Private School Choice Program (PSCP)
Online Parent Application
2019-20 School Year

• The following slides show the screens within the Online Parent Application.
• The term “parent” in this presentation includes the parent or guardian who completes the application.
Login/Register Screens

Allows the parent to change their email address and/or password.
If the parent has never used the Online Parent Application to apply to the choice program, they must first “Register” to establish an email and password for the system.

If the parent has used the Online Parent Application before to apply to the choice program, enter the email and password previously set up and select “Sign In”.
New parents will have to verify their email address the first time they login.
Welcome to the Private School Choice Programs System

Confirm your email address to get started with the Online Parent Application System

Confirm Email Address

The email was used to register for the Private School Choice Programs Online Application.

Click the above Confirm Email Address link or paste the following link in your Internet browser:
https://uaapps4.dps.wi.gov/ChoiceParent/VerificationComplete.aspx?z=ETZ4d649b0e54a2b323&amp;e=vuee.5anaz@dps.wi.gov
to complete the process to verify this email address.

Help and Support

If you have questions about the Private School Choice Programs, please contact the school(s) you would like to apply to. A list of the schools participating in the program and their contact information is available at http://dpi.wi.gov/choice under ‘School Lists and Contact Information’ and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please Contact Us.

• An email will be sent to the registered email address. Click “Confirm Email Address” to continue with the application.
After clicking “Confirm Email Address” this screen will appear in a new window.
After logging in, the parent will be given an option to change their email address and/or password. If they do not wish to change them, press “Continue”
Student Residence Screens

1. Select the student’s geographic area in Wisconsin
2. Enter the address and school district where the student lives.
Select geographic area where student lives.

Enter the student’s address, including city, state and zip code.

Then, from the drop-down list, select the school district for that address. Then select “Continue.”
Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the parent selects “Add a school” it will show the schools participating in the program to which they may apply.

Choose Schools in the Wisconsin Parental Choice Program

Based on your school district, you may participate in the Wisconsin Parental Choice Program (WPCP).

Please enter all schools that any of your children are applying to in the WPCP application period. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the “Add Another School” button to add to the list.

No schools have been chosen yet - please click on Add a School below.

Add a School

For questions about this page, see Questions on the Application Process
A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.

Use the right side “SCROLL” option to move down the page. Once the parent has selected all the schools the parent wishes to apply to, the parent should select “SAVE” at the bottom of the list.
The system will show a summary of the schools the parent has selected. If the list is complete, select “Yes, the list is complete.”
Parent Screens

1) Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
2) Provide telephone contact information.
### Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Does the above person reside at 123 Street Madison, WI?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Name</th>
<th>Last Name</th>
<th>Suffix</th>
<th>Does the above person reside at 123 Street Madison, WI?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include area code. At least one phone is required.</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Work phone:</td>
</tr>
<tr>
<td>Cell phone:</td>
</tr>
</tbody>
</table>

Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)

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**Exit**

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.
Student Screens

1) Identify students who are applying to the choice program.
2) Provide the required information for the students.
1) Enter the name of the student applying to the choice program.
2) Select student gender.
3) Enter student birth date in the format indicated.
4) Select the grade the student will be entering.
5) Identify if the student is in foster or kinship care.
6) Enter Ethnicity/Race and then select “Continue.”
• The parent must select the schools they would like each child to apply to.

• If applying to multiple WPCP schools, a preference must be assigned for each school.
• A parent will have to select the prior year attendance for the student, and then select “Continue”
To add another student application, select “Add Another Child”
If no other children are applying select “Yes, the list is complete”
**Income Verification Screens**

1) Identifies if a family is required to provide income documentation.

If Required to Provide Income Documentation:

2) If more than one adult is listed on the application, the marriage status must be answered.

3) Identify if there are other family members that should be listed.

4) Identify if they would like to use the DOR or the DPI method to determine income.

5) If the DPI method is used, the parent must:
   a) Indicate if a 2018 1040 was filed.
   b) If no 2018 1040 was filed, the parent must indicate what income and/or government assistance they received in 2018.
   c) If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.
   d) If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.
• If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.
This screen allows a parent to add other family members.

- A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent’s current marriage.

- If there are no other family members residing at the same address, select “Yes” and then select “Continue”
This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.
To use the DOR method, parent must answer yes or no to questions related to tax returns.

Note that the DOR method is final. If found ineligible the student will not qualify for the 2019-20 school year.
To use the DOR method, parent must also select the box indicating they understand how the DOR process works, and then select “Continue”

Depending on the parent’s responses, a parent may receive the message “you should consider switching to the DPI income determination method”
If the parent decides to use the DOR method, the following information must be completed:

- Enter the Social Security Number for each Parent/Guardian.
- Click the box next to “I’m not a robot”.

You have indicated that you would like the DOR to check to see if they have records for income eligibility.

1. Check to be sure that the first and last names of the parents match EXACTLY what was used when your taxes were filed. If the names are incorrect, click on Parent/Legal Guardian Names and change the parent names to match the tax returns.

2. Enter the Social Security or Taxpayer ID number for each parent listed below, and check the "I’m not a robot” box below.
If DOR has records, the parent will be asked to select one of the following choices:

1. Run the DOR method
2. Wait and have school run DOR method
3. Switch to the DPI method

Wait and have the school complete the DOR method.

DOR will immediately check eligibility, RESULTS ARE FINAL.
If the parent does not use DOR, they will go to the above screen (DPI method).
If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2018.
DPI Method- Entering Income Amounts

If the parents filed a 1040, they will see this screen, and should input the information accordingly.
DPI Method- Entering Income Amounts

- If one parent has a 1040 (or other income) and the other parent does not have income, the screen will look like the above.
If the parents are married, a “Marriage Benefit Adjustment” of $7,000 will show up that decreases “Total Family Income”. The “Total Income for Choice Program Purposes” will be the net amount.
DPI Method-Government Assistance

• If the family only identifies government assistance, an explanation of how basic needs were supplied in 2018 is required. The following are the government assistance categories:

- FoodShare
- Housing Assistance
- Supplemental Security Income (SSI)
- Wisconsin Works (W2)
- Other government assistance
- No Income / None of the above
If no income is identified, an explanation of how basic needs were supplied in 2018 is required.
The “Review Income Information” screen will look like the above if no income is identified. It will indicate the family must bring support for any government assistance they identified.
Submission Screens

1) Includes a review screen with application data entered.
2) The parent submits the application to the school.
Final Review

Almost Complete - Review Your Information Before Submission
If everything is correct, you must click the "yes, all information is correct" button at the bottom of the page to move on to the final step.

Parents / Legal Guardians

Parent/Legal Guardian: Smith, Joe
Smith, Jill
Street Address: 123 Street
Madison, WI 53714
Phone: (608) 223-4521 (home)
Email: tstaff@test.com
School District: Augusta

Income Summary

You chose to have income eligibility determined using the DPI Income Determination Method.
You indicated that Joe Smith and Jill Smith are married to each other.
The family size used in determining income eligibility is 3.
   Included in the family are Jim Smith, Joe Smith, Jill Smith.
You entered the following as sources of income:
   • Joe Smith reported the following:
      ∵ No Income
   • Jill Smith reported the following:
      ∵ No Income

Clothing provided: t
Food provided by: 
Shelter provided by: 

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Applications for Smith, Jim

Student Name: Smith, Jim
DOB / Gender: 09/01/2011, Male
Age on 9/1/2019: 8 years old
Grade for 2019-2020: 1st Grade
Ethnicity/Race: 
Foster/Kinship Care: No
Program Status: New to WPIC
Prior Year Attendance: Cuba City Elementary (Cuba City)

Applying To:
Preference: 1st Choice
School: Abundant Life Christian School
Location: 4901 E. Buckeye Rd., Madison, WI 53716
Preference: 2nd Choice
School: Saint Kilian School
Location: 245 High Street, Hartford, WI 53027

Click the back button below if you need to return to correct any data.

Back  Yes, all information is correct

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

For questions about this page, see Questions on the Application Process
Parent must check the box before hitting the “Submit Applications” button.
Confirmation Screen

1) Confirmation that the school(s) received the application.
2) Indicates what document(s) the parent must provide to the school(s).
Confirmation Screen-Page 1

Private School Choice Programs Application for 2019-2020

What To Do Next

1. Print this page.

2. An application for the following student has been submitted by parents Joe Smith and Jill Smith: (confirmation number: 126372)
   
   - Jim Smith applied for grade 01 at Abundant Life Christian School and Saint Kilian School

<table>
<thead>
<tr>
<th>School Applied To and Contact Information</th>
<th>Dates That You Must Bring Documentation to the School</th>
<th>Residency Documentation Must Be Dated Between the Following Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4901 E. Buckeye Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madison, WI 53716 (608) 221-1223</td>
<td></td>
<td></td>
</tr>
<tr>
<td>245 High Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hartford, WI 53027 (262) 672-3081</td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible.

3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.

   Required Income Documentation (ALL of the following):

   No income-related documentation will be required.

   Required Residency Documentation (ONE of the following):

   One of the documents below must be provided that includes the name of one of the parents/legal guardians on the application and the address on the application. The list below includes all acceptable forms of residency documentation.

   Only the items on this list may be used as residency documentation.

   1. Wage statement or W2 year-end earnings statement.
   2. Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are NOT acceptable.
   3. Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.
4. **Governmental correspondence**: Examples include a property tax bill, Supplemental Security Income (SSI), Wisconsin Works “W2”, FoodShare, United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.

5. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. If a month-to-month lease is used, the beginning month must be between the dates in the 3rd column above labeled “Residency Documentation Must be Dated Between the Following Dates”. Rent receipts are NOT an allowed residency document.

6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.

7. **Properly completed Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The Alternative Residency Verification form is available at [http://doe.wi.gov/choice](http://doe.wi.gov/choice) under “Residency Information”.

Please do not also send in a paper application to the school offices - your application has already been entered.

4. If you need to make a change:
   - Use your email address and password to return to the application process.
   - You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
   - Any corrections must be completed and submitted before the end of last day of the enrollment period.

5. We suggest you then close this browser window for security purposes.

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For questions about this page, see [Questions on the Verification Process](#).
Questions?

If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. A list of the schools participating in the program and their contact information is available at [http://dpi.wi.gov/sms/choice-programs/student-applications](http://dpi.wi.gov/sms/choice-programs/student-applications) under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please email [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov).