

Important Dates for the Private School Choice Programs

The requirements identified are based on Wis. Stat. 118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.

Information provided is subject to statutory and administrative rule changes, including temporary changes that may occur due to the COVID-19 outbreak.

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This document covers the important dates, with some brief descriptions of requirements for private schools that participate in the Private School Choice Programs (PSCP or Choice), which include the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). These dates may be in addition to other deadlines required for private schools that are not covered in this document. This document does not include the additional dates applicable to private schools that intend to be first time participants in the Choice program in the 2021-22 school year and are considered “new private schools.”

To be eligible to receive state aid payments on behalf of students participating in the Choice programs, schools must meet all statutory program requirements. It is the responsibility of the school to meet all required deadlines, including timely submission of required program reports and audits, and administration of required assessments.

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

- [On demand trainings](#) explain program requirements. *(The department is in the process of updating these for recent administrative rule changes)*
- The [School Application Processing webpage](#) contains information on the student application process for parents and schools and completing the application eligibility determination.
- The [Assessment webpage](#) has information on the required assessments.
- The [Bulletins webpage](#) includes bulletins explaining program requirements.
- The [WISEdata webpage](#) contains information on the WISEdata requirements, including [trainings](#) and [videos](#) for WISEdata and for WISEid. Click [WISE Help Ticket](#) for help.
- [COVID-19 Related Updates](#)

Please contact the Department of Public Instruction (DPI) at privateschoolchoice@dpi.wi.gov or 1-888-245-2732 option 3 if you have questions. Questions on the Enrollment Audits, Financial Audits, Fiscal & Internal Control Practices requirements, budgets, or surety bonds should be directed to dpichoiceauditreports@dpi.wi.gov.

JULY 2020

July 1

- The 2020-21 school year begins.
- Schools new to the PSCP in the 2020-21 school year must set-up their Choice Administrator as the District Security Administrator (DSA). This allows them to manage access to the DPI secure reporting applications through the WISEsecure tool. The [WISEhome and WISEsecure guides](#) provide additional information in setting up the school's DSA.

July 19

Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **May** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

July 30

All schools may begin sending [WISEid](#) request files generated from their [Student Information System \(SIS\)](#) to report new students and reporting student data through the [WISEdata Ed-Fi API](#) at any time. Schools will see their data in the [WISEdata Portal](#) as of this date.

July 31

- Deadline for schools to request that the DPI make grade changes to the 2020-21 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 (see [Application Verification and Corrections FAQ](#)).
- [School Directory application](#), which allows private schools to update their contact information, closes for the month of August. School Directory data as of July 31 is listed and published in the *Wisconsin School Directory 2020-2021*. If PSCP schools make any updates using the [School Directory application](#), they must also update the Choice program information using the [School Information Update form](#) (see [Training 3-4: School Information Update Form](#)).

AUGUST 2020

By the First Day of School

- Schools new to the PSCP in the 2020-21 school year must have a [DPI WISEdata certified SIS operational](#) and be reporting data to WISEdata.
- Private schools participating in the Choice Program must complete background checks prior to employing any individual at the school and every 5 years after the date of the previous background check (see [Criminal Background Checks Bulletin](#) and [Training 6-12: Criminal Background Checks](#)).
- Schools must ensure all administrators, teachers, and teacher aides have appropriate credentials (see [Staff Credential Bulletin](#) and [Training 6-9: Employee Education Requirements](#)).
- Annually Choice schools must provide to the parent or guardian of each student enrolled in or attending the school a copy of the educational options available to children who reside in the pupil's resident school district, which must include public schools, private schools

participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, course options and options for pupils enrolled in a home-based private educational program. See DPI's [notification requirement webpage](#) for additional information.

- If a *continuing* school added a new building, the school must scan and email a [School Information Update Form](#) indicating the address of the new building (see [Training 3-4: School Information Update Form](#)).

Note: All continuing MPCP schools that add a new building or a continuing WPCP or RPCP school that adds a building *located* in the Racine Unified School District, must provide one of the following to the DPI prior to students being in the building (See [Training 1-1: General School Requirements](#)):

- A certificate of occupancy from the municipality in 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 and regional unit do not issue certificates of occupancy, then submit a letter from the municipality within which the school is located, explaining that the municipality, within which the school is located, does not issue certificates of occupancy.

August 1

- Schools **new to the PSCP** in the 2020-21 school year must submit a copy of the school's [academic standards](#) (not curriculum) (see [Training 1-2: General Pupil Specific Requirements, Records, Tuition and Fees, Academic Standards, Grade Promotions](#)).
- Deadline for schools new to the PSCP in the 2020-21 school year that did not offer summer school instruction in the summer of 2020 to submit all of the following to the DPI:
 - A copy of the school's certificate of insurance or other evidence of having obtained the required insurance and a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees (See [Insurance Requirements Documents](#) and [Training 6-7: Liability Insurance & Fidelity Bond](#)).
 - 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 (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).
 - 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 (see [Training 1-1: General School Requirements](#)):
 - A certificate of occupancy from the municipality in 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; or
 - If the municipality and regional unit do not issue certificates of occupancy, then submit a letter from the municipality within which the school is located, explaining that the municipality, within which the school is located, does not issue certificates of occupancy.
- Deadline for fully accredited schools to provide the DPI with evidence demonstrating that the school remains accredited for all grades offered for the current school year. This includes any additional grade(s) the school began offering in the 2020-21 school year (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).

- Deadline for schools to submit to DPI any changes to the school is governing body members, including signatures and the mailing addresses for each new serving governing body member (see Private School Choice Programs: [School Submitted Reports page](#)).

August 3-6

Schools new to the PSCP in the 2020-21 school year participate in a [WISEdata training](#) session one of the available dates in August.

First Weekday in August (August 3) to Third Friday in August (August 21)

Deadline for WPCP schools must notify the DPI between August 3 and by the third Friday in August (August 21) of a parent/guardian request to transfer a WPCP student to a different Choice school due to a change in the student's residence. Change of residences must occur between the day after the end of the WPCP application period (April 17) and the third Friday in August (August 21) (see [Residency Documentation Bulletin](#) and [Application Verification and Corrections FAQ](#)).

By the First Weekday in August (August 3)

- Recommendation for PSCP schools to wrap up 2019-20 school year's WISEdata and transition to 2020-21 school year WISEdata.
- **Schools new to the PSCP** in the 2020-21 school year must submit the [Private School Report Card form](#).
- **Continuing schools** making a change to their Private School Report Card opt in/out preference must submit to the DPI a new [Private School Report Card form](#). Continuing schools who are not making a change do not need to send a new Private School Report Card Form.

August 17

Schools new to the PSCP in the 2020-21 school year submit the [Auditor Authorization form](#) identifying the external audit firm that will perform the required PSCP Financial Audit, Fiscal and Internal Control Practices Report, and the Enrollment Audits (see [Training 3-3: Auditor Authorization Form](#)).

By the Third Friday in August (August 21)

WPCP schools aware of a WPCP student that has moved to the city of Milwaukee or the Racine Unified School District must notify the DPI by the third Friday in August (August 21). DPI may transfer an accepted application from the WPCP to the RPCP or MPCP at the same school if the student moves to Racine or Milwaukee and the school participates in the applicable program. If the school determines after the third Friday in August that a WPCP student moved as of the third Friday in September to the city of Milwaukee or the Racine Unified School District, the school should report the address change in the September Count Report via OAS (see [Residency Documentation Bulletin](#)).

August 21

Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **June** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

Last Weekday in August (August 31)

- Submit in OAS all accepted MPCP and RPCP applications. Eligible applications submitted after the last weekday in August for students enrolled on the third Friday of September will not generate a state aid payment until November (see [Application Process Bulletin](#), and [Training 8-4: Application Verification & Submission Process](#)).
- Submit in OAS the Preliminary Enrollment Report to generate a September state aid payment (see [Training Module 9-2: Preliminary Enrollment Report](#)).

SEPTEMBER 2020

First Day of School

See “By the First Day of School” under August.

September 1

The [School Directory application](#) reopens; this allows private schools to update their contact information. Note: If PSCP schools make any updates using the School Directory application they must also update the Choice program information using the [School Information Update form](#) (see [Training 3-4: School Information Update Form](#)).

September 15

Schools that offered summer school in the summer of 2020 must submit to the DPI the Summer School Count Report in OAS by this date in order to receive state funding. (See [Summer School Bulletin](#) and [Summer School Count Report Instructions](#)).

Third Friday in September (September 18)

- All schools participating in the Choice Program take the third Friday in September count of Choice students enrolled in their school. Schools must also determine who remains on the MPCP and RPCP waiting list as of the third Friday in September. Schools use this information to complete the third Friday September Count Report in OAS (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#) and [Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports](#)).
- [WISEdata](#) requires schools to verify that all Choice students are properly flagged in the school’s SIS for the third Friday of September Count Date. For a student to be included in the third Friday of September Count in the SIS, the student must be enrolled in the school by the count date and the student must be assigned to a valid grade for his or her school. The student must also have been marked as Present or Absent for Receiving Services. WISEdata logic will also review inclusion based on parentally-placed private (PPP) calculations, whether or not the school provides the primary educational services, and whether or not the student's enrollment is active.
- Deadline for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **July** open application period via OAS (see [Application Process Bulletin](#) and [Training 8-4: Application Verification & Submission Process](#)).

By the last Weekday in September (September 30)

- Last day for schools to complete verification of 2020-21 school year MPCP and RPCP student applications from the **August** and **September** open application periods via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

- Deadline for schools to submit in OAS any accepted MPCP or RPCP applications not submitted by the last weekday in August (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).
- Deadline for schools to request that the DPI make non-grade changes to MPCP and RPCP applications in OAS for the February to September applications. All changes after the last weekday in September must be included in the school's Enrollment Audits (see [Application Verification and Corrections FAQ](#)).
- Deadline for schools to submit in OAS the Third Friday September Count Report (see [Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports](#) and [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)). The report must include the following:
 - The first and last dates of the school's current school term.
 - Hours of Instruction for the current school term (see [Training 3-1 Reporting Hours of Instruction](#)).
 - The dates of the two required governing board meetings. 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.
 - For WPCP schools, the report requires verification of the address for incoming Choice students participating in the WPCP. The school must determine whether every incoming Choice pupil participating in the WPCP moved as of the third Friday in September. If the student has moved, schools must collect residency documentation from the parent/guardian with the new address on it by the last weekday in September. The new residency documentation must be dated between the third Friday in August (August 16) and the last weekday in September (September 30). (See [Residency Documentation Bulletin](#) and [Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports](#)).

By the end of September

The 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 the DPI in the Preliminary Enrollment Report (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).

OCTOBER 2020

October 1

Deadline for a private school first participating in the PSCP in the 2020-21 school year to complete the [Indoor Environmental Quality Model Management Plan](#). The school must implement the plan by October 1 of its second year in the program. This plan does not need to be submitted to the DPI. The law does not require use of any particular template or format for an IEQ Management Plan. Schools may use the DPI template as a model, develop their own plans, or adapt existing plans, procedure handbooks, or policy documents to demonstrate compliance with the planning and implementation requirements.

October 15

- Continuing schools must submit to the DPI their financial audit for the 2019-20 school year. Additionally, continuing schools, except for those who were first time participants in the PSCP in the 2019-20 school year, must submit the financial audit management letter if the auditor issued one (see [Financial Requirements Bulletins](#) and [Training 5 Module: Financial Audit](#)).

- Deadline for all private schools in Wisconsin to complete the [PI-1207 Private School Report](#) (school-wide enrollment as of the third Friday in September). The report stays open until December 15 for corrections identified through the September Enrollment Audits.

NOVEMBER 2020

November 1

Schools must revise their annual budget prepared by June 30, if the actual third Friday Choice or all student enrollment varies by 20% or 20 students, whichever is less. *If the school is required to update the budget*, the budget must reflect the revenues resulting from the school's actual third Friday in September enrollment, along with related required budget changes. These schools must retain the revised budget and cash flow report on file at the school for auditor review as part of the Fiscal & Internal Control Practices Report (see [Training 6-3: School Budgets](#)).

By the end of November

- The DPI processes the November state aid payments to eligible schools by direct deposit based on each school's third Friday in September Count Report and Summer School Count Report (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).
- The DPI provides the following for the 2021-22 school year: (1) the Notice of School's Intent to Participate (ITP), (2) auditor fee form, and (3) a suggested random selection agreement, if not adopting the standard random selection agreement (see [Training Module 2-1: School Registration Process Overview](#) and [School Registration Page](#)).

DECEMBER 2020

December 8

The following [WISEdata Snapshots](#) are taken (see [Training Module 4: Report Cards, Student Information System](#)):

- 2019-20 Year End Attendance & Completion
- 2020-21 Third Friday of September Enrollment

Note: If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

December 15

- Deadline for schools to submit to the DPI the September 2020 Enrollment Audit (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).
- Deadline for schools to submit to the DPI the 2020-21 Fiscal and Internal Control Practices Report (see [Training Module 6: Fiscal & Internal Control Practices Report](#)).
- Deadline for schools to correct 2020-21 school year applications received prior to the third Friday in September, as permitted by Wisconsin Administrative Codes PI 35 and 48. Schools should work with their auditors to make corrections as part of the September 2020 Enrollment Audit (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).

December 19

Deadline for schools to complete verification of 2020-21 school year MPCP student applications from the **October** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

December 31

- Deadline for schools new to the PSCP in the 2020-21 school year to submit a letter from an accrediting entity that the school has an approved application for accreditation (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).
- Deadline for schools that first participated in the PSCP in the 2017-18 school year to achieve full accreditation, for all grades offered (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).
- Fully accredited schools expanding the grades offered in the 2020-21 school year (i.e. a K-8th grade 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 three years for the expanded grades to be fully accredited (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).

JANUARY 2021

January 5

Deadline to notify the DPI of WPCP student withdrawals for the 2020–21 school year. WPCP schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so that the DPI can determine if a student from the waiting list may receive a voucher.

Note: After January 5, 2021, schools are no longer required to provide WPCP withdrawal information to the DPI for the 2020-21 school year (see [Application Process Bulletin](#) and [Training 10-1: Wisconsin Parental Choice Program \(WPCP\) Application Process](#)).

Second Friday in January (January 8)

All schools participating in the Choice Program take the Second Friday in January count of Choice students enrolled in their school. Schools must also determine who remains on the MPCP and RPCP waiting list as of the Second Friday in January. Schools use this information to complete the third Friday September Count Report in OAS (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#) and [Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports](#)).

January 10

- Deadline for private schools to register to be eligible to participate in the PSCP in the 2021-22 school year (see [Training Module 2-1: School Registration Process Overview](#), [School Registration Checklist](#), and [School Registration Information](#)). Schools must submit the following to the DPI:
 - Notice of School's Intent to Participate form (ITP) in OAS (see [Training 2-2: Intent to Participate](#)). If the private school is interested in offering a summer school program to Choice students in the summer of 2021, the school will indicate this on the Intent to Participate Form (see [Summer School Bulletin](#)).
 - [Random selection agreement](#) (MPCP and RPCP schools only, agree to state voluntary random selection agreement when completing ITP in OAS or submit own plan to the DPI and have plan approved by the State Superintendent by January 10).
 - [Auditor Fee form with Auditor Fee](#).
- **Schools first participating** in the PSCP in the 2021-22 school year must submit the [Disclosure of Information form](#) and its policies and procedures requested on the form, including all signatures

and mailing addresses of governing board members (see [Training 3-2: Disclosure of Information Requirements](#))

- (Optional) Private schools new to either the WPCP or the RPCP in the 2021-22 school year may enter into an agreement to be subject to the same governing board as a private school currently participating in the WPCP or the RPCP. With this agreement, prior year attendance requirements would not be required for students applying to the new school in the first two years the school participates in the WPCP or RPCP. Schools that use this option must submit the agreement to the DPI by this date (see [Combined Private Schools and Prior Year Attendance Bulletin](#)).

January 15

Choice administrators of schools first participating in the Choice program in the 2021-22 school year are required to read the Choice Program Requirements Trainings and complete the Choice Programs Requirements Online Quiz available at [Choice Program Trainings](#).

January 19

Deadline for schools to complete verification of 2020-21 school year MPCP student applications from the **November** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

Last Weekday in January (January 29)

- Choice administrators of schools first participating in the Choice program in the 2021-22 school year are required to read the OAS Access Trainings and complete the OAS Access Form and Quiz available at [Choice Program Trainings](#).
- Deadline for schools to complete verification of 2020-21 school year MPCP student applications from the **December** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).
- Deadline for schools to request that the DPI make non-grade changes to the MPCP applications received between October and January in OAS (see [Application Verification and Corrections FAQ](#)).
- Deadline for schools to submit in OAS any accepted MPCP or RPCP 2020-21 applications not previously submitted (see [Application Process Bulletin](#) and [Training 8-4: Application Verification & Submission Process](#)).
- Deadline for schools to submit in OAS the completed second Friday in January Count Report. (See [Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports](#) and [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#).)

FEBRUARY 2021

First Weekday in February (February 1)

Open application period for the 2021–22 school year begins for the MPCP, RPCP, and WPCP. (See [Training Module 8: Student Applications & Eligibility](#), [Training 10-1: Wisconsin Parental Choice Program \(WPCP\) Application Process](#), and the [Explanation of Application Requirements and Process documents](#).)

By the end of February

The DPI sends out the February state aid payments to eligible schools by direct deposit based on each school's Second Friday in January Count Report (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).

MARCH 2021

March 9

Choice schools administer the ACT with writing for grade 11 (March 23 and April 13 makeup dates).

March 22 to April 30: [FORWARD Exam Window](#)

Choice schools are required to administer the following standardized tests:

- Wisconsin Forward Exam for English Language Arts and Mathematics for grades 3-8.
- Wisconsin Forward Exam for Science for grades 4 and 8.
- Wisconsin Forward Exam for Social Studies for grades 4, 8, and 10.

APRIL 2021

April 5 to May 5: [ACT ASPIRE Window](#)

Choice schools administer the ACT Aspire™ for grades 9 and 10.

Third Thursday in April (April 15)

End of the WPCP open application period for the 2021-22 school year, which began on the first weekday in February (see [Application Process Bulletin](#) and [Training 10-1: Wisconsin Parental Choice Program \(WPCP\) Application Process](#)).

April 23

Deadline for schools to complete verification of 2021-22 school year MPCP and RPCP student applications from the **February** open application period via OAS (see [Application Process Bulletin](#) and [Training 8-4: Application Verification & Submission Process](#)).

April 30

Last day of [Forward Exam](#) Test Window (began on March 22).

MAY 2021

Early May

- WISEdata Spring Demographics Snapshot: All schools must complete 2021-22 Assessment Demographic student data reporting in WISEdata. Correctly report the English Language Proficiency, Race Ethnicity, and student economic status.
- Log in to view WISEdata Validation messages (check these regularly).

May 1

- Deadline for all schools first participating in the PSCP in the 2021-22 school year to:
 - Participate in the DPI approved [fiscal management training](#), and
 - Submit to the DPI the [2021-22 Budget and Cash Flow Report](#) or surety bond equal to 25% of the schools expected 2021-22 PSCP payments (see the [Budget and Cash Flow section of the School Submitted Reports webpage](#) and [Training 3-5: Surety Bond and New School Budget & Cash Flow Report](#)).
- Deadline for continuing schools that selected the surety bond option in a previous school year to provide a surety bond equal to 25% of the schools expected 2021-22 PSCP payments if the school has not yet been notified by the DPI that it is longer required to provide the surety bond (see [Training 3-5: Surety Bond and New School Budget & Cash Flow Report](#)).
- Deadline for schools new to the PSCP in the 2020-21 school year that are offering summer school in the summer of 2020 to submit all of the following to the DPI:
 - 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 (see [Accreditation Bulletin](#) and [Training 1-1: General School Requirements](#)).
 - 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 (see [Training 1-1: General School Requirements](#)):
 - A certificate of occupancy from the municipality in which the private school is located; or
 - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
 - 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.

First Weekday in May (May 3)

- The January 2020-21 Enrollment Audits for RPCP and WPCP schools are due to the DPI. If an 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 third Friday in September as permitted by Wisconsin Administrative Code PI 35 (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).
- Deadline for schools to request that the DPI make changes to the 2021-22 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 3, schools can change grades through the enrollment/count reports and make other changes to WPCP applications through the Enrollment Audits (see [Application Process Bulletin](#), and [Application Verification and Corrections FAQ](#)).
- Deadline for schools to complete all verifications of WPCP student applications for the 2020-21 school year via OAS (see [Application Process Bulletin](#), and [Training 8-4: Application Verification & Submission Process](#)).
- Deadline for schools to complete the Final WPCP Seats Report in OAS. WPCP schools have a one-time option to increase the number of seats in each grade and enter this information on the Final WPCP Seats Report in OAS. Schools must complete the verification of all WPCP applications prior to submitting this report. (See [Training 10-1: Wisconsin Parental Choice Program \(WPCP\) Application Process](#)).

- Deadline for private schools **first participating** in the PSCP beginning in the 2021-22 school year to submit to the DPI the [Hours of Instruction report](#) for the 2021-22 school year (see [Training 3-1: Reporting Hours of Instruction](#)).
- Deadline for schools offering summer school in the summer of 2021 to submit the list of academic summer school classes and laboratory periods in the Summer School Course List Report in OAS (see [Summer School Bulletin](#)).
- Deadline for schools new to the PSCP in the 2021-22 school year that are offering summer school in the summer of 2021 to submit a copy of the school's certificate of insurance or other evidence of having obtained the required insurance and a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees ([See Insurance Requirements Documents](#) and [Training 6-7: Liability Insurance & Fidelity Bond](#)).

May 5

Last day of [ACT Aspire Test](#) Window (began on April 5)

May 21

Deadline for schools to complete verification of 2021-22 school year MPCP and RPCP student applications from the **March** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

By the end of May

The DPI processes the May state aid payments to eligible schools based on each school's Second Friday in January Count Report (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).

By Last Day of School

- WISEdata: Schools that participated in the PSCP in the 2020-21 school year must complete a Data Quality Review of the 2020-21 Attendance Data.
- Close out the school year in your SIS by exiting students with the [last day of student enrollment](#) and [Exit Type](#), and [Credential Type](#) for high school graduates.

Note: If you have questions, please enter a [WISE Support Help Ticket](#) or contact your SIS vendor.

JUNE 2021

First Weekday in June (June 1)

- Private Schools new to the PSCP in the 2021-22 school year may begin to establish their Choice Administrators as District Security Administrators. This allows them to manage access to the DPI secure reporting applications through the Application Security management tool (see [WISEdata training videos guides](#)).
- WPCP schools with applications that have been determined ineligible through the application verification process should notify the parent of each WPCP applicant via mail or email that the application is ineligible and will not be included in the random drawing after the last day of the WPCP open application period (April 15, 2021) but no later than the first weekday in June (June 1, 2021). If the school denies a student's application, the notice of non-acceptance must include the reason the student was not accepted. Ineligible WPCP applications will have a status of Parent No Show, Ineligible per DOR, or Ineligible in Both Semesters in OAS. (See [Application Process Bulletin](#) and [Training 10-1: Wisconsin Parental Choice Program \(WPCP\) Application Process](#).)

June 19

Deadline for schools to complete verification of 2021-22 school year MPCP and RPCP student applications from the **April** open application period via OAS (see [Explanation of Application Requirements and Process documents](#) and [Training Module 8: Student Applications & Eligibility](#)).

Last Weekday in June (June 30)

- Schools that only participate in the MPCP must submit to the DPI their January 2021 Enrollment Audit. For these schools, this is the last day to correct MPCP applications received during an open application period after the third Friday in September as permitted by Wisconsin Administrative Code PI 35 (see [Training 9-1: Payment Process, Pupil Count Report & Audit Overview](#)).

June 30

- Schools must prepare their annual budget for the 2021-22 school year by June 30. The budget does not have to be submitted to DPI. This requirement does not apply to new schools that provided a budget to the DPI by May 1, 2021. Schools may choose to use the [DPI Budget and Cash Flow Report](#) or use their own budget if it includes certain components (see [Training 6-3: School Budgets](#)).
- This date also marks the end of the 2020-21 fiscal year for purposes of the 2020-21 financial audit that is due to the DPI by October 15, 2021 (see [Financial Requirements Bulletins](#) and [Training 5 Module: Financial Audit](#)).
- The 2020-21 school year ends.