

## **3<sup>rd</sup> Friday in September & 2<sup>nd</sup> Friday in January Count Reports**



Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program (SNSP). The SNSP is governed by Wis. Stat. § 115.7915 and the Wis. Admin. Code ch. PI. 49. Provisions of this training module are subject to statutory and rule changes.

This training module will provide information on completing the 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Count Reports.

## **3rd Friday in September and 2nd Friday in January Count Reports**

- Provide the total number of all pupils and SNSP pupils at the school.
- The 3rd Friday in September Pupil Count Report is due October 1 and the 2nd Friday in January count report is due February 1.

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The 3rd Friday in September and 2nd Friday in January Count Reports must identify the SNSP pupils with an eligible application that meet the attendance requirements and have an agreement regarding the services to be provided to the student by the count date. The reports also include the total number of pupils at the school.

The 3rd Friday in September Pupil Count Report is due by October 1st and the 2nd Friday in January Count Report is due by February 1st.

## **2017-18 School Year: 3rd Friday in September Pupil Count Report- Residency Documents**

- Starting with the 2017-18 school year, as a part of the 3rd Friday in September Pupil Count Report, schools must obtain residency documentation, for pupils who participated in the SNSP in the previous year, that:
  - Meets the department's residency documentation requirements, and
  - Is dated between the 3rd Friday in August and October 1.
- Determine the resident school district for the address provided above.

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Starting with the 2017-18 school year, as part of the 3rd Friday in September Pupil Count Report, schools must obtain residency documentation for any pupils who participated in the SNSP in the previous year. The residency documentation must be one of the department's residency documents and must be dated between the 3rd Friday in August and October 1.

If the student's address has changed from the previous year, the school must also determine the resident school district for the address provided.

For more information on required residency documentation and the residency verification process, please see the Residency Documentation Bulletin on the SNSP Bulletins webpage. A link to the SNSP bulletins webpage can be accessed in the resources tab at the top of the training module screen.

## School Information

- The school name will be prefilled if the school had SNSP pupils that were determined eligible by the count date through the IEP/services verification.
- If the school name is not prefilled, select the school name from the drop down.
- Identify the count date.

I. SCHOOL INFORMATION	
School Name	
School City	
Count Date	

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The department will be providing a prefilled 3<sup>rd</sup> Friday in September and 2<sup>nd</sup> Friday in January Pupil Count Report if the school had applications that had been determined to meet the IEP/services plan requirement by the count date. In order for the applications to be in this status by the count date, the school must have submitted the applications to the department and have received the verification from the public school district that the IEP/services plan requirement was met.

If the school does not have any applications in this status, a blank report will be sent to the school and the school must select the school name from the drop down menu.

All schools must identify the count date applicable for the report. If the department has provided a prefilled form, this will generally be completed when you receive it.

## Schedule 1-Applications

- DPI will prefill Schedule 1 with the applications that have been determined eligible through the IEP/services plan verification by the count date.

Line	A	B Pupil's Name		C	D	E	F	G
	App #	First	Last	Date of Birth	App Grade	Grade on Count Date	Attended & Eligible	Agreed to Services?
1	1053	Mary	Weber	7/1/2012	K4	K4		
2	1058	Lynn	Smith	8/15/2011	K5	K5		
3	1059	Sylvia	Jones	9/1/2009	1	1		

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Schedule 1 will list any applications that had been determined to meet the IEP/services plan requirement by the count date. In order for the applications to be in this status by the count date, the school must have submitted the applications to the department and have received the verification from the public school district that the IEP/services plan requirement was met.

If the school does not have any applications in this status, Schedule 1 will be blank and the school should proceed to Schedule 2.

## Grade Changes

- The Grade on Count Date (Column E) defaults to the application grade.
- The school must review the Grade on Count Date column to determine that each grade matches the student's grade on the count date per the attendance records. If it does not, the school must:
  - Choose the correct grade in Column E from the drop-down list.
  - Change the grade on the paper application using the strike-through method.
- If the grade changes, Column H will say "Yes" and be highlighted green.

Line	A	B Pupil's Name		C	D	E	F	G	H
	App #	First	Last	Date of Birth	App Grade	Grade on Count Date	Attended & Eligible	Agreed to Services?	Grade Changed
6	1035	Marcy	Taylor	12/8/2004	7	6			Yes

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The application grade will be included in Column D for any pupils listed. The Grade on Count Date in Column E will automatically default to the application grade. If the grade the student attended on the count date per the attendance records is different the school must update the grade using the drop down in Column E. Additionally, the school must put a line through the incorrect grade on the paper application, write the correct grade on the application, and the SNSP administrator must initial the change. The auditor will ensure that this has been completed as part of the Enrollment Audit.

In this example, the grade for Marcy changed from 7th to 6th grade. Since there is a grade change, Column H indicates "Yes" and is highlighted green. The school should review Column H for any grade changes and update the paper application to the new grade using the strike-through method.

## **Age Eligibility**

- Pupils must meet age eligibility requirements:
  - K4 pupils =4-years old by September 1
  - K5 pupils =5-years old by September 1
  - 1st graders =6-years old by September 1
  - Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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Pupils participating in the SNSP are required to meet age eligibility requirements. K4 pupils must be four-years old by September 1, K5 pupils must be five-years old by September 1, and 1st graders must be six-years old by September 1. Please note there is no early admission option for the SNSP.

In addition, pupils may not be twenty-one years old as of the date they apply or September 1, whichever is later. A current participant in the program is not eligible to participate in the SNSP the school year after they turn twenty-one years old.

## Age Eligibility

- If the pupil does not meet the age requirement, Column J will indicate “No” and Column K will indicate the pupil is not eligible.

Line	A	B Pupil's Name		C	D	E	F	G	H	I	J	K
	App #	First	Last	Date of Birth	App Grade	Grade on Count Date	Attended & Eligible	Agreed to Services?	Grade Changed	Questions Answered	Age Eligible	Pupil Eligible
1	1053	Mary	Weber	7/1/2012	K4	K5	Yes	Yes	Yes	Yes	No	No

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If the pupil does not meet the age requirements, a “No” will be identified in Column J and the pupil will not be eligible for the SNSP.

In this example, the grade on Mary Weber’s application was K4 for the 2016-17 school year. Mary Weber’s birthdate is listed as 7/1/2012 so she is four-years old as of September 1, 2016. The school determined when completing the count report that the expected grade for Mary was K5. Mary is not age eligible for K5 so Column J is indicating no and Column K, the pupil eligibility column, is indicating the pupil is not eligible.

## Attended, Eligible & Agreed to Services

- For each pupil the school must identify, using the drop down options:
  - Column F= Whether the pupil met the attendance requirements and had an eligible application by the count date.
  - Column G= If the parent/guardian and the school agreed to the services that would be provided.
- If both questions are not answered, "No" will show in Column I.

Line	A	B Pupil's Name		C	D	E	F	G	H	I	J	K
	App #	First	Last	Date of Birth	App Grade	Grade on Count Date	Attended & Eligible	Agreed to Services?	Grade Changed	Questions Answered	Age Eligible	Pupil Eligible
4	1062	Greg	Brown	3/10/2010	1	1	Yes	Yes	No	Yes	Yes	Yes
5	1078	George	Miller	5/10/2009	2	2	No	No	No	Yes	Yes	No
6	1035	Marcy	Taylor	12/8/2004	7	6	Yes	No	Yes	Yes	Yes	No

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Once the grade has been identified, the school must complete Columns F and G by inserting Yes or No. If both questions are not answered, "No" will show in Column I. If the pupil does not meet either of these requirements, the pupil will not be eligible for the SNSP as of the applicable count date.

## Attended & Eligible Requirement

- A pupil meets the attendance requirement if the pupil either was:
  - In attendance for instruction on the count date; or
  - Absent on the count date, but attended at least one day before and one day after the count date and was not enrolled in another school during his or her absence.
- A pupil meets the eligible requirement if he or she has an eligible SNSP application, including verification from the school district or the department that the pupil met the Individualized Education Program (IEP) or services plan requirements.

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In order for a pupil to be identified as meeting the attended and eligible requirements, the pupil must meet two requirements.

First, the pupil must meet the attendance requirement. In order to meet this, the pupil must either be in attendance on the count date or be in attendance any day before **and** any day after the count date.

Please note the requirement that the pupil be there any day before and any day after doesn't mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is **any** day before and **any** day after. If the pupil is meeting the day before and day after requirement, the pupil may not have been at another school during the period of absence. This means the pupil may not have been at another private or public school in or outside of Wisconsin. The pupil must also not have been homeschooled during the period of absence.

Second, the pupil must have an eligible SNSP application. In order for the application to be considered eligible, the school must have received either a copy of the IEP from the public school district or an email from the department indicating there is a services plan that meets the SNSP eligibility requirements. If the school has not received one of these items, the pupil must be identified as not meeting this requirement.

## **Agreed to Services Requirement**

- The school and the parent/guardian must have agreed to the services to be provided to the pupil. The school must have a signed document with the parent/guardian indicating what services will be provided by the count date.
- If the school does not have a signed statement with the parent/guardian of the services by the count date, the school will not be eligible for payment for that count date.

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In order to receive payment for a pupil, the school and the parent/guardian must have agreed to the services that will be provided for the pupil. This must be in writing and signed by the parent/guardian by the count date. As part of the Enrollment Audits, the auditor will ensure the school had a signed agreement on what services will be provided by the applicable count date. If the school does not have the agreement by the count date but gets it prior to the next count date, the student would be eligible for the next count date.

## Schedule 1 Errors Review

- Before proceeding to Schedule 2, review the Cover Page to determine if there are any errors related to Schedule 1.
- Error 1 will show if all of the information is not complete in Schedule 1.
- Errors 2 and 3 will show if the school includes K4 or K5 pupils but did not have K4 or K5 seats on the Intent to Participate (ITP) or in a School Information Update form.

II. ERRORS		
?	1. The questions are not answered for all of the pupils on Schedule 1	OK
?	2. The school has included K4 pupils but does not have SNSP seats in K4	OK
?	3. The school has included K5 pupils but does not have SNSP seats in K5	OK

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Once the school has completed Schedule 1, it should review the errors summary on the cover page. The errors section will identify if either the attended and eligible or agreed to services question were not answered on Schedule 1.

In the Intent to Participate (ITP) the school was required to identify if it would have K4 or K5 pupils. Schools also had the opportunity to add or remove these grades, subject to the requirements in the School Information Update form. The count report will identify if the school has included K4 or K5 SNSP pupils but did not indicate it would accept K4 or K5 SNSP pupils in the ITP or School Information Update form. Generally, the school may not accept applications for grades it did not identify in the ITP or in a School Information Update form. However, if the grade for an accepted pupil changes, the school should contact the department prior to submitting the count report for proper reporting.

## Resolving Errors

- Pupils that are missing information can be identified because the related cell will be highlighted red. In the example below, Error 1 is showing because Column F and G have not been completed.

II. ERRORS												
?		1. The questions are not answered for all of the pupils on Schedule 1								ERROR		
Line	A	B Pupil's Name		C	D	E	F	G	H	I	J	K
	App #	First	Last	Date of Birth	App Grade	Grade on Count Date	Attended & Eligible	Agreed to Services?	Grade Changed	Questions Answered	Age Eligible	Pupil Eligible
7	1041	Lisa	Thomas	11/23/2003	8	8			No	No	Yes	No

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The SNSP Administrator can identify the pupils that are creating the error because the questions answered column will indicate No and be highlighted in red. In the example shown on this slide, Error 1 is showing because Column F and G have not been answered for the pupil. Answering the questions will remove the error from Column I in Schedule 1 and the error message from the cover page.

## Schedule 2 Identification of Errors

- If there are unresolved errors on Schedule 1, the message on the top of Schedule 2 will indicate the errors must be resolved before proceeding.
- Once all errors have been resolved, proceed with inserting the all pupil count.

ERRORS	
The school has one or more errors on Schedule 1. The school must resolve any errors before proceeding. See the Cover Page tab for information on the specific error(s).	

The top of Schedule 2 will identify if there are any errors on Schedule 1. This is a reminder to resolve any of these errors prior to completing Schedule 2. This is important since the all pupil headcount includes the SNSP pupils.

## **All Pupil Count**

- Include ALL pupils at the school in grades K4-12, even if a particular grade is not offered to SNSP students.
- If the school holds K4 for the public school district do not include the K4 pupils in the all pupil count.
- If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.
- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.

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The all pupil count must include all pupils at the school in grades K4 to 12<sup>th</sup>, even if a particular grade is not offered to the SNSP students. If the school provides K4 for the public school district, the pupils should not be included in the all pupil count. If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered day care students, the costs for that program may not be included as an educational programming cost for the school. If the school is also participating in the Choice program, the determination must be the same.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

## All Pupil Count

- Include any pupils, including SNSP pupils, that meet the attendance requirement. As a reminder the attendance requirement is that the pupil either was:
  - In attendance for instruction on the count date; or
  - Absent on the count date, but attended at least one day before and one day after the count date and was not enrolled in another school during his or her absence.

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The all pupil headcount must be entered into Schedule 2 for all pupils at the school that meet the attendance requirement. The attendance requirements are the same for SNSP pupils and non-SNSP pupils. The pupils must either be in attendance on the count date or be in attendance any day before **and** any day after the count date.

## Pupil Counts

- The SNSP pupil count will automatically fill in based on the number of eligible pupils on Schedule 1.
- The all pupil count must be at least as much as the SNSP pupil count for each category. If it is not an error will show next to that category.

ENROLLMENT COUNT--ALL PUPILS			
Line	Category	Headcount	All Pupil Count Less than SNSP Count
1	4 Year-Old K/437 Hours (5 FTE)		ERROR
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach (6 FTE)		OK
3	5 Year-Old K/5 Day (5 FTE)		OK
4	5 Year-Old K/3 Day (6 FTE)		OK
5	5 Year-Old K/4 Day (8 FTE)		OK
6	5 Year-Old K/5 Day (1.0 FTE)		OK
7	Grades 1-12 (1.0 FTE)		ERROR
8	Total All Pupils	0	2
ENROLLMENT COUNT--SNSP PUPILS			
Line	Category	Headcount	Full Time Equivalent
9	4 Year-Old K/437 Hours (5 FTE)	5	0.5
10	4 Year-Old K/437 Hours + 87.5 Hours Outreach (6 FTE)	0	0
11	5 Year-Old K/5 Day (5 FTE)	0	0
12	5 Year-Old K/3 Day (6 FTE)	0	0
13	5 Year-Old K/4 Day (8 FTE)	0	0
14	5 Year-Old K/5 Day (1.0 FTE)	0	0
15	Grades 1-12 (1.0 FTE)	4	4
16	Total SNSP Pupils	5	5

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The SNSP pupil count will automatically fill in based on the eligible pupils in Schedule 1. K4 pupils will be included in the 0.5 or 0.6 FTE category depending on which category the school identified on the Intent to Participate.

The all pupil count must be at least as much as the SNSP pupil count since all SNSP pupils must be included in the all pupil count. If it is not an error will show next to the all pupil count category. These errors must be resolved before the report is submitted. If they are not resolved, an error will show on the cover page.

## Ineligible SNSP Pupils Summary

- The bottom of Schedule 2 will provide a summary of ineligible pupils and the reasons they are ineligible. Since pupils may be ineligible for multiple reasons, the total in Lines 17-19 may not equal Line 20.

INELIGIBLE SNSP PUPILS		
17	Did Not Attend or Was Not Eligible	0
18	Did Not Agree to Services	0
19	Not Age Eligible	1
20	Total Ineligible Pupils	1

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The bottom of Schedule 2 summarizes the number of ineligible SNSP pupils. It shows how many pupils are ineligible and the reasons they are ineligible. Since a pupil may be ineligible for more than one reason, the total of Lines 17-19 may not equal Line 20.

## Final Error Review

- Before submitting, ensure there are no errors on the cover page. If there are any errors, they must be resolved before submitting.
- View the comment on the question mark for information on how to resolve each error.

II. ERRORS		
?	1. The questions are not answered for all of the pupils on Schedule 1	ERROR
?	2. The school has included K4 pupils but does not have SNSP seats in K4	OK
?	3. The school has included K5 pupils but does not have SNSP seats in K5	OK
?	4. The all pupil count is less than the SNSP pupil count on Schedule 2	OK
?	5. The count date has not been identified	ERROR

The cover page will indicate if any errors have not been resolved. See the question marks next to the error for information on the error and how to resolve it.

If an error is showing in Lines 1 , 4, or 5, the error must be resolved before submitting the report. An error on Lines 2 or 3 indicate that the school has included K4 or K5 pupils but did not identify those grade categories on the ITP or a School Information Update form. The school may not accept applications for these grades if they have not identified that they have SNSP seats available in them. If a pupil changes to one of these grades, the school must contact the department in advance of submitting the count report for proper reporting.

## **SNSP Electronic Signature & Submission**

- The SNSP administrator must type his/her name and provide a signature date.
- The report must then be emailed as an Excel document to [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov).

III. SNSP ADMINISTRATOR CERTIFICATION	
I HEREBY CERTIFY, as the SNSP Administrator, that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete. I agree that typing my name below constitutes a legal signature.	
Electronic Signature of SNSP Administrator <i>The SNSP Administrator must type his/her name below.</i>	Date Signed <i>Mo./Day/Yr.</i>

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Finally, the SNSP administrator must type his or her name and the date, indicating that the data submitted is accurate and complete to the best of his or her knowledge. Typing his or her name on this report is the equivalent of a legal signature.

The report must be emailed as an Excel document to [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov). Do not send a pdf of this document.

## Quiz #1

Who should NOT be included in the all pupil count on Schedule 2?

- SNSP pupils.
- 4<sup>th</sup> graders if the school does not offer 4<sup>th</sup> grade to SNSP pupils.
- 4 year-olds if the school considers the 4 year-old program to be day care.
- 5 year-olds if the school considers the 5 year-old program to be educational programming and the K5 program is not provided by the public school district.

*If the first answer is selected:* This answer is incorrect. SNSP pupils should be included in the all pupil count.

*If the second answer is selected:* This answer is incorrect. All grades of the school should be included in the all pupil count, even if a particular grade is not offered to SNSP pupils.

*If the last answer is selected:* This answer is incorrect. If the school considers the 5 year-old program to be educational programming, the 5 year-olds should be included in the all pupil count. The only exception is if the K5 students are enrolled in the public school district program and attending the program at the private school.

## Quiz #2

True or False: In order for a student to meet the day before and day after attendance requirement, the student must have been at school the Thursday before the count date and the Monday after the count date.

True.

False.

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*If "True" is selected:* The requirement that the pupil be there any day before and any day after doesn't mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is **any** day before and **any** day after. If the pupil is meeting the day before and day after requirement, the pupil may not have been at another school during the period of absence.

### Quiz #3

Which of the following is NOT a requirement for the agreement of the services that will be provided for a SNSP student.

- The agreement must be writing.
- The agreement must be signed by the parent/guardian.
- The agreement must be completed by the count date for the school to be eligible for payment for that count date.
- If the school will implement the IEP or services plan as written, nothing in writing from the parent is required.

*If the first answer is selected:* This answer is incorrect. The agreement must be in writing even if the school will implement the IEP or services plan as written.

*If the second answer is selected:* This answer is incorrect. The agreement must be signed by the parent/guardian.

*If the third answer is selected:* This answer is incorrect. The agreement must be completed by the count date in order for the school to receive a payment for the student for that count date.

## Questions

Email: [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3, ext. 6



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If you have any questions about the information discussed in this training please contact the SNSP team at [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov) or call the toll-free number at 1-888-245-2732, extension 3, then extension 6.