

Information on Choice Administrators and Designees Obtaining OAS Passwords

Who can be a choice administrator?

Each private school participating in the Private School Choice Programs (PSCP) must have a choice administrator. The choice administrator must have a username and password for the Online Application System (OAS) in order to submit required choice program reports.

The choice administrator must be one of the following: (1) an owner of the private school; or (2) an individual appointed as the choice administrator by the school's governing body. The choice administrator must sign the Notice of Intent to Participate form and have at least a bachelor degree from an accredited institution or a teaching license or administrator license issued by the department. See the [Staff Credentials Bulletin](#) for more information on educational requirements for administrators at a private school participating in the choice program. Administrators of schools new to the program must have attended budget training and cannot be changed until after August 1st prior to the school's first year in the program.

How does a school change the choice administrator?

If the private school's choice administrator changes, the following items must be completed. The school must submit a [School Information Update Form \(PCP-115\)](#) signed by the new choice administrator and the chairperson of the school's governing board. The form must be scanned and emailed to PrivateSchoolChoice@dpi.wi.gov. The new administrator must read the Choice Program Requirements Training and complete the Choice Program Requirements Electronic Quiz available at <https://dpi.wi.gov/sms/choice-program-requirements-and-quiz>. The new administrator must also review the Online Application System (OAS) Access Trainings and complete the Online Application System Access Electronic Quiz available at <https://dpi.wi.gov/sms/choice-program-requirements-and-quiz>. Upon completion the administrator should email privateschoolchoice@dpi.wi.gov that the quiz has been complete.

What is a designee?

A designee is an employee of the school who has been authorized by the choice administrator to review and approve student applications. A designee may use OAS only if the training requirements listed below are completed and a password has been issued for the designee. Designees with an OAS password

Wisconsin Department of Public Instruction
Carolyn Stanford Taylor, State
Superintendent
125 S. Webster Street, P.O. Box 7841
Madison, WI 53707-7841

School Management Services
Tricia Collins, Director
(608) 266-7475
Tricia.Collins@dpi.wi.gov

Private School Choice Programs
1-888-245-2732 ext. 3
PrivateSchoolChoice@dpi.wi.gov
<http://dpi.wi.gov/sms/choice-programs>

may verify and submit completed student applications in OAS and request changes to applications already entered into the system. Designees with an OAS password may also assist in the completion of other reports in OAS required as part of the choice program, such as pupil count reports and continuing eligibility reports; however, they may not submit these reports.

How can a choice administrator add a designee?

A choice administrator of a school participating in the choice program must complete a [Student Application Designee Authorization Form \(PCP-111\)](#) identifying the designee. The form must be signed by the administrator and by the designee. The designee must have a valid email address and must provide an alternative mailing address other than the school’s address on the designee form. The form must be scanned and emailed to PrivateSchoolChoice@dpi.wi.gov. Designees may be added at any point in the school year.

The new designee must review the Online Application System (OAS) Access Trainings and complete the Online Application System Access Electronic Quiz found at <https://dpi.wi.gov/sms/choice-program-requirements-and-quiz>. The new designee should email PrivateSchoolChoice@dpi.wi.gov when he or she has completed the training and quiz to request access to OAS.

How will choice administrators and designees receive OAS username and passwords?

Upon receipt of the required form and email from the new administrator or designee indicating the training and quiz(es) have been completed, OAS usernames and passwords will be mailed to the administrator and designees at the school’s address. Passwords will not be emailed or provided over the phone.