



SPECIAL NEEDS SCHOLARSHIP PROGRAM INFORMATIONAL BULLETIN

Bulletin 01-05

Revised September 2018

Continuing and Transfer Student Eligibility

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The following information is intended to assist participating private schools in understanding the requirements that a SNSP student must meet in order to retain SNSP eligibility.

SNSP students are not required to reapply or submit annual applications to the program. A student who has been accepted into the SNSP will continue to receive a SNSP scholarship until one of the following occurs: (a) the student graduates from high school; (b) the student turns 21; (c) the student no longer resides in Wisconsin; (d) the student is enrolled, in or out of Wisconsin, in a private school that is not participating in the SNSP, a home-based educational program, a charter school, or a public school district; (e) the parent/guardian (hereafter “parent”) does not make the student available for an Individualized Educational Program (IEP) team reevaluation; or (f) a student who has been determined to no longer have a disability leaves the participating private school that he/she is attending. Further, a student can only attend another participating private school if a Transfer Request Form is completed and accepted at the school a student is transferring to before the student starts attending the new school. See the “Transfer” section on the following pages for additional information.

Grade Age Eligibility: Students must continue to be age eligible for five-year old kindergarten (K5) and first grade. By September 1 of each school year, K5 students must be five (5) years old, and 1st graders must be six (6) years old.

Residency Reverification: Annually the parents of SNSP pupils who are continuing in the SNSP at the school must provide residency documentation to the participating private school. The residency document must be provided to the student’s private school on or before the last weekday in September and must be dated between the 3rd Friday in August and the last weekday in September of that current school year. Residency changes must be reported to the department in the 3rd Friday in September Pupil Count Report.

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If the student's address has changed, the private school must also determine the current resident school district for the student. See the Residency Documentation Bulletin for information on the allowed residency documents and how to verify the current resident school district. The bulletin is available at <http://dpi.wi.gov/sms/special-needs-scholarship/student-applications-processing>.

Reevaluation: In order for a student to be able to continue his/her participation in the SNSP, the student's parent must make the student available for a reevaluation within sixty (60) days of a reevaluation request being made by the student's resident school district. For SNSP eligibility purposes, public school districts may only make a reevaluation request once every three (3) years for each SNSP student. Generally, an IEP team appointed by the student's resident school district will complete the reevaluation. However, if the private school that the student is attending is in a different district than the student's resident school district, the parent may make a written request that the school district where the private school is located complete the IEP reevaluation.

The three year reevaluation period is determined as follows:

- For a student who had an IEP team evaluation or reevaluation within three (3) years of having been accepted into the SNSP, the student's three (3) year reevaluation period is determined from the date of that most recent evaluation or reevaluation.
 - o For example, if a student's most recent evaluation or reevaluation was on September 1, 2018, and the student is accepted to participate in the SNSP for the 2018-19 school year, then the student's resident school district could make a request for the student to be reevaluated by September 1, 2021. The parent must make the student available for the reevaluation within sixty (60) days of that request.
- For a student who has not had an IEP team evaluation or reevaluation within three (3) years from when the student begins attending a school as a SNSP student, the student's three (3) year reevaluation date is determined from the date that the student begins attending a school as a SNSP student.

If an IEP team decides to waive a student's three (3)-year reevaluation, for SNSP eligibility purposes, the student's parent must provide the school with a reevaluation waiver agreement. The agreement must be signed by a representative of the school district responsible for the IEP reevaluation and indicate the IEP reevaluation does not need to be completed. The school must retain the reevaluation waiver agreement in the student's file for auditing purposes. If a student's reevaluation is waived by the IEP team, the student is still considered to have a disability. The student's next reevaluation date would be three (3) years from the date of the reevaluation waiver agreement.

If, during a student's IEP team reevaluation, the student is determined to no longer have a disability, then the student will receive a partial scholarship beginning the school year after the determination is made. A partial scholarship student is able to continue to participate in the SNSP at that school. The partial scholarship that the school will receive will be at the Private

School Choice Programs' rate. The student is still considered to be a participant in the SNSP, not the Private School Choice Programs. If a partial scholarship student transfers to another school, the student will not be able to retain the SNSP scholarship.

Transfer: A student who continues to be identified as a student with a disability may transfer to another SNSP school and retain his/her scholarship. A SNSP student who has been determined to no longer have a disability may not transfer to another SNSP school and retain his/her SNSP scholarship. Transfer requests may be made at any time during a school year.

In order for a SNSP student to transfer and successfully retain his/her scholarship, the student would need to complete a Transfer Request Form and submit the form and all required documents to the school that he/she would like to transfer to. The school the student is transferring to must accept the student prior to the student attending the new school.

The residency documentation requirements for transfers are the same as the regular application requirements.

The parent must indicate whether or not the applicant had an IEP team reevaluation or received a reevaluation waiver agreement that is required for continued participation in the SNSP. If a transfer applicant has not yet completed an IEP team reevaluation or has not yet received a reevaluation waiver agreement while he/she was participating in the SNSP, then the parent must identify whether the applicant had an IEP or services plan most recently developed and identify the Local Education Agency (LEA) that developed the IEP or services plan.

If the transfer applicant has completed an IEP team reevaluation while he/she was a participant in the SNSP, then the parent must identify if the IEP team reevaluation resulted in a determination that the student has a disability. A reevaluation waiver agreement is considered to be an automatic determination that the student has been determined to still have a disability and the parent must check "Yes" that the student still has a disability on the Transfer Request Form. The Transfer Request Form must also identify the name of the public school district that completed the student's IEP team reevaluation or reevaluation waiver agreement.

After the Transfer Request Form is submitted to the department, the department will notify the school of the date by which the next IEP reevaluation or waiver must occur.

Further information on the processing of applications and transfer requests is available in the Student Application and Transfer Request Information Bulletin. Information on the required residency documentation can be found in the Residency Documentation Bulletin. Both bulletins are located on the SNSP Bulletins webpage at <http://dpi.wi.gov/sms/special-needs-scholarship/bulletins>.

FREQUENTLY ASKED QUESTIONS

Q1. If a SNSP student graduates or leaves the school, when can the school offer the scholarship to a new applicant?

If a student is transferring to a different SNSP school, the school would be able to offer the SNSP scholarship to a new SNSP student once it receives confirmation from the student's parent that the transfer request was accepted by the new school.

If the student will no longer participate in the SNSP, the school would be able to offer the SNSP scholarship once it either receives a letter from the parent withdrawing the student from the SNSP or receives notification that the student has enrolled in another private school, a home-based educational program, a charter school, or a public school district.

Schools must notify the department, as described in question 2, when one of the situations described above occurs.

If the available scholarship is a continuing SNSP pupil scholarship, the school can decide if it would like to convert the continuing SNSP pupil scholarship to a new SNSP pupil scholarship. Schools are not required to notify the department whether they will convert the scholarship or not.

Q2. If one of the situations described in question 1 occurs, what are the required notifications to the department?

If one of the situations described in question 1 occurs, schools must email sns@dpi.wi.gov with the student name and date of birth notifying the department that the student is no longer a SNSP student at the school. The Preliminary Enrollment Report, 3rd Friday in September Pupil Count Report, and 2nd Friday in January Pupil Count Report include a column where the school can identify students who are no longer eligible for a SNSP scholarship. If the school identifies that students are no longer eligible for a SNSP scholarship in one of these reports, it does not also need to send an email to sns@dpi.wi.gov.

Q3. If a student is determined to no longer have a disability, are a modified agreement of services to be provided or the quarterly progress reports still required?

Yes. All SNSP students, including partial scholarship students, must have a modified agreement of services and must receive quarterly progress reports. If a determination is made that a student no longer has a disability, the school may work with the parent to revise the modified agreement to reflect the student's needs. The quarterly reports will provide a record of both the child's progress and the implementation of any services the school has agreed to provide.