

## Special Needs Scholarship Program

### Student Application Checklist – 2018-19 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, 2014, for K4; (b) September 1, 2013, for K5; or (c) September 1, 2012, 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 2018-19 school year.
	6. 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.
	7. The student has <b>not</b> had a reevaluation since the IEP or services plan was developed that determined the student no longer had a disability.
	8. The parents’/guardians’ first and last name(s) are completed. The middle initial and suffix do 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.
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**Residency Information (cont.):**

	<p>12. The first and last name on the residency documentation matches the parent(s)/guardian(s) first and last name on the application.</p>
	<p>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.</p>
	<p>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.</p> <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. Schools should use the bill date or the last meter reading date on an utility bill to determine that the bill is dated within three months prior to the date the application or transfer request form was received.</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,” United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date that show it meets the date requirement and parent name.</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>
	<p>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.</p>

**Parent or Guardian Certification:**

	16. Parent/guardian initialed that he/she has received the explanation of rights of students with disabilities under special education law and under the SNSP.
	17. Parent/guardian initialed that he/she has received a profile of the school's special education program.
	18. The parent/guardian who signed the application matches one of the parents'/guardians' names in the Family Information Section of the application.
	19. 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:**

	20. 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; and (b) the required residency documentation.
	21. 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.
	22. The school must send an email to the LEA that developed the IEP/services plan requesting verification that the student has an IEP or services plan that was either: (1) being implemented at the time the student applied or (2) developed no earlier than September 15, 2015 AND the student was not subsequently determined to no longer have a disability. See Appendix A of the Application & Transfer Request Processing Bulletin for a sample email.
	23. 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 a SNSP scholarship. See Appendix B of the Application & Transfer Request Processing Bulletin for a sample email.
	24. The school must check the box indicating the LEA's response to whether the student had an IEP/services plan that met the program requirements. The email from the LEA must state the student meets the IEP/services plan requirement. Attaching a copy of the IEP/services plan alone is not sufficient to meet the IEP/services plan verification requirement.
	25. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator or designee signed the application must be completed.

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

	<p>26. 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>27. 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 or status of the IEP or services plan.</li></ul>
	<p>28. 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>29. 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. The submission deadlines are the 2<sup>nd</sup> Friday in August, the last weekday in August, the 3<sup>rd</sup> Friday in September, and the 2<sup>nd</sup> 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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