



Special Needs Scholarship Program (SNSP)

SNSP Student Application Submission Form Guide Standard Application (Form PI-SNSP-0002)

The following document shows the screens within the SNSP student application submission form for the Standard Application (Form PI-SNSP-0002). SNSP student applications should not be submitted to the department until a complete application has been received, verified, and determined eligible, pending verification that the applicant meets the Individualized Education Program (IEP) or services plan requirement.

Standard Application Form: Screen 1

**Special Needs Scholarship Program (SNSP)
Student Application**

2016-17 School Year

Collection of this information is a requirement of Wis. Stat. §115.7915.

Instructions

After completion, click the "Submit" button to send your data electronically to the DPI. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records and also email a copy to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.

Contact Information
Wisconsin Department of Public Instruction
Special Needs Scholarship Program
PO Box 7841
Madison, WI 53707-7841
snsps@dpi.wi.gov
888-245-2732 ext. 3

Choose the school the applicant is applying to from the list below.

Date Application Received

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Standard Application Form: Screen 2



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Family Information

Enter first parent/guardian information

First Parent/Guardian First Name

First Parent/Guardian Middle Initial

First Parent/Guardian Last Name

First Parent/Guardian Suffix

Enter second parent/guardian information

Second Parent/Guardian First Name

Second Parent/Guardian Middle Initial

Second Parent/Guardian Last Name

Second Parent/Guardian Suffix

Enter home information

Home Street Address

City

State

Zip

Home Telephone Number Area Code/No.

Current Resident School District

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Standard Application Form: Screen 3



Student Information

Enter in the student's information. The student's name must be the student's **legal** name.

Student's First Name

Student's MI

Student's Last Name

Student's Suffix

Student's Date of Birth
 

2016-17 Grade Level

Gender *Choose one*

Female
 Male

Choose One

Hispanic/Latino
 Not Hispanic/Latino

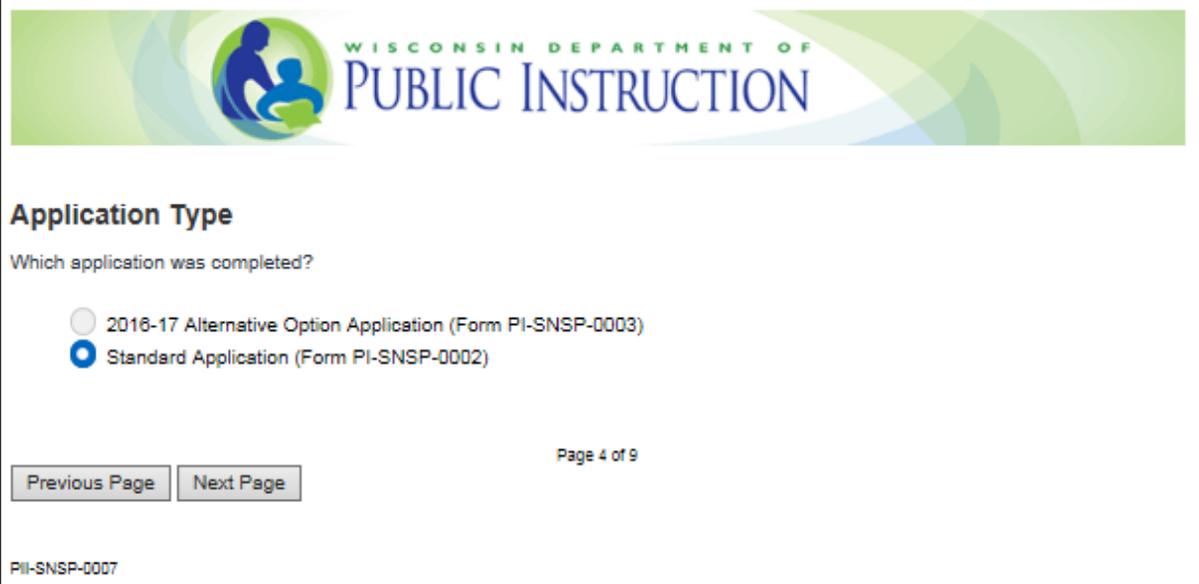
Check all that apply

American Indian/Alaska Native
 Asian
 Black/African American Native
 Hawaiian/Other Pacific Islander
 White

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Standard Application Form: Screen 4

In order to be able to submit a SNSP student application for Student Eligibility Option 1, click on the button by “Standard Application (Form PI-SNSP-0002).”



Application Type

Which application was completed?

2016-17 Alternative Option Application (Form PI-SNSP-0003)

Standard Application (Form PI-SNSP-0002)

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Standard Application Form: Screen 5



Application Type (cont'd)—Standard Application (Form PI-SNSP-0002)

Public School District Name Where Enrolled for Entire 2015-16 School Year

Public School Name Where Enrolled for Entire 2015-16 School Year

The student must either have an Individualized Education Program (IEP) or services plan. *Check which one the student has.*

Individualized Education Plan (IEP)

Services Plan (parentally placed at a private school)

Date of last IEP or services plan evaluation or reevaluation.



Name of school district that developed the IEP or services plan.

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Standard Application Form: Screen 6

If an applicant indicated on his/her application that he/she applied to more than one (1) public school district for open enrollment, then click on the button indicating how many additional districts are listed on the SNSP application. Additional open enrollment denial sections will then appear so that you can indicate whether those open enrollment applications were denied, appealed, and/or affirmed, if applicable. If the applicant applied to only one (1) public school district for open enrollment, then click “No” to indicate that there are no additional school districts.

Open Enrollment Application Denial

School District 1

Name of school district applied to

Was the application to school district 1 denied?

Yes
 No

Was the denial for school district 1 appealed to DPI?

Yes
 No

Was the decision for school district 1 affirmed by DPI?

Yes
 No
 N/A

Are there any other school districts listed in the open enrollment denial section of the application?

Yes, 1 additional district
 Yes, 2 additional districts
 No

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Standard Application Form: Screen 7



Parent or Guardian Certification

The parent or guardian must initial the boxes showing that they:

1. received the comparison of the rights of students with disabilities under special education law and under the SNSP; and
2. received a profile of the private school's special education program.

If the parent or guardian has not initialed in both places, the school must contact the parent or guardian and have them initial the boxes indicating that they received the required documents before proceeding with the application. If you have questions, email snsps@dpi.wi.gov.

Did the parent or guardian initial the box that they received the comparison of the rights of students with disabilities under special education law and under the SNSP?

Yes
 No

Did the parent or guardian initial the box that they received a profile of the private school's special education program?

Yes
 No

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Standard Application Form: Screen 8

Before submitting the application, the SNSP Administrator must have verified the student applicant’s residency and open enrollment denial documentation. Additionally, the SNSP administrator must have verified the application was eligible, pending verification that the student meets the IEP or services plan requirement. Once submitted, the SNSP Administrator should print a copy of the submitted form for the student file.



Application Eligibility Determination

The parent/guardians must show you the following documentation:

1. Open enrollment denial letter(s) from all school districts that denied the student's appeal.
2. Letters from the department affirming an open enrollment denial for all school districts where the DPI affirmed the school district's decision for any identified in the Open Enrollment Application Denial section.

Open Enrollment Denial Verification

I have reviewed the above and attest that the applicant was denied from open enrolling to all school districts they applied for one of the denial reasons that qualifies a student for the SNSP. Further, if they appealed the decision, the denial was affirmed by the department. All open enrollment denial documentation is on file at the school.

Residency Verification

The parent/guardian must provide one of the allowed residency documents that includes:

1. A parent or guardian's name on the application;
2. The address on the application;
3. A date that meets the SNSP requirements.

I have obtained one of the allowed residency support documents that match all of the requirements above.

I attest that the address is located in the .

Documentation Verification

I have verified that the student is eligible for SNSP, pending verification of the student's individualized education program or services plan, based upon the information provided.

You must click the "Submit" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records. It is recommended that you also email a copy of the form to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.

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