

# **Training 8-1:**

## **Application Process Overview**

# Private School Choice Programs

MPCP

- Milwaukee Parental Choice Program
- Students residing in the City of Milwaukee

RPCP

- Racine Parental Choice Program
- Students residing in the Racine Unified School District

WPCP

- Wisconsin Parental Choice Program
- Students residing in Wisconsin outside the City of Milwaukee and the Racine Unified School District

# Online Parent Application Completion

- The online parent application must be completed by one of the following:
  - Parent
  - Legal Guardian
    - Student that is 18
    - Foster/kinship care parent or case worker
- In this presentation, we will use the term “parent” to refer to either the parent or legal guardian

# Age Requirements

4K

- Student must be four-years-old on or before September 1 to apply for four-year-old kindergarten.

5K

- Student must be five-years-old on or before September 1 to apply for five-year-old kindergarten.

1<sup>st</sup> Grade

- Student must be six years old on or before September 1 to apply for 1<sup>st</sup> grade.

# Income Requirements

	Residency	Income * (New students only)
MPCP	City of Milwaukee	300% of the Federal Poverty Level
RPCP	Racine Unified School District (RUSD)	300% of the Federal Poverty Level
WPCP	In Wisconsin, but not in the City of Milwaukee or RUSD.	220% of the Federal Poverty Level

# Prior School Year Attendance Requirements

	Residency	Prior School Year Attendance
MPCP	City of Milwaukee	None
RPCP	Racine Unified School District (RUSD)	<ul style="list-style-type: none"> <li>•Applying for K4, KG, 1, or 9 grade; OR</li> <li>•In the prior school year:                             <ul style="list-style-type: none"> <li>•Attended a public school in Wisconsin; OR</li> <li>•Attended school in another state; OR</li> <li>•Was not enrolled in school; OR</li> <li>•Participated in any Choice program (MPCP, RPCP or WPCP); OR</li> <li>•Was on the waiting list on the 2<sup>nd</sup> Friday in January for the Choice Program the pupil is applying to; OR</li> <li>•WPCP only – was on waiting list due to the district level cap</li> </ul> </li> </ul>
WPCP	In Wisconsin, but not in the City of Milwaukee or RUSD.	

# Income Verification

**Parents may use one of the following income determination methods:**

- **Department of Revenue (DOR) Method:** Parents provide their social security numbers or taxpayer identification number and have the DOR determine whether the student is income eligible for the Choice program; or
- **Department of Public Instruction (DPI) Method:** With this option, the school will verify that the student meets the income requirements based on documentation provided to the school. Parents answer a series of income questions in the Online Parent Application and then provide income documentation to the school(s) as directed in the application during the open application period.

# Open Application Periods

Each school selects its open application periods from the following options:

MPCP
<ul style="list-style-type: none"><li>• 1<sup>st</sup> Weekday in Feb-20<ul style="list-style-type: none"><li>• Mar 1-20</li><li>• Apr 1-20</li><li>• May 1-20</li><li>• June 1-20</li><li>• July 1-20</li><li>• Aug 1-20</li><li>• Sept 1-14</li><li>• Oct 1-20</li><li>• Nov 1-20</li><li>• Dec 1 – Jan 7</li></ul></li></ul>

RPCP
<ul style="list-style-type: none"><li>• 1<sup>st</sup> Weekday in Feb-20<ul style="list-style-type: none"><li>• Mar 1-20</li><li>• Apr 1-20</li><li>• May 1-20</li><li>• June 1-20</li><li>• July 1-20</li><li>• Aug 1-20</li><li>• Sept 1-14</li></ul></li></ul>

WPCP
<ul style="list-style-type: none"><li>• 1<sup>st</sup> Weekday in Feb – 3<sup>rd</sup> Thursday in April</li></ul>

If the last day of a MPCP or RPCP open application period falls on a weekend, the last day is the following Monday.

# Participating Schools & Grades

- A list is available on the Choice Program website with:
  - The private schools registered for each program
  - The grades available for Choice students at each school
  - Each school's open application periods

# How a Parent Applies

*Step 1: Complete the Online Parent Application.*



*Step 2: Go to the school and submit income documentation, if applicable, and residency documentation.*

All steps must be completed during the open application period in which a parent applies.

# Information Required to Complete the Online Parent Application



- Email Address
  - Confirmations and notifications will be sent to the parent's email address.
- Income Information, if any students are new to the program.
  - Students continuing in the program are not required to meet the income requirements.
- School Names and Addresses
  - Students may apply to more than one school. Parents must bring the required residency and income documentation to each school.

# How to Log-In

## New Online Parent Application Users

- First time applicants for any Choice program.
- *Register using an email address and password.*

## Returning Online Parent Application Users

- Prior year online applicants for any Choice program.
- *Sign-in as a returning user using the address and password from last year.*

# Parents Need to Verify Their Email Address

- Parents will need to verify their email address the first time an email is used for the Online Parent Application
- The parent will need to go into their email account and verify their email address before the parent can log into the Online Parent Application

# Parent Confirmation Email for Application Submission

- Parents will receive confirmation of their application submission. The confirmation will include:
  - A list of all schools applied to;
  - A list of all supporting documentation that must be provided;
  - The dates by which the documentation must be provided to the school.
- Parents will be required to provide the applicable documentation to *each school* they apply to during the school's open application period.

# Who Conducts the Random Selection

MPCP

- Schools conduct the random selection.

RPCP

- Schools conduct the random selection.

WPCP

- The Department of Public Instruction will conduct the random selection.

# Random Selection

- If the number of eligible applications received during an open application period exceeds the number of seats available by grade or the number permitted by state law (WPCP only), a random drawing must be held to determine which applicants are accepted.
- A school *may* give preference to the following in the order of preference listed:
  1. Students who attended the private school under any Choice program during the prior year
  2. Their siblings
  3. Students who attended a different private school under any Choice program during the prior year
  4. Their siblings
  5. Siblings of students who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under any Choice program in the prior year.
- The drawing must continue until all available seats are filled and a waiting list order is determined.

# Parent Notifications of Acceptance or Nonacceptance

## MPCP

- Schools must notify each applicant in writing within 60 days after the end of the open application period of acceptance or nonacceptance, including waiting list status if applicable.

## RPCP

- Schools must notify each applicant in writing within 60 days after the end of the open application period of acceptance or nonacceptance, including waiting list status if applicable.

## WPCP

- Schools must notify each applicant that is not eligible for the program.
- The Department of Public Instruction (DPI) will notify eligible applicants if they receive a seat or are on the waiting list.
- Notifications from DPI will not begin before June and updates to the waiting list may continue throughout the summer and into early January.

# Additional Information

- Parents with questions on the application process should:
  - Click the “Need Help” link in the application.
  - Contact the private school at which they are applying to.
- If the question is a technical issue with the application:
  - Click the “Contact Us” link in the application.

# Questions

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

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

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

