

Special Needs Scholarship Program

Transfer Request Checklist – 2018-19 School Year

The following checklist is intended to assist the SNSP administrators and designees as they are reviewing a student’s transfer request before submitting it to the Department of Public Instruction (DPI). Further information on student eligibility and transfer request 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 Transfer Request Form and submission of the Transfer Request Form to the DPI attests that they have reviewed the transfer request and determined the student is eligible for a SNSP transfer.

Student Name:	
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Transfer Request Form Review:

	1. The Transfer Request form is legible and complete. The form is completed in ink, including all signatures.
	2. The school transferring to is listed at the top of the transfer request. 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 September 1 in the school year they are transferring.
	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. The name of the SNSP school where the student is currently enrolled is listed.
	7. The parents’/guardians’ first and last name(s) are completed. The middle initial and suffix do not need to be completed.
	8. The entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	9. The school has a seat available in the grade on the Transfer Request Form.
	10. The school must send an email to snsps@dpi.wi.gov with the student name, date of birth, and current SNSP school. The DPI will then send an email confirming whether or not the most recent Pupil Count Report identifies that the pupil is currently enrolled in the SNSP. Since the confirmation from the DPI must be received within the twenty-one (21) day verification period, the DPI recommends the email request be sent to the DPI no later than two (2) weeks after the Transfer Request form is received.

Residency Information:

	11. The address on the residency documentation matches the address on the Transfer Request Form. 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 one of the parent/guardian’s first and last name on the Transfer Request Form.
	13. The residency documentation is dated within three (3) months prior to the date the Transfer Request Form 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 Transfer Request Form is received must fall within the term of the lease.
	14. Parent/guardian has submitted a copy of ONE of the following to support that the student lives at the address on the Transfer Request Form. <ul style="list-style-type: none">• Wage statement or a W2 year-end earnings statement.• 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 a utility bill to determine that the bill is dated within three months prior to the date the application or transfer request form was received.• Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the Transfer Request Form. This letter must have been sent to the address on the Transfer Request Form. 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 Transfer Request Form for service at that address.• 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 Transfer Request Form is received. Rent receipts ARE NOT an allowed residency document.• 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.• 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.• 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 Transfer Request Form is able to provide one of the residency documents above for the family. This form is available on the SNSP Student Applications webpage.

Residency Information (cont.):

	15. Determine that the current resident school district on the Transfer Request Form is correct using one of the School District Verification methods in the Residency Documentation Bulletin.
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IEP/Services Plan:

	16. Parent/guardian has submitted a copy of either an IEP or a Services Plan.
	17. The question, “Has the public school district completed the IEP reevaluation or waiver agreement that is required for continued participation in the SNSP?” must be answered. It should indicate “Yes” if the student had a reevaluation, including a waiver of an evaluation, while the student was participating in the SNSP.
	18. If the answer to 17 above is “Yes,” determine the following: <ul style="list-style-type: none">• The question “Did the IEP reevaluation result in a determination that the student has a disability?” must be answered.• If the student has had an IEP reevaluation since they began participating in the SNSP, the answer must be “Yes” for the student to be eligible to transfer. If the answer is “No”, the student is not eligible for a transfer.• The name of the school district that completed the student’s IEP reevaluation must be identified.
	19. If the answer to 17 above is “No,” determine the following: <ul style="list-style-type: none">• The Transfer Request Form must indicate whether the student had an IEP or services plan most recently developed by a Local Education Agency (LEA).• The name of the LEA that developed the IEP or services plan must be identified.

Parent or Guardian Certification:

	20. Parent/guardian initialed that he/she has received the explanation of rights of students with disabilities under special education law and under the SNSP.
	21. Parent/guardian initialed that he/she has received a profile of the school’s special education program.
	22. The parent/guardian who signed the Transfer Request Form matches one of the parents’/guardians’ names in the Family Information Section of the transfer request.
	23. The date the parent/guardian signed the Transfer Request Form 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 a letter of acceptance or denial to the parent/guardian.

For School Use Only Section:

	24. The date the Transfer Request Form was received is indicated. A transfer request is considered to be “received” when the SNSP administrator or designee obtains all of the following: (a) a Transfer Request Form; (b) residency documentation; and (c) the student’s most recent IEP or services plan.
	25. The SNSP administrator or designee has checked whether or not the student is eligible.

For School Use Only Section (cont.):

	26. The SNSP administrator or designee has signed and printed their name. The date the SNSP administrator or designee signed the Transfer Request Form must be completed.
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Transfer Request Acceptance, Changes, and Services to Be Provided Agreement:

	27. Applicants must be notified in writing whether or not the transfer request was accepted within 21 days of the date the transfer request is received. 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.
	28. The Transfer Request Form cannot have any white-out on it. All corrections must be made with a “ strike through line ” and initialed by the SNSP administrator or designee. The school must have written documentation to support the change. The SNSP administrator or designee and parent may not make the following changes to a Transfer Request Form after the school has sent a letter of acceptance or denial to the applicant: <ul style="list-style-type: none">• Adding parent signature and/or date signed to the Transfer Request Form or Alternative Residency form.• Adding the date the transfer request was received.• Any changes that result in the applicant being ineligible due to residency, the student not being continuously enrolled in the SNSP, or the student having been determined to no longer have a disability through an IEP reevaluation.
	29. 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.

Transfer Request Form Submission:

	30. Submit the Transfer Request Form to the DPI if it is eligible by the next upcoming submission deadline using the transfer request submission link emailed to administrators and designees. The submission deadlines are the 2 nd Friday in August, the last weekday in August, the 3 rd Friday in September, and the 2 nd Friday in January. If possible, the transfer requests should not be submitted until the school has determined if the applicant accepted or declined the seat.
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Waiting List Student Acceptance:

	31. If a transfer student on the waiting list is later given a seat for that school year, the school must confirm with the parent and the DPI that the student continued to participate in the SNSP while being on the waiting list. If the student did not continue to participate in the SNSP while being on the waiting list, the student is no longer eligible to transfer to the school.
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