

## **Special Needs Scholarship Program** **Student Application Checklist – 2016-17 School Year**

The following checklist is intended to assist the SNSP administrators as they are reviewing a student's application before submitting it to the Department of Public Instruction (DPI or department). See the Informational Bulletins available at <http://dpi.wi.gov/sms/special-needs-scholarship/student-applications-processing> for additional information on student eligibility and application processing.

SNSP administrators are reminded that their signature at the bottom of the application, and submission of the application information to the department, attests that they have reviewed the application and determined the student is eligible for the SNSP pending verification that the student has an individualized education program (IEP) or services plan that meets the program requirements.

### **Application Review:**

	1. The parents'/guardians' name(s) are completed at the top.
	2. Entire address is listed including the street address (P.O. Box is prohibited), city, state, and zip code.
	3. Grade level for the student is listed as K4, K5, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12. Please note that no grade, ungraded, or a blank box is not sufficient. The grade must be the anticipated grade for the 2016-17 school year.
	4. Student's date of birth is listed. For K4, K5 and 1 <sup>st</sup> grade applicants, the student must have been born on or before: (a) September 1, 2012, for K4; (b) September 1, 2011, for K5; or (c) September 1, 2010, for 1 <sup>st</sup> grade. Additionally, students may not be 21 as of the date they apply or September 1, whichever is later.
	5. The student's first and last name, gender, ethnicity, and race are indicated.
	6. <i>SNSP-0002 Application Only:</i> The name of the public school the student attended for the 2015-16 school year is listed.
	7. Either IEP or services plan is checked, the date of the student's last IEP evaluation or reevaluation, and the school district that developed the IEP is completed.
	8. The application is legible and complete. The application is completed in ink, including all signatures.

**Residency Information:**

	<p>9. Parent/guardian has submitted a copy of <b>ONE</b> of the following to support that the student lives at the address on the application.</p> <ul style="list-style-type: none"> <li>• Wage statement or W2 year-end earnings statement.</li> <li>• Water, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are not acceptable.</li> <li>• Lease agreement with a term that includes the required date. The lease agreement must be complete and legible. Expired leases are not acceptable. Generally, schools should try to obtain one of the allowed residency documents other than month-to-month leases. However, if a month-to-month lease is used, the start date must be dated within three (3) months prior to the date the application is received. Rent receipts ARE NOT an allowed residency document.</li> <li>• Governmental correspondence. Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2” Cash Benefits, Temporary Assistance for Needy Families “TANF,” Food Share “Food Stamps,” or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement includes a date.</li> <li>• Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals that is signed and dated by a representative of the organization indicating that the family lived at the location during the required time period.</li> <li>• Properly completed Alternative Residency Verification form (Form PI-SNSP-0004) only for situations where: (a) the student is not living with one of his or her parent/guardian; or (b) the parent(s)/guardian(s) does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. This form is available at: <a href="http://dpi.wi.gov/sms/special-needs-scholarship/student-applications">http://dpi.wi.gov/sms/special-needs-scholarship/student-applications</a>.</li> </ul>
	<p>10. The first and last name on the residency documentation matches the parent(s)/guardian(s) first and last name on the application.</p>
	<p>11. The address on the residency documentation matches the address on the application. Every part of the address except the unit number and zip code must match.</p>
	<p>12. The residency documentation is dated within three (3) months prior to the date the application is received. If a lease agreement with a term is obtained, the date the application is received must fall within the term of the lease. The start date of a month to month lease must be dated within three (3) months prior to the date application is received.</p>
	<p>13. Determine that the current school district on the application is correct using one of the School District Verification methods in the residency bulletin.</p>

**Open Enrollment Denial:**

	14. <i>SNSP-0003 Application Only:</i> The year that the student had the open enrollment applications denied must be checked.
	15. The name of the public school(s) that rejected or prohibited the student from open enrolling must be listed. Please note, if the student applied to multiple public school districts for open enrollment, then all of the student’s open enrollment applications must have been denied and the names of all of the school districts where the student applied for open enrollment must be listed.
	16. The question, “Was the application denied?” must be answered “Yes” for ALL school districts.
	17. The questions “Was the denial appealed to DPI?” and “Was the decision affirmed by DPI?” must be answered for all school districts listed.
	18. If the question “Was the denial appealed to DPI” is yes for any districts, the question “Was the decision affirmed by DPI?” must be “Yes”.
	19. Parent/guardian has submitted a copy of all of his/her student’s open enrollment denial letters. If the parent/guardian does not have copies of the letters, obtained confirmation from the department that the application(s) were denied. <ul style="list-style-type: none"> <li>• <i>SNSP-0002:</i> The letter(s) of open enrollment denial <u>must</u> be for the 2016-17 school year.</li> <li>• <i>SNSP-0003:</i> The letter(s) of open enrollment denial <u>must</u> be for the school year which the parent/guardian indicated that the open enrollment denial occurred.</li> </ul>
	20. Determine that the reason the open enrollment application was denied is one of the reasons that qualify the student for the SNSP. The denials that meet the SNSP eligibility requirements are as follows: <p style="margin-left: 40px;"><u><i>Non-Resident School District Denials.</i></u></p> <ul style="list-style-type: none"> <li>• A non-resident school district denied the open enrollment application (regular open enrollment application or alternative open enrollment application) for any reason.</li> <li>• A non-resident school district terminated open enrollment because it did not have the special education and/or related services required under a newly developed or revised IEP, or it did not have the space to provide the special education or related services required under a revised IEP.</li> </ul> <p style="margin-left: 40px;"><u><i>Resident School District Denials.</i></u></p> <ul style="list-style-type: none"> <li>• The student applied under the alternative open enrollment option and the alternative application criteria was determined to not be applicable to the student by the resident school district.</li> <li>• <i>SNSP-0003 only:</i> The resident school district could have denied open enrollment during the 2011-12, 2012-13, 2013-14, 2014-15, or 2015-16 school years because of undue financial burden.</li> </ul>
	21. If the parent/guardian appealed an open enrollment denial, then the parent/guardian must submit a copy of the decision from the department affirming the open enrollment denial. If the school district’s denial was overturned, the application is not eligible. If the parent/guardian does not have a copy of the decision, obtained confirmation from the department that the denial was upheld.

**Parent or Guardian Certification:**

	22. Parent/guardian initialed that he/she has received the explanation of rights of students with disabilities under special education law and under the SNSP.
	23. Parent/guardian initialed that he/she has received a profile of the school's special education program.
	24. The parent/guardian who signed the application matches one of the parents'/guardians' names on the top of the application.
	25. The date the parent/guardian signed the application must be no later than 21 days after the date the application is received. The parent/guardian signature and/or date may not be added after the application has been submitted to the department.

**For School Use Only Section:**

	26. The SNSP administrator has checked whether or not the student is eligible pending verification that the IEP or services plan requirement is met.
	27. The date the application was received is indicated. An application is considered to be "received" when the SNSP administrator obtains all of the following: (1) the student's SNSP application; (2) the required residency documentation; and (3) the open enrollment denial letters and/or letters from the department confirming that the open enrollment application was denied and any appeal was upheld by the department, if applicable.
	28. The SNSP administrator has signed and printed their name. The date the SNSP administrator signed the application must be completed.

**Application Submission & IEP/Services Plan:**

	29. Submit the application to the DPI if it is eligible within 21 days of the date application received.
	30. Determine if the student has an IEP or services plan that meets the requirements. The notification will be one of the following: <ul style="list-style-type: none"><li>• The IEP from the public school district,</li><li>• Notification from the department that a services plan is or was in effect, or</li><li>• Notification from the department that an IEP or service plan is or was not in effect.</li></ul>
	31. If the student has/had a services plan, the SNSP administrator must obtain a copy of the services plan.
	32. Obtained a signed document from the parent/guardian of the agreed upon services that will be provided to the student.

**Acceptance and Changes:**

	<p>33. Applicants must be notified in writing whether they are accepted or not accepted into the SNSP. If the student is ineligible or there is not enough space available, a letter of denial must be sent within 21 days from the date the application was received. If the student is eligible, a letter of acceptance or denial must be sent within 7 days of one of the school receiving following:</p> <ul style="list-style-type: none"><li>• The IEP from the public school district,</li><li>• Notification from the department that a services plan is or was in effect, or</li><li>• Notification from the department that an IEP or service plan is or was not in effect.</li></ul>
	<p>34. The application cannot have any white-out on it. All corrections must be made with a “<del>strike through line</del>” and initialed by the SNSP administrator. The school must have written documentation to support the change.</p> <p><b>The SNSP administrator and parent may not make the following changes to an application after the school has submitted the application information to the department using the student application form:</b></p> <ul style="list-style-type: none"><li>• Adding parent signature and/or date signed to the application or Alternative Residency form.</li><li>• Adding the date application received.</li><li>• Any changes that result in the application being ineligible due to residency, open enrollment denials, or status of the IEP or services plan.</li></ul>