

## Special Needs Scholarship Program

### Student Application Checklist – 2017-18 School Year

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The following checklist is intended to assist SNSP administrators and designees as they are reviewing a student’s application before submitting it to the Department of Public Instruction (DPI). Further information on student eligibility and application processing is available on the [SNSP School Application & Transfer Request Processing webpage](#) as well as on the [SNSP School Training webpage](#). SNSP administrators and designees are reminded that their signature at the bottom of the application, and submission of the application information to the DPI, attests that they have reviewed the application and determined the student is eligible for the SNSP.

<b>Student Name:</b>	
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**Application Review:**

	1. The application is legible and complete. The application is completed in ink, including all signatures.
	2. SNSP School Applying to is identified at the top of the application. The school may use a school stamp or type in the school name.
	3. The student’s first and last name and gender are indicated. The middle initial, suffix, ethnicity, and race should be completed but are not required.
	4. Student’s date of birth is listed. For K4, K5 and 1st grade applicants, the student must have been born on or before: (a) September 1, 2013, for K4; (b) September 1, 2012, for K5; or (c) September 1, 2011, for 1st grade. Additionally, students may not be 21 as of the date they apply or September 1, whichever is later.
	5. Grade level for the student is listed as K4, K5, 1, 2, 3, 4, 5 6, 7, 8, 9, 10, 11, or 12. Please note that no grade, ungraded, or a blank box is not sufficient. The grade must be the anticipated grade for the 2017-18 school year.
	6. The name of the public school district and public school that the student attended for the 2016-17 school year is listed. Ensure the school district is not abbreviated.
	7. Either IEP or services plan is checked, the date of the student’s last IEP or services plan evaluation or reevaluation is completed, and the LEA that developed the IEP is completed.
	8. The parents’/guardians’ first and last name(s) are completed. The middle initial and suffix does not need to be completed.
	9. The entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	10. The school has a seat available in the grade on the application.

**Residency Information:**

	11. The address on the residency documentation matches the address on the application. Every part of the address except the unit number and zip code must match.
	12. The first and last name on the residency documentation matches the parent(s)/guardian(s) first and last name on the application.
	13. The residency documentation is dated within three (3) months prior to the date the application is received. The start date of a month to month lease must also meet this requirement. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease.
	14. The parent/guardian has submitted a copy of <b>ONE</b> of the following to support that the student lives at the address on the application. <ul style="list-style-type: none"><li>• Wage statement or W2 year-end earnings statement.</li><li>• Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are not acceptable.</li><li>• Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.</li><li>• Lease agreement with a term that includes the required date. The lease agreement must be complete and legible. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, the start date must be dated within three (3) months prior to the date the application is received. Rent receipts ARE NOT an allowed residency document.</li><li>• Governmental correspondence. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date.</li><li>• Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required time period.</li><li>• Properly completed Alternative Residency Verification form (Form PI-SNSP-0004) only for situations where: (a) the student is not living with one of his or her parent/guardian; or (b) the parent(s)/guardian(s) does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. The Alternative Residency Verification form is available on the <a href="#">SNSP Student Applications webpage</a>.</li></ul>
	15. Determine that the current resident school district on the application is correct using one of the School District Verification methods in the Residency Documentation Bulletin.

**Open Enrollment Denial:**

	<p>16. The type of open enrollment denial must be identified. If the student had a 2017-18 open enrollment application denied, then the box next to “2017-18 Open Enrollment Application Denied” must be checked. If the student had continued open enrollment denied, then the box next to “Continued Open Enrollment Denied During 2017-18 School Year” must be checked.</p>
	<p>17. The name of the public school(s) that denied open enrollment must be listed. Please note, if the student applied to multiple public school districts for open enrollment, then all of the student’s open enrollment applications must have been denied and the names of all of the school districts where the student applied for open enrollment must be listed.</p>
	<p>18. The question, “Was the application denied?” must be answered “Yes” for ALL school districts.</p>
	<p>19. The questions “Was the denial appealed to DPI?” and “Was the decision affirmed by DPI?” must be answered for all school districts listed.</p>
	<p>20. If the question “Was the denial appealed to DPI?” is “Yes” for any districts, the question “Was the decision affirmed by DPI?” must be “Yes”.</p>
	<p>21. If the question “Was the denial appealed to DPI?” is “No” for any districts, the question “Was the decision affirmed by DPI?” must be “N/A”.</p>
	<p>22. Determine that the parent/guardian has submitted a copy of all of his/her student’s open enrollment denial letters. If the parent/guardian does not have copies of the letters, obtained confirmation from the DPI that the application(s) were denied.</p>
	<p>23. Determine that the reason the open enrollment application was denied is one of the reasons that qualify the student for the SNSP. The denials that meet the SNSP eligibility requirements are as follows:</p> <p style="padding-left: 40px;"><i>Non-Resident School District Denials.</i></p> <ul style="list-style-type: none"> <li>• A non-resident school district denied the open enrollment application (regular open enrollment application or alternative open enrollment application) for any reason.</li> <li>• A non-resident school district terminated open enrollment because it did not have the special education space and/or related services required under a newly developed or revised IEP.</li> </ul> <p style="padding-left: 40px;"><i>Resident School District Denials.</i></p> <ul style="list-style-type: none"> <li>• The student applied under the alternative open enrollment option and the alternative application criteria was determined to not be applicable to the student by the resident school district.</li> </ul>
	<p>24. If the parent/guardian appealed an open enrollment denial, then the parent/guardian must submit a copy of the decision from the DPI affirming the open enrollment denial. If the school district’s denial was overturned, the application is not eligible. If the parent/guardian does not have a copy of the decision, obtained confirmation from the DPI that the denial was upheld.</p>

**Parent or Guardian Certification:**

	25. Parent/guardian initialed that he/she has received the explanation of rights of students with disabilities under special education law and under the SNSP.
	26. Parent/guardian initialed that he/she has received a profile of the school's special education program.
	27. The parent/guardian who signed the application matches one of the parents'/guardians' names in the Family Information Section of the application.
	28. The date the parent/guardian signed the application must be no later than 21 days after the date the form is received. The parent/guardian signature and/or date may not be added after the school sends the LEA the IEP/services plan verification email.

**For School Use Only Section:**

	29. The date the application was received is indicated. An application is considered to be "received" when the school obtains all of the following: (a) the student's SNSP application; (b) the required residency documentation; and (c) the open enrollment denial letters and/or letters from the DPI confirming that the open enrollment application was denied and any appeal was upheld by the DPI, if applicable.
	30. The SNSP administrator or designee has checked whether or not the student is eligible pending the LEA verification that the IEP or services plan requirement is met.
	31. The school must send an email to the LEA that developed the IEP/services plan requesting verification that there was an IEP or services plan in effect at the time the student applied to the SNSP. See Appendix A of the Application & Transfer Request Processing Bulletin for a sample email.
	32. If the LEA that developed the IEP or services plan is different than the resident school district, email the current resident school district that, pending the IEP/services plan verification, the pupil will receive an SNSP scholarship. See Appendix B of the Application & Transfer Request Processing Bulletin for a sample email.
	33. The school must check the box indicating the LEA's response to if the IEP/services plan was in effect at the time the student applied to the SNSP. In order to be eligible for the SNSP, the student must have had an IEP or services plan in effect at the time the student applied to the SNSP.
	34. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator signed the application must be completed.

**Application Acceptance, Changes, and Services to Be Provided Agreement:**

	<p>35. Applicants must be notified in writing whether they are accepted or not accepted into the SNSP. If the student is ineligible, the letter must specify the reason why the student is ineligible. If the student is placed on the waiting list, the letter must specify the student's space on the waiting list.</p> <ul style="list-style-type: none"><li>• If the student is ineligible or there is not enough space available, a letter of denial must be sent within 21 days from the date the application was received.</li><li>• If the student is eligible pending the IEP/services plan verification, a letter of acceptance or denial must be sent within 7 days of the school receiving the IEP/services plan verification from the LEA.</li></ul>
	<p>36. The application cannot have any white-out on it. All corrections must be made with a "<del>strike through line</del>" and initialed by the SNSP administrator or designee. The school must have written documentation to support the change.</p> <p><b>The SNSP administrator/designee or parent may not make the following changes to an application after the school has sent the IEP/services plan verification to the LEA:</b></p> <ul style="list-style-type: none"><li>• Adding the parent/guardian signature and/or date signed to the application or Alternative Residency form.</li><li>• Adding the date the application was received.</li><li>• Any changes that result in the application being ineligible due to residency, open enrollment denials, or status of the IEP or services plan.</li></ul>
	<p>37. Obtain a document from the parent/guardian of the agreed upon services that will be provided to the student that is signed by the parent/guardian and a representative of the school. The document must indicate the date the agreement was made. The school will not be eligible for payment for the student until the school and parent/guardian have agreed to the services that will be provided.</p>

**Application Form Submission:**

	<p>38. If the LEA verifies the student had an IEP or services plan in effect at the time the student applied, the school must submit the application to the DPI by the next upcoming submission deadline using the application submission link emailed to administrators and designees. Application Submission Deadlines: 2nd Friday in August, September 1, 3rd Friday in September, or 2nd Friday in January. If possible, the applications should not be submitted until the school has determined if the applicant accepted or declined the seat.</p>
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