

**July 2018 to June 2019 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 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. Trainings for WISEdata and for WISEid setup are available at <http://dpi.wi.gov/wisedata/help/training> and <https://dpi.wi.gov/wisedata/help/portal/videos>. Click [WISE Help Ticket](#) for help.

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 2018

July 1

- Schools new to the PSCP in the 2018-19 school year should set-up their Choice Administrators as District Security Administrators (DSA). This allows them to manage access to the DPI secure reporting applications through the Application Security management tool. The WISEdata training videos guide school to set up their DSA.
- All schools may begin sending WISEid request files generated from their Student Information System (SIS) to report new students for the 2018-19 school year.
- All schools may begin 2018-19 school year student data reporting through the WISEdata Ed-Fi API.

July 20

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

July 31

- Last day for schools to request that the DPI make grade changes to the 2018-19 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 is listed and published in the *Wisconsin School Directory 2018-2019*. 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 2018

August 1, 2, or 3:

- Schools new to the PSCP in the 2018-19 school year participate in a WISEdata training session in Madison.

By First Day of School

- Schools new to the PSCP in the 2018-19 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:
 - 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.

August 1

- 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.
- Schools new to the PSCP in the 2018-19 school year must submit the following to the DPI:

- A copy of their academic standards (not curriculum).
- The Private School Report Card form.
- Deadline for schools new to the PSCP in the 2018-19 school year that did not offer summer school instruction 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 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
 - 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.
 - 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; 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.
- 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 the school began offering in the 2018-19 school year.

August 1 to August 17

- WPCP schools must notify the DPI between August 1 and August 17 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 17.

August 15

- Schools new to the PSCP in the 2018-19 school year submit the Auditor Authorization form identifying the external audit firm that will perform the required PSCP audits and agreed upon procedure reports.

By August 17

- 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 August 17. DPI may transfer an accepted application from the WPCP to the RPCP or MPCP program 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 August 17 that a WPCP student moved as of the 3rd Friday in September to the city of Milwaukee or Racine Unified School District, the school should report the address change in the September Count Report.

August 19

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

SEPTEMBER 2018

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 Preliminary 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 15

- Schools that offered summer school in the summer of 2018 must submit to the DPI the Summer School Count Report in OAS by this date in order to receive state funding.

September 18

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

September 21

- 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.

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.

OCTOBER 2018

October 1

- Last day 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 non-grade changes after October 1 must be included in the school's Enrollment Audits.
- Last day for schools to complete verification of 2018-19 school year MPCP and RPCP student applications from the **August** and **September** open application periods via OAS.
- 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 17 and October 1.

October 15

- Continuing schools must submit to the DPI their financial audit for the 2017-18 school year. Additionally, continuing schools, except for those who were first time participants in the PSCP in the 2017-18 school year, must submit the financial audit management letter if the auditor prepared one.
- Schools must submit, in OAS, the dates of the first and last dates of its current school term. Additionally, schools must submit the 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.
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report (school-wide 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.

October – after report card publication by the 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 the 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 2018

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.

By the end of November

- The 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 2018

Early December

- The DPI provides the following for the 2019-20 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.
- WISEdata Snapshot: Schools that participated in the PSCP in the 2017-18 school year must complete 2017-18 Completion/Exit, Dropout, and Attendance reporting in WISEdata.
- WISEdata Snapshot: Schools must report 2018-19 3rd Friday in September Enrollment in WISEdata.

December 15

- Deadline for schools to submit to the DPI the 3rd Friday in September Enrollment Audit.
- Deadline for schools to submit to the DPI the Fiscal and Internal Control Practices Report.

- Last day for schools to correct 2018-19 school year applications received prior to the 3rd Friday in September as permitted by Wisconsin Administrative Codes PI 35 and 48.

December 21

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

December 31

- Deadline for schools new to the PSCP in the 2018-19 school year to submit documentation that the school's accreditation application approval if not already accredited by an accrediting entity.
- Deadline for schools that **first participated** in the PSCP in the **2015-16 school year** to achieve full accreditation (for all grades offered).
- Schools expanding the grades offered in the 2018-19 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 2019

January 10

- Deadline for schools to submit to the DPI the 2019-20 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 2019-20 school year.
- Schools interested in offering Choice summer school in the summer of 2019 will indicate their intent on the Notice of School's Intent to Participate.
- Deadline for schools new to the PSCP in the 2019-20 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.
- Schools new to the PSCP in the 2019-20 school year must submit to the DPI their Hours of Instruction report for the 2019-20 school year.

January 11

- 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 19

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

FEBRUARY 2019

February 1

- WPCP open application period for the 2019-20 school year begins. (*Ends on April 20*)
- Last day for schools to request that the DPI make non-grade changes to the MPCP applications received between October and January in OAS.
- Last day for schools to complete verification of 2018-19 school year MPCP student applications from the **December** open application period via OAS.

- Deadline for schools to submit in OAS the completed 2nd Friday in January Count Report and any MPCP or RPCP applications for those enrolled Choice students not submitted by February 1.

February 20

- Choice schools are required to administer the ACT with writing for 11th grade. (*March 12 and April 2 makeup dates*).

February 21

- Choice schools are required to administer the ACT WorkKeys for 11th grade. (*March 13 and April 3 makeup dates*).

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 2nd Friday in January Count Report.

MARCH 2019

March 18 to May 3: FORWARD Exam Window

- Choice schools are required to administer the following standardized tests:
 - Wisconsin Forward Exam for English Language Arts and Mathematics assessments in the spring of 2019 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 2019

April 20

- WPCP open application period for the 2019-20 school year ends. (*began on February 1*)

April 21

- Last day for schools to complete verification of 2019-20 school year MPCP and RPCP student applications from the **February** open application period via OAS.

April 8 to May 10: ACT ASPIRE Window

- Choice schools are required to administer the ACT Aspire™ for 9th and 10th grade.

MAY 2019

May 1

- Deadline for schools to complete all verifications of WPCP student applications for the 2019-20 school year via OAS.
- Deadline for schools to request that the DPI make changes to the 2019-20 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 the DPI their Hours of Instruction report for the 2019-20 school year.
- The January Enrollment Audits for RPCP and WPCP schools are due to the 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.

- Deadline for all schools new to the PSCP in the 2019-20 school year to:
 - Participate in the DPI approved fiscal management training, and
 - Submit, to the DPI, the Budget and Cash Flow Report, or surety bond equal to 25% of the schools expected 2019-20 PSCP payments.
- Deadline for schools offering summer school in the summer of 2019 to submit the list of academic summer school classes and laboratory periods in the Summer School Course List Report in OAS.
- Deadline for continuing schools that selected the surety bond option to provide a surety bond equal to 25% of the schools expected 2019-20 PSCP payments.
- Deadline for schools new to the PSCP in the 2019-20 school year that are offering summer school instruction 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 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
 - 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.
 - 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; 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.

May 15

- Deadline for schools to submit to the DPI a **revised** Hours of Instruction report for the 2018-19 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 2018-19 school year.

May 19

- Last day for schools to complete verification of 2019-20 school year MPCP and RPCP student applications from the **March** open application period via OAS.

By the end of May

- The 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 2018-19 Assessment Demographic student data reporting in WISEdata.

By Last Day of School

- WISEdata: Schools that participated in the PSCP in the 2018-19 school year must complete a Data Quality Review of the 2018-19 Attendance Data.

JUNE 2019

June 1

- Schools new to the PSCP in the 2019-20 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.

June 21

- Last day for schools to complete verification of 2019-20 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 the DPI their January 2019 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 Codes PI 35.
- Schools must prepare their annual budget for the 2019-20 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, 2019.
- This date also marks the end of the 2018-19 fiscal year for purposes of the 2018-19 financial audit that is due to the DPI by October 15.