

IMPORTANT DATES FOR SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) SCHOOLS MARCH 2018 TO JUNE 2019

Please note that the dates listed below are subject to statutory and administrative rule change. More information about the SNSP requirements below can be found in the training modules on the [SNSP Training webpage](#) and the SNSP Bulletins on the [SNSP Bulletins webpage](#).

March 1, 2018

- Deadline for schools to submit the 2018-19 Notice of School's Intent to Participate form (ITP) and the school's special education program profile in order to be eligible to participate in the SNSP in the 2018-19 school year.
- Schools interested in offering a SNSP summer school program in the summer of 2018 will indicate their intent on the ITP.
- If a school indicates on its 2018-19 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2018-19 school year and chooses to submit financial information to the department, then the financial information must be submitted by March 1.
- Deadline for a SNSP school to submit a complete SNSP Private School Requirements form and required attachments in order to be eligible to participate in the SNSP in the 2018-19 school year. This is a requirement only for schools that are not accredited by a statutorily approved accreditation agency.

May 1, 2018

- Deadline for schools participating in the SNSP in the 2017-18 school year to submit the 2nd Friday in January enrollment audit.
- Deadline for schools offering a SNSP summer school program in the summer of 2018 to submit a Summer School Course List Report.
- Deadline for **new** 2018-19 SNSP schools to submit to the DPI one of the following:
 - A certificate of occupancy from the municipality within which the private school is located.
 - A certificate of occupancy from a local or regional unit that has the authority to issue certificates of occupancy.
 - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

By the end of May 2018

- DPI sends out the May state aid payments to eligible schools based on each private school's 2nd Friday in January Pupil Count Report.

June 1, 2018

- If a school indicated on its 2018-19 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2018-19 school year and chooses to submit a surety bond in lieu of submitting financial information or is required to submit a surety bond by the department, the surety bond must be submitted by June 1. [A sample surety bond that schools must use is available on the SNSP website.](#)

June 30, 2018

- This date marks the end of the 2017-18 fiscal year for purposes of the 2017-18 financial audit that schools that participated in the SNSP in the 2017-18 school year must provide to DPI by October 15, 2018.
- Last day for schools that participated in the program in the 2017-18 school year to receive SNSP student applications and transfer request forms for the 2017-18 school year.

July 1, 2018

- Schools can start accepting SNSP student applications and transfer request forms for the 2018-19 school year.

August 1, 2018

- Deadline for schools to submit a letter from the accrediting organization indicating the school is fully accredited. Accreditation letters must be dated between July 1, 2018 and August 1, 2018.

August 10, 2018

- The school must submit to the DPI all eligible 2017-18 and 2018-19 student applications and transfer request forms that have not previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI. As a reminder, in order for an application to be eligible, the school must have received the Individualized Education Program (IEP)/services plan verification email from the Local Education Agency (LEA) indicating the pupil met the IEP/services plan requirement.

August 15, 2018

- Schools new to the SNSP in the 2018-19 school year submit the SNSP Auditor Authorization form identifying the external audit firm that will perform the required SNSP audit and agreed upon procedure reports. The SNSP Auditor Authorization form is available on the [SNSP Auditor Information webpage.](#)

August 17, 2018

- Schools that have continuing SNSP pupils must obtain residency documentation dated between August 17, 2018 and September 28, 2018 for these pupils. Residency changes must be reported to the DPI in the 3rd Friday in September Pupil Count Report due by September 28.

August 31, 2018

- The school must submit to the DPI all eligible 2018-19 student applications and transfer request forms that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and included in the Preliminary Enrollment Report. As a reminder, in order for an application to be eligible, the school must have received the IEP/services plan verification email from the LEA indicating the pupil met the IEP/services plan requirement.
- Last day to obtain a signed and dated agreement of services for a student, in order for that student to be eligible to receive a September payment. Once the school and the parent have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services.
- Schools submit the Preliminary Enrollment Report to the DPI to generate a September state aid payment for those pupils. For any continuing SNSP pupils, schools will be required to indicate if a reevaluation was completed during the previous school year and, if so, if the student was determined to still have a disability. If a reevaluation was required in the previous school year but not completed, the school will be required to identify the status of the reevaluation.

September 15, 2018

- Deadline for schools that offered a SNSP summer school program to submit the Summer School Count Report.

September 21, 2018

- Schools take the 3rd Friday in September count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2018-19 student applications and transfer request forms that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and counted in the 3rd Friday in September Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received the IEP/services plan verification email from the LEA indicating the pupil met the IEP/services plan requirement.
- Last day to obtain a signed and dated agreement of services for a student, in order for that student to be eligible to receive a payment for the 3rd Friday in September. Once the school and the parent have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services.

By the end of September 2018

- DPI sends out the September state aid payments to eligible SNSP schools based on each school's Preliminary Enrollment Report.

September 28, 2018

- Deadline for schools to submit the 3rd Friday in September Pupil Count Report.

October 15, 2018

- 2017-18 SNSP schools must submit to DPI their financial audit for the 2017-18 school year.
- Deadline for all schools in Wisconsin to complete the PI-1207 Private School Report, using a link emailed to each school from the DPI Data Management and Reporting Team.

By the end of November 2018

- DPI sends out the November state aid payments to eligible SNSP schools based on each school's 3rd Friday in September Pupil Count Report and Summer School Count Report, if applicable.

December 15, 2018

- Deadline for schools to submit the 3rd Friday in September enrollment audit. This should include an audit of the Summer School Count Report for schools that offered a SNSP summer school program.

January 11, 2019

- Schools take the 2nd Friday in January count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2018-19 student applications and transfer request forms that haven't previously been submitted to the DPI. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI and counted in the 2nd Friday in January Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received the IEP/services plan verification email from the LEA indicating the pupil met the IEP/services plan requirement.
- Last day to obtain a signed and dated agreement of services for a student, in order for that student to be eligible to receive a payment for the 2nd Friday in January. Once the school and the parent have agreed upon the services to be provided, a new agreement is not required unless there is a change in the agreed upon services.

January 31, 2019

- Deadline for schools to submit the completed 2nd Friday in January Pupil Count Report.

By the end of February 2019

- DPI sends out the February state aid payments to eligible SNSP schools based on each school's 2nd Friday in January Pupil Count Report.

March 1, 2019

- Deadline for schools to submit the 2019-20 ITP and the school's special education program profile in order to be eligible to participate in the SNSP in the 2019-20 school year.
- Schools interested in offering a SNSP summer school program in the summer of 2019 will indicate their intent on the ITP.
- If a school indicates on its 2019-20 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2019-20 school year and chooses to submit financial information to the department, then the financial information must be submitted by March 1.
- Deadline for a SNSP school to submit a complete SNSP Private School Requirements form and required attachments in order to be eligible to participate in the SNSP in the 2019-20 school year. This is a requirement only for schools that are not accredited by a statutorily approved accreditation agency.

May 1, 2019

- Deadline for schools to submit the 2nd Friday in January enrollment audit.
- Deadline for schools offering a SNSP summer school program in the summer of 2019 to submit a Summer School Course List Report.
- Deadline for **new** 2019-20 SNSP schools to submit to the DPI one of the following:
 - A certificate of occupancy from the municipality within which the private school is located.
 - A certificate of occupancy from a local or regional unit that has the authority to issue certificates of occupancy.
 - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

By the end of May 2019

- DPI sends out the May state aid payments to eligible SNSP schools based on each school's 2nd Friday in January Pupil Count Report.

June 3, 2019

- If a school indicated on its 2019-20 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2019-20 school year and chooses to submit a surety bond in lieu of submitting financial information or is required to submit a surety bond by the department, the surety bond must be submitted by June 3. [A sample surety bond that schools must use is available on the SNSP website.](#)

June 30, 2019

- This date marks the end of the 2018-19 fiscal year for purposes of the 2018-19 financial audit that schools that participated in the SNSP in the 2018-19 school year must provide to DPI by October 15, 2019.
- Last day for schools that participated in the program in the 2018-19 school year to receive SNSP student applications and transfer request forms for the 2018-19 school year.