

**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP or Choice)  
NEW SCHOOL REGISTRATION CHECKLIST  
2021-22 SCHOOL YEAR**

**Please complete the following checklist as you complete the registration requirements for the PSCP.** The forms noted in items 2-5 must be completed accurately and received by the Department of Public Instruction (DPI) no later than August 1, 2020, in order for a private school to participate in the PSCP during the 2021-22 school year.

**1. New School Registration Cover Letter:**

\_\_\_\_\_ The school's choice administrator has read, in its entirety, the new school registration cover letter and understands the requirements that must be met by August 1, 2020 and December 15, 2020.

**2. Notice of New School's Intent to Participate (ITP):**

\_\_\_\_\_ The school's choice administrator has electronically completed all required information on the ITP and electronically submitted it to the DPI.

\_\_\_\_\_ The choice administrator has included the school's street address. If the school does not yet have a location insert TBD for the school address.

\_\_\_\_\_ The "Agreement/Signatures Section" has been electronically completed/signed by the Choice administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the Choice program.

\_\_\_\_\_ The choice administrator has printed or electronically saved a copy of the completed form for his/her records.

**3. Auditor Fee and Form:**

\_\_\_\_\_ The Auditor Fee Form is completed and the form along with a cashier's check made payable to the Department of Public Instruction in the amount of \$350 has been mailed to the **DPI** at the address listed on the auditor fee form. Please note that if it is later determined that the 2021-22 auditor fee is more than \$350, the adjustment payment will be due to the DPI no later than January 10, 2021.

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New Supplier Form for the school is completed. If the 2021-22 auditor fee is later determined to be less than \$350, the school will receive a check for the difference between the \$350 and the final auditor fee amount. In order to process this payment, a New Supplier Form for the school is required.

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The W-9 for the school is completed. If the 2021-22 auditor fee is later determined to be less than \$350, the school will receive a check for the difference between the \$350 and the final auditor fee amount. In order to process this payment, a W-9 for the school is required.

**4. Disclosure of Information Form & Policies:**

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The Disclosure of Information form is completed and signed by the choice administrator and all members of the school's governing board and submitted to the DPI at [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov).

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The Disclosure of Information template and all required attachments have been submitted to DPI at [PrivateSchoolChoice@dpi.wi.gov](mailto:PrivateSchoolChoice@dpi.wi.gov). This information must be provided to all pupils or parents who apply to the school.

**5. Anticipated Budget and Cash Flow Report:**

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The budget and cash flow report meets all of the completeness requirements described in Section III of the report's cover page.

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The signed budget and cash flow report AND all required attachments identified on the Required Attachments tab have been mailed or emailed per the instructions page on the budget and cash flow report.

**6. Preaccreditation:**

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The choice administrator has read the [Accreditation Bulletin](#) and has contacted one of the preaccrediting entities for information on the preaccreditation process to ensure that the school is preaccredited by **December 15, 2020**.

**Please complete this checklist as you complete each of the requirements for the PSCP. Requirements are due to the DPI by August 1, 2020 unless otherwise noted.**