPCP students who attended the school for the prior school year on a voucher but did not apply to the school for the current school year.

The DPI will continue to conduct the random selection up to the 2nd Friday in January. Schools should check their email regularly as the DPI will use email to communicate with schools regarding students that have been drawn in the random selection. If possible, the available seats will be filled with students from the waiting list. Please note that a seat declined at a school is offered to the next student on the waiting list, which is not necessarily a student that applied to that school.

Questions

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



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If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.