

Training 2-2: Intent to Participate



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 Notice of School's Intent to Participate (ITP).

Intent to Participate (ITP)

- The ITP indicates the school's intent to participate in the Choice program for the upcoming school year and agreement to comply with all program requirements.
- The ITP must be completed, electronically signed, and submitted by the school's Choice administrator in the Online Application System (OAS) by January 10.

The Choice Administrator is defined as an owner of the school or an individual appointed as the school's administrator by the school's governing body.

ITP – Directions to Access the ITP in OAS

•New Schools

- Email privateschoolchoice@dpi.wi.gov to request access to OAS.

•Continuing Schools

- Access ITP in OAS from one user name, even if participate in multiple programs.
- Choice administrator must submit the ITP.
- Designees for the school may enter information in the ITP in OAS, but may not submit the form.

New Schools: To request access to OAS, the new school's Choice administrator must email the following information to privateschoolchoice@dpi.wi.gov:

1. *Private School Code:* See the [Private School Directory](#) for the code. Schools may also access the directory from the [Private School Choice Programs homepage](#) (fourth from the bottom on left menu bar). Schools that do not have a private school code may have been required to meet certain requirements by the prior August 1 to be eligible to participate in the Choice program in the upcoming school year. See the [school registration page](#) for additional information.
2. *School legal name:* The school's legal name should match the school's name in the Private School Directory. If the school's legal name is not correct in the Private School Directory, please also indicate this in the email, and the DPI will provide next steps.
3. *School's Choice administrator legal name:* Include the Choice administrator's first and last legal name.
4. *School's Choice administrator phone number:* Include school phone number for administrator.
5. *Request statement:* A statement that the Choice administrator is requesting access to OAS for the new school to complete the ITP for the upcoming school year.

The DPI will provide OAS user access information to the school's Choice administrator that the administrator may use to sign into OAS and submit the ITP. Choice administrators of new schools are also required to complete OAS training and an online quiz by January 31, but do not have to complete the training or quiz prior to submitting the ITP in OAS. See the New School Training Requirements section of the School Registration Process Overview training for additional information.

Continuing Schools: To access the ITP form in OAS:

1. See below for the user name a continuing school should use to sign in.
 - For schools that participate in the Milwaukee Parental Choice Program (MPCP) and other programs, the school must use its MPCP OAS user name and password to complete and submit the ITP form for the upcoming school year.
 - For schools that participate in the Wisconsin Parental Choice Program (WPCP) and Racine Parental Choice Program (RPCP) but not the MPCP, the school must use its WPCP OAS user name and password to complete and submit the ITP form for the upcoming school year.
 - For schools that participate in one Choice program (MPCP, RPCP, or WPCP), the school must use that OAS user name and password to complete and submit the ITP form for the upcoming school year.
2. Next, click "Intent to Participate" on the left OAS menu bar.
3. The school may indicate it will participate in one or multiple programs when completing and submitting the ITP form in OAS for the upcoming school year. The school is not required to participate in the program under which it submits the ITP if the school does not intend to participate in that program for the upcoming school year.
4. Designees for the school may enter information in the ITP form in OAS, but may not submit the form.

ITP – Intent and Registration Cover Letter

- Intent – indicate will or will not participate in the Choice program
- Registration Cover Letter – indicate have read letter
- Registration Checklist – indicate have read checklist – the checklist does not need to be submitted to the DPI

Intent: Schools indicate in the ITP if they will or will not participate in the Choice program in the upcoming school year.

Cover Letter: Schools must read the [Cover Letter Regarding School Registration](#) and indicate they have read the letter when completing and submitting the ITP in OAS. The cover letter contains information detailing the requirements for schools to register to participate in the Choice program.

- Schools new to the Choice program should read the letter under the “New Schools” column.
- Schools continuing in the Choice program should read the letter under the “Continuing Schools” column. Continuing schools are schools that are currently participating in the MPCP, RPCP and/or WPCP.

Checklist: Schools must read the [School Registration Checklist](#) and indicate they have read the checklist when completing and submitting the ITP in OAS. This checklist was created to assist schools in ensuring all registration materials are completed 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 *does not* need to be submitted to the DPI.

ITP – General School Information

- School Legal Name
- School Phone Number
- School Federal Employer Identification Number (FEIN)
- School Aids Register Agency ID
- School Organization Status - For Profit or Not For Profit

New schools will be required to enter the general school information in the ITP. The ITP for continuing schools will pre-fill this information, and continuing schools may update the information as needed.

School Legal Name

- The school name must be the school's legal name and should match the school's name in the DPI Private School Directory. Schools may access that directory at [Private School Search](#). Schools may also access the directory from the [Private School Choice Programs homepage](#) (fourth from the bottom on left menu bar). If the school's legal name is not correct in the Private School Directory, please email privateschoolchoice@dpi.wi.gov, and the DPI will provide next steps.
- If a new school's name needs to be updated in OAS, the school's Choice administrator must email privateschoolchoice@dpi.wi.gov and request the school name be updated.
- If a continuing school's name needs to be updated in OAS, the school must email a completed and signed School Information Update Form at [School Submitted Reports and Forms](#).

School Phone Number

- The school phone number will be the number in the Online Parent Application and on the MPCP, RPCP, and/or WPCP List of Schools for the upcoming school year at dpi.wi.gov/choice.

Federal Employer Identification Number (FEIN)

- In order to process state aid payments under the state financial accounting system (STAR), all schools must provide the DPI with their school's FEIN.
- If the school is new to the Choice program and does not have an FEIN, the school may enter TBD.
- If a continuing school has a change to their FEIN, the school should contact the DPI as this change may affect the legal structure of the school and the Choice participation requirements.

School Aids Register Agency ID

- This Agency ID is used to make payments to the school.
- Schools may access their Agency ID in the [Aids Register](#). Enter the school's legal entity name in the Aids Register Agency Name box, click in the Agency ID box, and the Agency ID is automatically displayed.
- If the school does not have an Agency ID, the school may enter TBD.

School Organization Status

- Schools will indicate their organization status of For Profit or Not for Profit.

ITP - School Locations and Address(es)

- Provide all locations of the legal entity, including locations used by students for any school purpose.
- The primary location address is the address in the Online Parent Application.
- Indicate if each location is used for instruction.

All locations of the legal entity of the school must be entered, including locations used by students for any school purpose before, during, or after school (education, school office, food service, chapel for students, assemblies, physical education, etc.). The school must indicate the locations used for instruction. The school may enter an optional description for each location. This description is used for internal purposes only and will not be included on the school lists at dpi.wi.gov/choice. Examples: Elementary School, Middle School, High School, Church, etc.

New schools will be required to enter school location and address information in the ITP. The ITP for continuing schools will pre-fill this information, and continuing schools may update the information as needed.

Schools will provide the school mailing address where the DPI should send general correspondence to the school.

Schools will provide the primary location address for the school. The primary location address is the address the parent sees in the Online Parent Application for the school and is identified in the application submission confirmation screen as the place where the parent should bring the required supporting application documentation. For some schools, the primary location and mailing address will be the same address.

Schools with multiple locations will provide the address(es) of any other locations for

the school.

The primary location address is the first address listed on the school lists at dpi.wi.gov/choice. Additional location addresses, where the school indicated that the location is used for instruction, are included in “Other locations” on the school lists.

ITP - Choice Administrator Information and Credentials

- Choice Administrator School Email Address
- Choice Administrator Personal Mailing Address
- The Choice administrator must have:
 - At least a bachelor's degree from an accredited college or university;
or
 - An administrator or teacher license issued by the DPI.

New schools will provide the Choice administrator information in the ITP including his or her school email address and personal mailing address. The ITP for continuing schools will pre-fill this information and continuing schools will update the information as needed.

If a Choice administrator is determined to be a disqualified person, the disqualified person order will be sent to the personal mailing address in the ITP. Therefore, it is important that the Choice administrator identify a mailing address other than the school address so that they receive the order and have the ability to appeal the order, if applicable.

New schools: The Choice administrator must also identify if he or she has at least a bachelor's degree from an accredited institution. If the Choice administrator does not meet this requirement, he or she cannot be the Choice administrator unless they have a DPI teacher or administrator license. If the individual has an administrator or teacher license issued by the DPI, he or she should enter the license number in the ITP. If the Choice administrator has the required degree, he or she must enter in the information for their degree.

Continuing Schools: If the school's choice administrator needs to be updated, the school must email a completed and signed school information update form at [School Submitted Reports and Forms](#) and complete training prior to completing the ITP. Links to the training materials can be found on the following webpage: [Choice Programs Training](#).

ITP - Program Identification

- Indicate Choice Programs the school will participate:
 - Milwaukee Parental Choice Program (MPCP)
 - Racine Parental Choice Program (RPCP)
 - Wisconsin Parental Choice Program (WPCP)
- Schools may participate in multiple programs.

In the ITP, the school identifies the Choice programs the school would like to participate in. The school may choose to participate in one or more programs.

The determination of which program a student is eligible for is based on where the student resides. Students who reside in the city of Milwaukee are eligible for the MPCP, students who reside in the Racine Unified School District are eligible for the RPCP, and students who reside in Wisconsin but not in the city of Milwaukee or the Racine Unified School District are eligible for the WPCP.

Information regarding the Choice programs may be found at [Private School Choice Programs](#). Schools may also click on “Information for Schools” and “Statutes and Rules” on the left menu bar of this webpage for additional information.

ITP - Open Application Periods

MPCP
1 st 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

RPCP
1 st 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

WPCP
1 st weekday in February – 3 rd Thursday in April

- See the Application Process Bulletin at [School Registration Information](#) for specific dates for each application period for the upcoming school year
- These open application periods are the **only** dates a school can accept Choice student applications.
- Schools participating in the MPCP and RPCP have the **OPTION** of participating in all or some of the open application periods available.
- No amendments to the open application periods are allowed after the due date of the ITP.

For each Choice program, the school must identify which of the open application periods the school will accept applications. Students may only apply to a school during a participating private school’s open application periods.

MPCP has open application periods from February through January. RPCP has available open application periods from February through September. 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. Schools should see the “School Verification of Application” section of the Application Process Bulletin for the specific dates of the application periods for the upcoming school year. The specific dates for the application periods for each program will also be in the ITP that the school completes for the upcoming school year.

Schools participating in the MPCP or RPCP may choose all or some of the open application periods. The school will not be able to amend the open application periods after the due date of the ITP.

The WPCP only has one open application period available from the first weekday in February to the 3rd Thursday in April. Schools participating in the WPCP must select this open application period.

Open Application Periods (cont.) - MPCP Second Semester Applications

- MPCP schools may indicate they will accept applications in the October, November, and/or December open application periods for second semester.
- Points to consider include:
 - Available seats for the second semester
 - Whether your school wants to take new students starting 2nd semester
 - Options for parents to reapply if the first application submitted is ineligible

MPCP schools have the option to have open application periods for the second semester.

MPCP schools may want to consider offering open application periods for the second semester to fill seats of Choice students who do not attend the school or withdraw from the school during the first semester.

The school should also consider if it would like to have students start at the school in the second semester. If the school accepts applications during the October, November and/or December open application periods, the students must begin attending the school by the 2nd Friday in January to be eligible for a Choice payment. If the school does not finish first semester exams until the third week of January, the school may not want to accept second semester students.

MPCP schools with October, November, and/or December application periods may determine if the student begins attending before the end of the first semester.

Another point to consider is that first semester applications may be determined ineligible when the auditor completes the September Enrollment Audit. If a student application is determined ineligible, accepting applications during the December open application period will allow for the school to accept a second semester application for a student. If the student meets the count requirements for the second semester and has an eligible second semester application, the school would receive Choice payments for the student for the second half of the school year.

Open Application Periods (cont.) - MPCP and RPCP ONLY

- When deciding which open application periods a school will participate, the school should consider the following:
 - When tax information will be available
 - School breaks, holidays and staffing levels
 - Timing of Choice payments
 - Size of your school's waiting list
 - Your school's start date

When deciding which open application periods the school will accept applications, the Choice administrator should consider several points. First, the income eligibility determination, if the DPI method is used, is based on the prior year income. The school may consider not having a February open application period since many individuals have not filed their income tax return for the previous year by February.

Next, the school will need to be available to accept application documentation and determine if the applications are eligible during any open application periods that are selected. For example, if no one is at the school during the summer, the school should not select the open application periods during the summer.

Another consideration point is the timing of Choice payments. Applications received from February to September are eligible for a full year Choice payment. Applications accepted from October to January are only eligible for half of the annual Choice payment. Schools will not receive a September payment for applications received in September. Instead, the school will receive half a year payment for the students in November.

The school will also want to think about how many Choice seats are available versus how many Choice applicants the school expects to have. If the school anticipates having more applications than seats available, it may want to consider having fewer open application periods. Schools are required to accept applications during all of the open

application periods identified in the ITP. If all of the available Choice seats are filled, the school is required to establish and maintain a waiting list.

Finally, the school might want to consider the date by which it would like to have students registered. For example, if the school accepts September applications, the student may attend the school before the end of the September application period, but the school may not notify the family if the student is accepted in the school as a Choice student until the September application period ends.

ITP - Grade Levels & Available Seats

- Schools must indicate in the ITP:
 - All grades the school offers.
 - The grade(s) from four-year-old kindergarten to grade 12 the school will have for each program.
 - The number of Choice seats per grade for each program for which the school participates.

Schools indicate all grades the school offers, grades offered for each program, and Choice seats available by grade level for each program in the ITP.

Grades Offered by School: Schools will indicate in the ITP each grade the school offers *unless* the school contracts with a public school district to provide educational programming for all students in that grade (i.e. K4 in a community based program).

Grades Offered for MPCP/RPCP/WPCP: Parents will only be able to apply, via the Online Parent Application, to the MPCP, RPCP, and/or WPCP to the grades the school indicates in the ITP for each program. Parents will not be able to apply to a program if the grade is not indicated for that specific program even if the school indicates the grade is offered by the school or for another program. The school may choose to offer the same grades for each program or may identify different grades for each program. Please also note that the school may choose to participate in a program for some (i.e. not all) of its grades. However, the school must accept students for any grades indicated in the ITP for each program. For the MPCP and RPCP, grades offered for the program may be changed prior to an open application period by submitting a school information update form at [School Submitted Reports and Forms](#). WPCP schools cannot add grades on or after the first weekday in February (i.e. the start of the WPCP application period).

Choice seats available by grade level for MPCP/RPCP/WPCP: Schools enter the number of Choice seats available by grade level at the school for each program. The total number of seats available cannot exceed the building capacity for the school's buildings. Information regarding setting and revising the number of Choice seats may be found in the Application Process Bulletin at [School Application Processing](#). Note: 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, including summer school, the school indicates are available.

ITP - Kindergarten Programs

- Schools offering grades K4 and/or K5 in the Choice program will indicate which FTE program(s) they will offer.
 - K4 - must be same for all Choice programs
 - 0.5 FTE - at least 437 hours of direct pupil instruction
 - 0.6 FTE - at least 437 hours of direct pupil instruction, plus at least 87.5 hours of outreach activities
 - K5 – may vary by Choice program, multiple allowed
 - 1.0 FTE – 5 full days per week*
 - 0.8 FTE – 4 full days per week*
 - 0.6 FTE – 3 full days per week*
 - 0.5 FTE – at least 437 hours of direct pupil instruction

*Scheduled day must match the full day of first grade.



If the Choice administrator indicates the school will offer a 4-year-old kindergarten, or K4, program for Choice students, he or she must identify if the school will have a K4 program with outreach or without outreach. Schools should review the K4 Parental Outreach Bulletin available on the Choice Bulletins webpage to determine which program the school will offer. Schools that offer K4 with outreach must offer outreach for all programs if the school participates in multiple Choice programs.

If the Choice administrator indicates the school will offer a five year-old kindergarten, or K5, program for Choice students, he or she must identify which K5 program or programs the school will offer. For schools participating in multiple Choice programs, the Choice administrator may indicate the school will offer multiple K5 programs and the K5 programs may vary by Choice program. For example, a school may choose to participate in all three of the Choice programs but only offer K5 for the MPCP and RPCP. The school may choose to offer the 1.0 and 0.5 full-time equivalent K5 programs for the MPCP and only offer the 0.5 full-time equivalent K5 program for the RPCP.

For 0.5 FTE K4 and 0.5 FTE K5, the minimum hours of instruction is 437 hours. The requirement for 0.6 FTE, 0.8 FTE, and 1.0 FTE K5 is that the scheduled day must match the full day of first grade. For example, the 0.6 FTE K5 must have three full days that match scheduled hours in the day that the first grade program is scheduled, 0.8 FTE K5 must have four full days that match, and 1.0 FTE K5 must have five full days that match.

ITP – Summer School

- Indicate interest in offering a Choice summer school program during the upcoming summer. Review the [Summer School Bulletin](#).
- Summer school courses funded through federal Title programs are not eligible for payment through the Choice summer school program.
- Include the estimated number of students that will attend summer school by grade groups, K4-8 and 9-12.

Student numbers entered for Summer School are included in the Surety Bond calculation.

ITP - Surety Bond and Calculation

- New schools indicate on the ITP if the school will submit a Surety Bond or a Budget & Cash Flow report. This choice does not bind the school to that option.
- Certain continuing schools must provide a Surety Bond.
- The seat totals the school entered for each program, including summer school, are used to determine the bond amount.
- The surety bond is equal to 25% of the total expected Choice payment for the upcoming school year.

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New Schools: Schools new to the PSCP are required to submit to the DPI one of the following by May 1:

Surety Bond: A surety bond payable to the state in an amount equal to 25 percent of the total amount of payments the private school expects to receive under Wis. Stats. §§118.60 and/or 119.23 during the first school year the private school participates in the program under this section. If the school chooses the surety bond option, the school will be required to annually provide a surety bond by May 1 until the requirements to remove the bond are met. The DPI will email the Choice administrator the surety bond form with prefilled information for the school by March 1. The school will need to work with its bond provider to complete the bond form and provide the signed bond to the DPI by May 1. **Or**

DPI Budget & Cash Flow Report: Schools must complete the budget and cash flow report that will be posted to the [School Submitted Reports and Forms](#) webpage. The report must include the financial information for the entire legal entity of the school. The report must show that the school is financially viable and that the school has sufficient contingency funding. Financially viable means that the school is able to pay for goods and services, make debt service

payments, and pay other obligations as they become due. Contingency funding is funding that will be used if the school's actual enrollment is less than expected.

Training 3-5 available on the [On Demand Training](#) webpage provides information on the surety bond and the DPI Budget & Cash Flow Report options. During the required in-person fiscal management training for new schools held in February and March, the DPI will further explain the surety bond and DPI Budget & Cash Flow Report.

Continuing Schools: Schools that provided a surety bond rather than a budget to meet the new school financial requirement option are required to annually provide a surety bond until the school receives written notification from the DPI that the school no longer is required to provide a bond. The school must provide a new bond based on the expected Choice payments entered in the ITP. The DPI will email the Choice administrator the surety bond form with prefilled information for the school by March 1. The school will need to work with its bond provider to complete the bond form and provide the signed bond to the DPI by May 1. See training 3-5 available on the [On Demand Training](#) webpage for additional information.

ITP – Random Selection

- Random Selection Plan Agreement*

- Voluntarily agree school will accept students into the MPCP and/or the RPCP and conduct a random selection, if required, in accordance with the random selection agreement on the [school registration page](#).

OR

- Submit own random selection plan for approval by the State Superintendent prior to the due date of the ITP, January 10.

*Schools that only participate in the WPCP are not required to submit a random selection plan.

If the school is participating in the MPCP or RPCP, the Choice administrator will indicate if the school will use the DPI voluntary random selection plan agreement or if the school will develop its own random selection plan.

The DPI voluntary agreement is on the School Registration Information webpage.

As a reminder, if the school develops its own random selection plan, the Choice administrator must provide the plan to the DPI as soon as possible because the plan needs to be approved by the DPI by the due date of the ITP.

ITP - Agreements

- Agreement

- Comply with Choice program requirements
- Read statutes and administrative rules governing the Choice programs. The WPCP and RPCP are governed by [Wis. Stat. § 118.60](#) and [Wisconsin Administrative Code PI 48](#). The MPCP is governed by [Wis. Stat. § 119.23](#) and [Wisconsin Administrative Code PI 35](#).
- Understand disqualified person

The Choice administrator will electronically sign the agreement page of the ITP indicating the school will comply with the Choice program requirements. If the school fails to comply with the Choice program requirements, the school may not be eligible to receive Choice payments or may be terminated from the Choice program.

The Choice administrator is also indicating that he or she has read the statutes and administrative rules governing the Choice programs.

Additionally, the Choice administrator is indicating he or she understands who a disqualified person is and that he or she may be a disqualified person if the school is barred or terminated from the Choice program.

ITP – Submit, Review in OAS

- The school's Choice administrator must electronically submit the ITP to the DPI in OAS once the information is complete.
- Schools may review the information submitted in OAS.
- The Choice Administrator must contact the DPI if changes need to be made.



Questions

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

Email: privateschoolchoice@dpi.wi.gov

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



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.