

OAS Application Corrections

This bulletin applies to the Private School Choice Programs (Choice) which includes the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP). Please see the residency documentation bulletin and income verification bulletin at <http://dpi.wi.gov/sms/choice-programs/student-applications-processing> for information about the residency and income requirements. The residency bulletin includes information on how a school may correct an application that does not have the proper residency documentation.

If the school identifies that information in the Online Application System (OAS) is incorrect the school must correct the application. Examples of items that must be corrected include the parent/guardian name (generally identified through the residency and income documentation review), address at the time of application, resident school district (WPCP only), student name, or student date of birth.

OAS CORRECTIONS BEFORE THE END OF THE OPEN APPLICATION PERIOD

If the school identifies that a correction must be made *before* the end of the open application period in which the application was received, the parent/guardian must log back into the online parent application before the end of the open application period in which the application was received to make the correction. Once they have made the correction, they should resubmit the application which will update the information in OAS.

OAS CORRECTIONS AFTER THE END OF THE OPEN APPLICATION PERIOD

If the school identifies that a correction must be made *after* the end of the open application period in which the application was received, the change must be made by DPI. These changes are made until October 1st for applications received through September and through February 1st for applications received through January. If a school identifies changes that must be made after these dates, the school must notify its' auditor so the auditor can include the correction on the September or January Enrollment Audit.

-See the next page for instructions on how to make changes before the dates above -

By October 1st (for applications received through September) or February 1st (for applications received between October and January), the school must email privateschoolchoice@dpi.wi.gov with the following information so the DPI can correct OAS:

- 1) The student's current name in OAS.
- 2) The student's current date of birth in OAS.
- 3) The information that must be corrected (include the correct name, address, etc).
- 4) If the change is to the student name or date of birth, include documentation in the email that supports the correct student name and/or date of birth. Examples of support include an immunization record or a copy of the "Annotation of Birth Record/Facts" form available at <http://www.wrdaonline.org/VitalRecords/AnnotationAbstractedBirthFacts4.pdf>.

CHANGES NOT MADE AFTER THE END OF THE OPEN APPLICATION PERIOD

Address Changes due to Moving: If a parent/guardian moves after the open application period in which they applied, the address in OAS is generally not updated. The only exception is that WPCP schools are required to determine the current address for certain students as of the 3rd Friday in September. Please see the "WPCP Address Verification for Incoming Choice Pupils" section in the Residency Documentation bulletin for additional information.

Grade Changes: Please note that grade changes must be done by the school while completing the September 1 Enrollment report, the 3rd Friday in September Count report, or the 2nd Friday in January Count report. If any grade changes are missed in the count reports, the school must notify the auditor of the required change. The auditor will include the correction in the September or January Enrollment Audit.