July 2017 to June 2018 Important Dates for
Milwaukee Parental Choice Program (MPCP) & Racine Parental Choice Program (RPCP) & Wisconsin Parental Choice Program (WPCP) Schools

Please note that the information provided in this document is subject to statutory and administrative rule change.

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In order to be eligible to receive state aid payments under the Private School Choice Program (PSCP or Choice), schools must meet certain program requirements, including the timely submission of all program reports and audits.

Additional information on program requirements is available on the Private School Choice Programs homepage. The resources that are available include the following:

- The quarterly reminders include detailed information on the requirements for each quarter.
- On demand trainings explaining program requirements.
- The School Application Processing webpage contains information on completing the application eligibility determination, including the Application Verification FAQ.
- The Assessment webpage has information on the required assessments.
- The Bulletins webpage includes bulletins explaining program requirements.

Please contact the Department of Public Instruction (DPI) at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.
**JULY 2017**

July 1
- Schools new to the PSCP in the 2017-18 school year should set-up their Choice Administrators as District Security Administrators which allows them to manage access to DPI secure reporting applications through the Application Security management tool.
- All schools may begin sending WISEid request files generated from their Student Information System (SIS) for new students to be reported in the 2017-18 school year.
- All schools may begin 2017-18 school year student data reporting through the WISEdata Ed-Fi API.

July 21
- Last day for schools to complete verification of 2017-18 school year MPCP and RPCP student applications from the May open application period via OAS.

July 31
- Last day for schools to request that DPI make grade changes to the 2017-18 school year MPCP and RPCP applications in OAS. After July 31, schools can change the grade through the enrollment/count reports. Any changes not made in the enrollment/count reports must be reflected in the Enrollment Audits.
- School Directory application, which allows private schools to update the DPI database directly with the school’s information instead of submitting changes on paper forms, closes for the month of August. School Directory data as of July 31 will be published in the printed *Wisconsin School Directory 2017-2018*. If PSCP schools make any updates using the School Directory application they must also update the Choice program using the School Information Update form.

**AUGUST 2017**

**By First Day of School**
- Schools new to the PSCP in the 2017-18 school year must have a DPI WISEdata certified SIS operational and reporting data to WISEdata.
- If a continuing MPCP school has a new building or a continuing WPCP or RPCP school has a building located in the Racine Unified school district, one of the following must be provided to the DPI prior to students being in the building:
  o A certificate of occupancy from the municipality within which the private school is located.
  o A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy.
  o If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.
August 1

- Continuing schools making a change to their Private School Report Card opt in/out preference must submit to DPI a new Private School Report Card form.
- Schools new to the PSCP in the 2017-18 school year must:
  - Submit to DPI a copy of their academic standards (not curriculum).
  - Submit to DPI the Private School Report Card form.
- Deadline for schools new to the PSCP in the 2017-18 school year that did not offer summer school instruction to submit to the DPI one of the following for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for WPCP and RPCP schools:
  - A certificate of occupancy from the municipality within which the private school is located.
  - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy.
  - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.
- Deadline for schools new to the PSCP in the 2017-18 school year that did not offer summer school instruction to submit to the DPI:
  - A copy of the school’s certificate of insurance or other evidence of having obtained: (1) the minimum insurance coverage as required under PSCP rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and (2) a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.
  - A letter from the preaccreditation organization indicating the school is preaccredited or, if the organization is already fully accredited, a letter from the accrediting organization indicating the school is fully accredited.
- Deadline for schools new to the PSCP in the 2017-18 school year that did not offer summer school instruction to meet the budget requirement.

August 1 to August 18

- WPCP schools must notify DPI between August 1 and August 18 when a parent/guardian requests a WPCP student application be transferred to a different Choice school due to a change in the student’s residence between April 21 and August 18.

August 19

- Last day for schools to complete verification of 2017-18 school year MPCP and RPCP student applications from the June open application period via OAS.
SEPTEMBER 2017

September 1
- Schools must submit in OAS all accepted MPCP and RPCP applications. Eligible applications submitted after September 1 for students enrolled on the 3rd Friday of September will not generate a state aid payment until November.
- All schools must submit in OAS the September 1 Enrollment Report to generate a September state aid payment for those students.
- School Directory application, which allows private schools to update the DPI database directly with the school’s information instead of submitting changes on paper forms, reopens. If PSCP schools make any updates using the School Directory application they must also update the Choice program using the School Information Update form.

September 14
- Last day for schools to complete verification of 2017-18 school year MPCP and RPCP student applications from the July, August, and September open application periods via OAS.

September 15
- All schools complete the 3rd Friday in September count of Choice students enrolled in their school and determine who remained on the school’s MPCP and RPCP waiting list as of the 3rd Friday in September. Schools use this information to start preparing in OAS the 3rd Friday September Count Report.
- Schools that offered summer school in the summer of 2017 must submit to DPI the Summer School Count Report in OAS by this date in order to receive state funding.

By the end of September
- DPI processes the September state aid payments to eligible schools by direct deposit, based on each school’s eligible applications and corresponding class list submitted to DPI by September 1.

OCTOBER 2017

October 1
- Deadline for schools to submit in OAS the 3rd Friday September Count Report and any MPCP or RPCP applications for those enrolled Choice students not submitted by September 1. For WPCP schools, the 3rd Friday in September Count Report requires verification of the address for incoming Choice students participating in the WPCP. If incoming Choice students participating in the WPCP have moved, schools must have received residency documentation with the new address on it by this date. The new residency documentation must be dated between August 18 and October 1.
- Last day for schools to request that DPI make non-grade changes to applications in OAS for the February to September applications. All non-grade changes after October 1 must be included in the school’s Enrollment Audits.
October 5

- WISEdata Snapshot: Schools that participated in the PSCP in the 2016-17 school year must complete 2016-17 Attendance reporting in WISEdata.

October 15

- Continuing schools must submit to DPI their financial audit for the 2016-17 school year. Additionally, continuing schools, except for those who were first time participants in the PSCP in the 2016-17 school year, must submit the financial audit management letter if the auditor prepared one.
- Schools must submit to DPI, in OAS, the dates of their two required meetings at which members of the governing body of the school will be present and at which all students and the parents or guardians of all students applying to attend the school or attending the school may meet and communicate with board members. At least 30 days before the scheduled meeting date, schools must notify, in writing, each student or the parent or guardian of a minor student applying to attend or attending the school of the meeting date, time and place.
- Schools must submit in OAS the first and last dates of its current school term.
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report (schoolwide enrollment as of the 3rd Friday in September) using a link emailed to each school from the DPI Customer Services Team. The report stays open until December 15 for corrections identified through the September Enrollment Audits.
- WPCP only: Teacher waiver updates are due from teachers who were granted a five year waiver from the requirement to have a bachelor’s degree from an accredited institution.

October – after report card publication by DPI

- Choice schools that have a school website are required to post the school’s most recent report card to the school’s website home page within 30 days after DPI publishes the report cards.
- Annually (may occur in a different month), Choice schools must provide to the parent or guardian of each student enrolled in or attending the school a copy of the school’s accountability report (report card); and simultaneously, a list of the educational options. See https://dpi.wi.gov/accountability/report-cards/notification-requirements for information.

NOVEMBER 2017

November 1

- Schools must revise their annual budget if the actual 3rd Friday Choice or all student enrollment varies by 20% or 20 students, whichever is less, from the budget prepared by June 30.

November 21

- WISEdata Snapshot: Schools that participated in the PSCP in the 2016-17 school year must complete 2016-17 Completion/Exit and Dropout reporting in WISEdata.
- WISEdata Snapshot: Schools must report 2017-18 3rd Friday in September Enrollment in WISEdata.
By the end of November
• DPI processes the November state aid payments to eligible schools by direct deposit based on each school’s 3rd Friday in September Count Report and Summer School Count Report.

DECEMBER 2017

In the first part of December
• DPI provides the following for the 2018-19 school year: (1) the Notice of School’s Intent to Participate (ITP), (2) student rights letter, (3) auditor fee form, and (4) a suggested random selection agreement. This information is posted to the Choice website except for the ITP for continuing schools in the PSCP, which is emailed to the Choice administrator for completion.

December 15
• Deadline for schools to submit to DPI the 3rd Friday in September Enrollment Audit.
• Deadline for schools to submit to DPI the Fiscal and Internal Control Practices Report.
• Last day for schools to correct 2017-18 school year applications received prior to the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35 and 48.
• Deadline for a new private school that will participate in the 2018-19 school year to provide proof of preaccreditation. See https://dpi.wi.gov/sms/choice-programs/school-registration to determine if your school is a new private school.

December 19
• Last day for schools to complete verification of 2017-18 school year MPCP student applications from the October open application period via OAS.

December 31
• Deadline for schools new to the PSCP in the 2017-18 school year to submit documentation that the school’s accreditation application was accepted if not already accredited by an accrediting entity.
• Deadline for schools that participated in the PSCP in the 2014-15 school year to achieve full accreditation (for all grades offered).
• Schools expanding the grades offered in the 2017-18 school year (i.e. a K-8 school adding a high school grade or vice versa) must have a letter from their accrediting institution stating the school has an accepted application for accreditation for the new grades. (Schools will have 3 years for the expanded grades to be fully accredited.)

JANUARY 2018

January 10
• Deadline for schools to submit to DPI the 2018-19 Notice of School’s Intent to Participate form, random selection agreement, letter on student rights and auditor fee in order to be eligible to participate in the PSCP in the 2018-19 school year.
• Schools interested in offering Choice summer school in the summer of 2018 will indicate their intent on the Notice of School’s Intent to Participate.
• Deadline for schools new to the PSCP in the 2018-19 school year to submit the 2018-19 Hours of Instruction report to DPI.
• Deadline for schools new to the PSCP in the 2018-19 school year that are not new private schools to submit the Disclosure of Information form and its policies and procedures requested on the form, including all signatures of governing board members.

January 11
• Last day for schools to complete verification of 2017-18 school year MPCP student applications from the November and December open application periods via OAS.

January 12
• Schools take the 2nd Friday in January count of Choice students enrolled in their school and determine who remained on the school’s MPCP and RPCP waiting list as of the 2nd Friday in January. Schools use this information to start preparing in OAS the 2nd Friday in January count report.

January 15
• Deadline for fully accredited schools to provide DPI with evidence demonstrating that the school remains accredited for all grades offered for the current school year. This includes any additional grade the school began offering in the 2017-18 school year. This evidence must be a letter from the accrediting agency stating that the school is accredited for the current school year.

NOTE: Beginning the 2018-2019 school year, the deadline for fully accredited schools to provide DPI evidence that the school maintained accreditation will be August 1, 2018 for all grades offered. Schools should plan accordingly.

FEBRUARY 2018

February 1
• Deadline for schools to submit in OAS the completed 2nd Friday in January Count Report and any MPCP applications for those enrolled Choice students not submitted by February 1.
• Last day for schools to request that DPI make non-grade changes to the MPCP applications that were received between October and January in OAS.
• WPCP open application period begins. (Ends on April 20)

February 27
• Choice schools are required to administer the ACT with writing for 11th grade. (March 20 makeup date).

February 28
• Choice schools are required to administer the ACT WorkKeys for 11th grade. (March 21 makeup date).

By the end of February
• DPI sends out the February state aid payments to eligible schools by direct deposit based on each school’s 2nd Friday in January Count Report.
MARCH 2018

March 19 to May 4: FORWARD Exam Window
  • Choice schools are required to administer the following standardized tests:
    o Wisconsin Forward Exam for English Language Arts and Mathematics assessments in
      the spring of 2018 for grades 3-8.
    o Wisconsin Forward Exam for Science in the spring of 2018 for grades 4 and 8.
    o Wisconsin Forward Exam for Social Studies in the spring of 2018 for grades 4, 8 and 10.

APRIL 2018

April 20
  • WPCP open application period ends. (began on February 1)

April 21
  • Last day for schools to complete verification of 2018-19 school year MPCP and RPCP
    student applications from the February open application period via OAS.

April 9 to May 11: ACT ASPIRE Window
  • Choice schools are required to administer the ACT Aspire™ in spring of 2018 for 9th and
    10th grade.

MAY 2018

May 1
  • Deadline for schools to complete all verifications of WPCP student applications for the
    2018-19 school year via OAS.
  • Deadline for schools to request that DPI make changes to the 2018-19 school year WPCP
    applications in OAS. If the school identifies that changes are required to the resident school
    district or grade after this date, notify the DPI as soon as possible. After May 1, schools can
    change grades through the enrollment/count reports and make other changes to WPCP
    applications through the Enrollment Audits.
  • Continuing schools must submit to DPI their Hours of Instruction report for the 2018-19
    school year.
  • The January Enrollment Audits for RPCP and WPCP schools are due to DPI. If a RPCP or
    WPCP school also participates in the MPCP, the enrollment audit must include the MPCP
    students. For these schools, this is the last day to correct MPCP applications received during
    an open application period after the 3rd Friday in September as permitted by Wisconsin
    Administrative Code PI 35 and 48.
  • Deadline for schools offering summer school in the summer of 2018 to submit the list of
    academic summer school classes and laboratory periods in OAS.
  • Deadline for all schools new to the PSCP in the 2018-19 school year to:
    o Participate in DPI approved fiscal management training, and
    o Submit to DPI the Budget and Cash Flow Report or surety bond equal to 25% schools
      expected annual PSCP payments.
Deadline for schools new to the PSCP in the 2018-19 school year that are offering summer school instruction to submit to the DPI one of the following for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for WPCP and RPCP schools:
  o A certificate of occupancy from the municipality within which the private school is located.
  o A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy.
  o If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

Deadline for schools new to the PSCP in the 2018-19 school year that are offering summer school instruction to submit to the DPI:
  o A copy of the school’s certificate of insurance or other evidence of having obtained: (1) the minimum insurance coverage as required under PSCP rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and (2) a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.
  o A letter from the preaccreditation organization indicating the school is preaccredited or, if the organization is already fully accredited, a letter from the accrediting organization indicating the school is fully accredited.

May 15
  • Deadline for schools to submit to DPI a revised Hours of Instruction report for the 2017-18 school year if there were schedule changes, such as “snow days.” Schools must add additional hours or days if necessary to meet the minimum hours of instruction before the end of the 2017-18 school year.

May 19
  • Last day for schools to complete verification of 2018-19 school year MPCP and RPCP student applications from the March open application period via OAS.

By the end of May
  • DPI processes the May state aid payments to eligible schools based on each school’s 2nd Friday in January count report.
  • WISEdata snapshot: All schools must complete 2017-18 Assessment Demographic student data reporting in WISEdata.

June 1
  • Schools new to the PSCP in the 2018-19 school year may begin to establish their Choice Administrators as District Security Administrators which allows them to manage access to DPI secure reporting applications through the Application Security management tool.
June 19

- Last day for schools to complete verification of 2018-19 school year MPCP and RPCP student applications from the April open application period via OAS.

June 30

- Schools that only participate in the MPCP must submit to DPI their January 2017 Enrollment Audit. For these schools, this is the last day to correct MPCP applications received during an open application period after the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35 and 48.
- Schools must prepare their annual budget for the 2018-19 school year by June 30. This requirement does not apply to new schools that provided a budget to DPI by May 1, 2017.
- This date also marks the end of the 2017-18 fiscal year for purposes of the 2017-18 financial audit that is due to DPI by October 15.