



School Information Update Form

3. Module 1 - School Information Update Form

3.1 Module 1- School Information Update Form

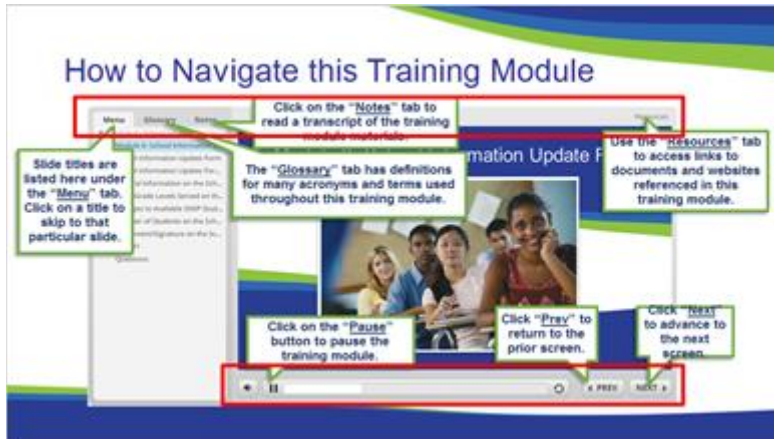


Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Special Needs Scholarship Program, or 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 guidance on completing the School Information Update Form.

3-2.2 How to Navigate this training module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training module.

When listening to this training module please note the buttons at the top of the training module screen. Titles to all of the slides in this training module are listed under the “Menu” tab on the top left of the training module screen. You may watch the training module in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training module are defined under the “Glossary” tab on the upper left side of the training module screen. If you have any questions about a particular acronym or term that is used in this training module, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training module materials as they are presented. If you wish to read along with the training module, please click the “Notes” tab on the upper left side of the training module screen.

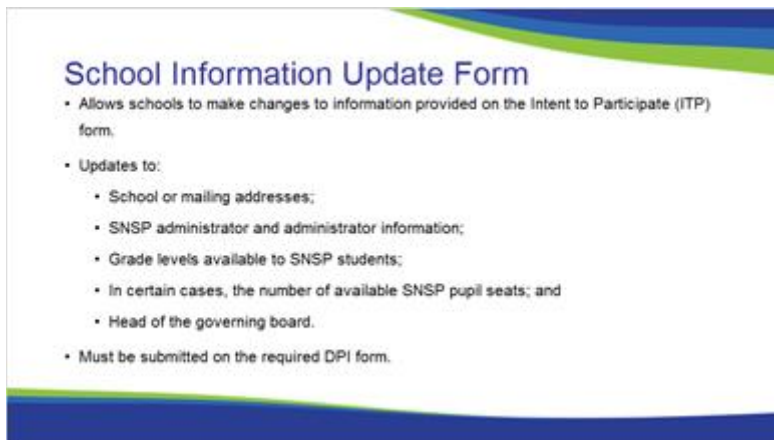
We have also posted resources related to this training module which can be found under



the “Resources” link on the upper right hand side of the training module screen.

Next please note the buttons at the bottom of the training module screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

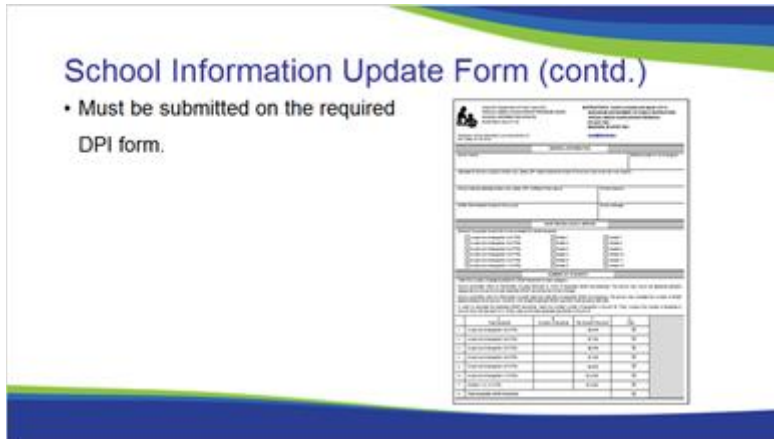
3-2.3 School Information Update Form



Notes:

Schools that need mid-year changes or updates to information submitted on the Intent to Participate Form, or ITP, must submit the changes through the School Information Update Form. The School Information Update Form allows a school to make changes to its school or mailing addresses, SNSP administrator and administrator contact information, grade levels served, number of available SNSP pupil seats, and the head of the governing board.

3-2.4 School Information Update Form (contd.)



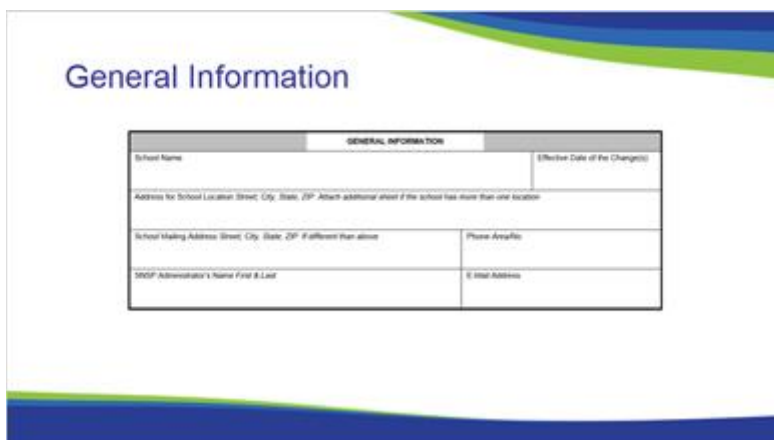
School Information Update Form (contd.)

- Must be submitted on the required DPI form.

Notes:

The School Information Update form can be found on the SNSP School Submitted Reports webpage. A link to the SNSP School Submitted Reports webpage can be accessed in the resources tab at the top of the training module screen.

3-2.5 General Information



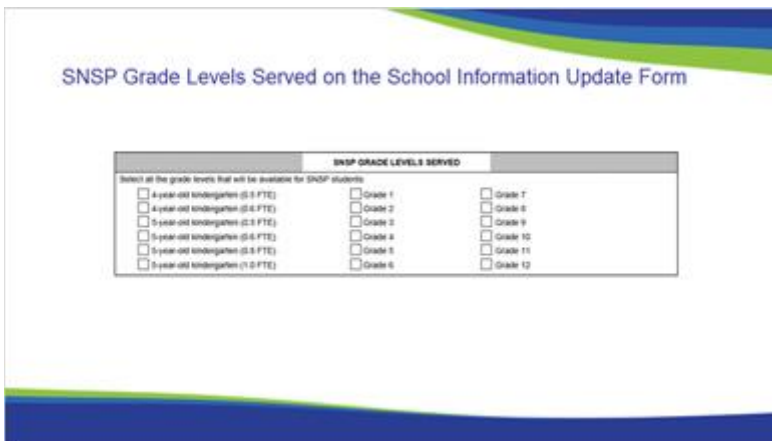
General Information

GENERAL INFORMATION	
School Name	Effective Date of the Change(s)
Address for School Location Street, City, State, ZIP. Attach additional sheet if the school has more than one location	
School Mailing Address Street, City, State, ZIP if different than above	Phone Area/No.
SNSP Administrator's Name First & Last	E-Mail Address

Notes:

Before submitting the School Information Update form, be sure to have all required fields filled-out. All fields under “General Information” are required no matter what change is being made.

3-2.6 SNSP Grade Levels Served on the School Information Update Form



SNSP Grade Levels Served on the School Information Update Form

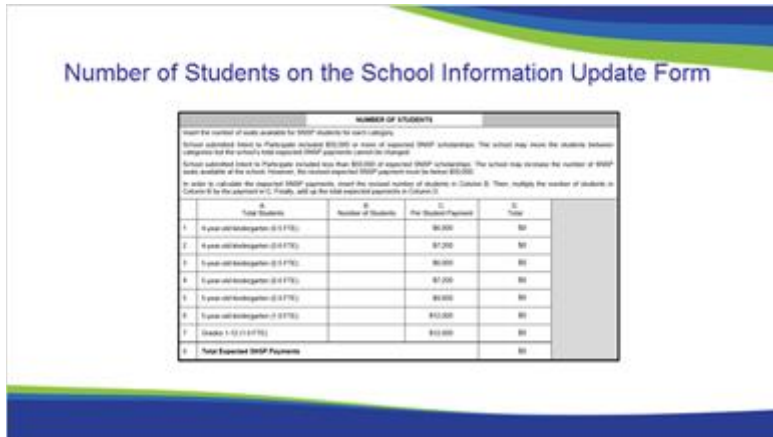
SNSP GRADE LEVELS SERVED		
Select all the grade levels that will be available for SNSP students		
<input type="checkbox"/> 4-year-old kindergarten (0.0 FTE)	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 7
<input type="checkbox"/> 4-year-old kindergarten (0.5 FTE)	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 8
<input type="checkbox"/> 5-year-old kindergarten (0.5 FTE)	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 9
<input type="checkbox"/> 5-year-old kindergarten (1.0 FTE)	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 10
<input type="checkbox"/> 5-year-old kindergarten (1.5 FTE)	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 11
	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 12

Notes:

If the school wants to change the number of grades it has available to SNSP students, the school must indicate in the “SNSP Grade Levels Served” section of the form, all of the grades the school intends to have available to SNSP students.

The school may only remove a grade if it does not have any applications that are pending an eligibility determination or have already been determined eligible in that grade.

3-2.7 Number of Students on the School Information Update Form



NUMBER OF STUDENTS

Report the number of seats available for SNSP students for each category.

Schools submitted below the Participation Incentive (\$50,000) or state of expected SNSP scholarships. The school may move the students between categories for the school's total expected SNSP payments cannot be changed.

Schools submitted below the Participation Incentive (more than \$50,000) or expected SNSP scholarships. The school may increase the number of SNSP seats available at the school. However, the school's expected SNSP payment must be below \$50,000.

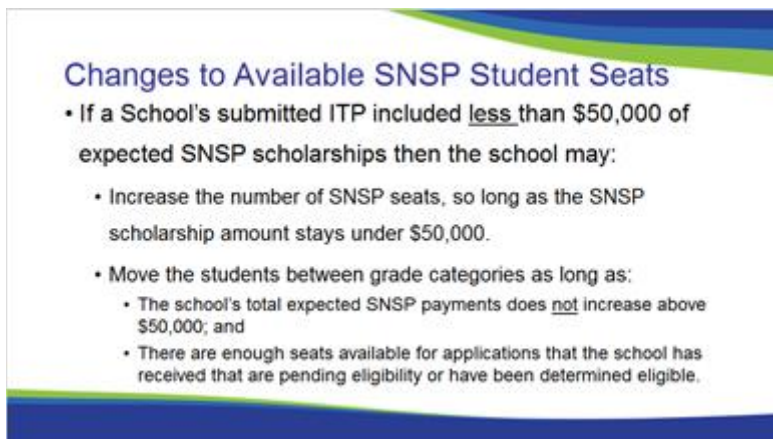
In order to calculate the expected SNSP payments, enter the actual number of students in Column B. Then, multiply the number of students in Column B by the amount in C. Finally, add up the total expected payments in Column D.

	A	B	C	D
	Total Students	Number of Students	Per Student Payment	Total
1. K-year-old kindergarten (K-4 FTE)			\$6,000	\$0
2. K-year-old kindergarten (K-4 FTE)			\$7,000	\$0
3. K-year-old kindergarten (K-4 FTE)			\$6,000	\$0
4. K-year-old kindergarten (K-4 FTE)			\$7,000	\$0
5. K-year-old kindergarten (K-4 FTE)			\$6,000	\$0
6. K-year-old kindergarten (K-4 FTE)			\$6,000	\$0
7. Grade 1-12 (K-4 FTE)			\$10,000	\$0
8. Grade 1-12 (K-4 FTE)			\$10,000	\$0
9. Total Expected SNSP Payments				\$0

Notes:

If the school wants to change the number of available SNSP student seats, the school must indicate in the “Number of Students” section of the form, the number of seats available for SNSP students for each grade category. This section of the form should be filled out electronically so that it can automatically calculate the expected SNSP scholarship amount.

3-2.8 Changes to Available SNSP Student Seats



Changes to Available SNSP Student Seats

- If a School's submitted ITP included less than \$50,000 of expected SNSP scholarships then the school may:
 - Increase the number of SNSP seats, so long as the SNSP scholarship amount stays under \$50,000.
 - Move the students between grade categories as long as:
 - The school's total expected SNSP payments does not increase above \$50,000; and
 - There are enough seats available for applications that the school has received that are pending eligibility or have been determined eligible.



Notes:

If a school indicated on its ITP that it expected to receive less than \$50,000 in SNSP scholarships annually, then the school can increase the number of available SNSP student seats it will have, as long as:

- The change in the number of seats available does not increase the school's total expected SNSP scholarship amount above \$50,000; and
- The change in the number of seats available does not remove a seat from a student that has already submitted a SNSP application to the school.

This means that if a school indicated that it expected to have 2 SNSP students at 1.0 FTE for \$24,000, the school can submit a School Information Update Form later and increase its available SNSP student seats to 4 students at 1.0 FTE for \$48,000.

3-2.9 Changes to Available SNSP Student Seats (contd.)

Changes to Available SNSP Student Seats (contd.)

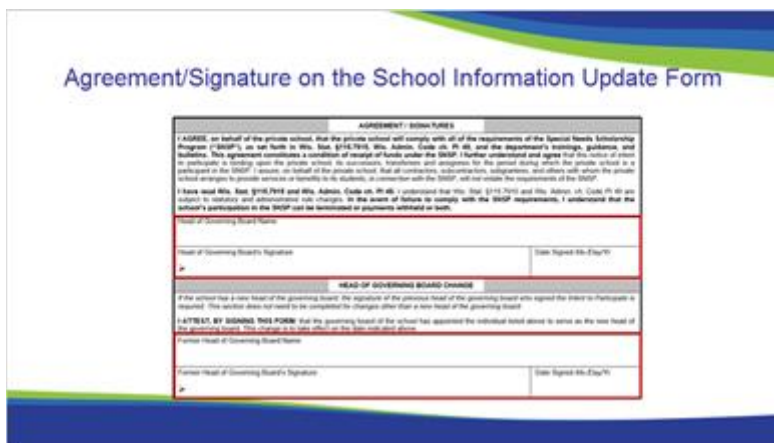
- If a School's submitted ITP included \$50,000 or more of expected SNSP scholarships then the school may:
 - The expected SNSP scholarship amount must remain the same.
 - Move the students between grade categories as long as there are enough seats available for applications that the school has received that are pending eligibility or have been determined eligible.

Notes:

If a school indicated on its ITP that it expected to receive more than \$50,000 in SNSP scholarships annually, then the school can adjust the grade categories that it has SNSP

seats available in, as long as the change in the grade categories does not remove a grade from a student that has already submitted a SNSP application to the school and does not change the school’s expected SNSP scholarship amount.

3-2.10 Agreement/Signature on the School Information Update Form



Notes:

Wisconsin law requires that each SNSP school’s ITP be submitted by the head of the school’s governing board. As such, the School Information Update Form must also be signed and submitted by the head of the school’s governing board.

If the head of a school’s governing board has changed since the school submitted its ITP, the school must have the individual who is serving as the new head of the governing board sign under the “Agreement/Signatures” section of the form and have the former head of the school’s governing board sign under the “Head of the Governing Board Change” section of the form.

Questions



Notes:

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