

## IMPORTANT DATES FOR SPECIAL NEEDS SCHOLARSHIP PROGRAM (SNSP) SCHOOLS MAY 2020 TO JUNE 2021

*The requirements in this document are based on Wis. Stat. 115.7915 and Wis. Admin Code PI 49. Changes due to the COVID-19 pandemic are authorized by [2019 Wisconsin Act 185](#). Please note that the dates listed below are subject to statutory and administrative rule changes, including temporary changes that may occur as a result of the COVID-19 pandemic. More information about the SNSP requirements below can be found in the SNSP Program Bulletins on the [SNSP: Bulletins webpage](#).*

### **By the end of May 2020**

- The Department of Public Instruction (DPI) sends out the May state aid payments to eligible SNSP schools based on each school's 2<sup>nd</sup> Friday in January Pupil Count Report.

### **June 1, 2020**

- If a school indicated on its 2020-21 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2020-21 school year and chooses to file a surety bond in lieu of filing financial information or is required to file a surety bond by the DPI, the surety bond must be filed by June 1.
- Deadline for **new** 2020-21 SNSP schools to file one of the following with DPI:
  - 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 a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

### **June 1, 2020, or 5 days prior to the first day of summer school**

- Deadline for schools offering a SNSP summer school program in the summer of 2020 to submit a Summer School Course List Report.

### **June 30, 2020**

- Deadline for schools to submit the January 2020 Enrollment Audit.
- This date marks the end of the 2019-20 fiscal year. Schools that participated in the SNSP in the 2019-20 school year must submit the 2019-20 financial audit to DPI by October 15, 2020.

- Last day for schools that participated in the SNSP in the 2019-20 school year to receive SNSP student applications and transfer request forms for the 2019-20 school year.

### **July 1, 2020**

- Schools can start accepting SNSP student applications and transfer request forms for the 2020-21 school year.

### **July 17, 2020**

- Schools that participated in the SNSP in the 2019-20 school year may submit the 2019-20 Statement of Actual Cost for one or more of the students that attended their school and participated in the SNSP in the 2019-20 school year. Schools that complete a Statement of Actual Cost and receive a payment based on this statement are electing to receive a SNSP payment in the 2020-21 school year based on the 2019-20 special education expenses for the pupil included in the statement. The 2019-20 Statement of Actual Cost will be available on the [School Submitted Reports webpage](#). If a 2019-20 Statement of Actual Cost is not submitted for any eligible SNSP pupil at the school by this date, the school will receive a SNSP payment based on the full and partial scholarship amount for that pupil in the following school year.

### **August 1, 2020**

- Deadline for schools to file a notice from the accrediting organization indicating the school is fully accredited. Notices must be dated between July 1, 2020 and August 1, 2020.

### **August 14, 2020**

- The school must submit to the DPI all eligible 2019-20 and 2020-21 student applications and transfer request forms that have not previously been submitted to the DPI. The 2019-20 applications and transfer requests must be submitted using the 2019-20 submission links. Only applications and transfer requests that have been determined eligible by this date may be submitted to DPI. As a reminder, in order for a 2020-21 application to be eligible, the school must have received a copy of the Individualized Education Program (IEP)/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement.
- Schools new to the SNSP in the 2020-21 school year file 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 21, 2020**

- Schools that have continuing SNSP pupils must obtain residency documentation dated between August 21, 2020 and September 30, 2020 for these pupils. Residency changes must be reported to the DPI in the 3rd Friday in September Pupil Count Report due by September 30.

### **August 31, 2020**

- The school must submit to the DPI all eligible 2020-21 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 a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement.
- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, 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 file the Preliminary Enrollment Report with 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.
- If a school had an expected SNSP scholarship amount based on the 2020-21 Intent to Participate (ITP) of less than \$50,000, this is the last day the school can file a School Information Update form increasing the number of scholarships available if the revised expected SNSP scholarship amount is \$50,000 or more. These schools must also file a surety bond with the DPI by this date. See the Student Application and Transfer Request Processing Bulletin for additional information.
- If the school had an expected SNSP scholarship amount based on the 2020-21 ITP of \$50,000 or more and submitted financial information that met the SNSP requirements, this is the last day the school can file a School Information Update form increasing the number of scholarships available if the difference between the expected payment amount based on the ITP and the revised expected payment amount is \$50,000 or more. These schools must also file a surety bond with the DPI by this date. See the Student Application and Transfer Request Processing Bulletin for additional information.

### **September 15, 2020**

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

### **September 18, 2020**

- Schools take the 3<sup>rd</sup> Friday in September count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2020-21 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 3<sup>rd</sup> Friday in September Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement.

- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, in order for that student to be eligible to receive a payment for the 3<sup>rd</sup> 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.
- If the school had an expected SNSP scholarship amount based on the 2020-21 ITP of \$50,000 or more and filed the surety bond by June 1, this is the last day the school can file a School Information Update form increasing the number of scholarships available if the difference between the expected payment amount based on the ITP and the revised expected payment amount is \$50,000 or more. These schools must also submit a surety bond based on the revised expected payment or a rider increasing the bond amount by November 1, 2020. See the Student Application and Transfer Request Processing Bulletin for additional information.

**By the end of September 2020**

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

**September 30, 2020**

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

**October 1, 2020**

- Deadline for SNSP schools that practice seclusion and restraint to submit a report to the school's governing body that includes the information specified in Wis. Stats. § 118.305(4)(c).

**October 15, 2020**

- 2019-20 SNSP schools must submit the financial audit for the 2019-20 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 2020**

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

**December 1, 2020**

- Deadline for SNSP schools that practice seclusion and restraint to submit the information specified in Wis. Stats. § 118.305(4)(c) to the DPI. Information on how this information should be submitted will be provided at a later date.

**December 15, 2020**

- Deadline for schools to file the September 2020 Enrollment Audit. This must include an audit of the Summer School Count Report for schools that offered a SNSP summer school program.

**January 8, 2021**

- Schools take the 2<sup>nd</sup> Friday in January count of SNSP pupils enrolled in their school.
- The school must submit to the DPI all eligible 2020-21 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 2<sup>nd</sup> Friday in January Pupil Count Report. As a reminder, in order for an application to be eligible, the school must have received a copy of the IEP/services plan in response to the school's email requesting verification that the pupil met the SNSP IEP/services plan requirement.
- Last day to obtain an agreement of services for a student signed and dated by the parent/guardian and school, in order for that student to be eligible to receive a payment for the 2<sup>nd</sup> 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 29, 2021**

- Deadline for schools to file the completed 2<sup>nd</sup> Friday in January Pupil Count Report.

**By the end of February 2021**

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

**March 1, 2021**

- Deadline for schools to file the 2021-22 Intent to Participate (ITP) and the school's special education program profile in order to be eligible to participate in the SNSP in the 2021-22 school year.
- Schools interested in offering a SNSP summer school program in the summer of 2021 will indicate their intent on the 2021-22 ITP.
- If a school indicates on its 2021-22 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2021-22 school year and chooses to file financial information with the DPI, then the financial information must be filed by March 1.

- Deadline for a SNSP school to file a complete SNSP Private School Requirements form and required attachments in order to be eligible to participate in the SNSP in the 2021-22 school year. This is a requirement only for schools that are not accredited by a statutorily approved accreditation agency.

**May 3, 2021**

- Deadline for schools to file the January 2021 Enrollment Audit.
- Deadline for schools offering a SNSP summer school program in the summer of 2021 to file a Summer School Course List Report.
- Deadline for **new** 2021-22 SNSP schools to file one of the following with the DPI:
  - 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 a letter from the municipality explaining that the municipality does not issue certificates of occupancy.

**By the end of May 2021**

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

**June 1, 2021**

- If a school indicated on its 2021-22 ITP that it expected to receive \$50,000 or more in SNSP scholarships in the 2021-22 school year and chooses to file a surety bond in lieu of filing financial information or is required to file a surety bond by the DPI, the surety bond must be filed by June 1.

**June 30, 2021**

- This date marks the end of the 2020-21 fiscal year. Schools that participated in the SNSP in the 2020-21 school year must submit the 2020-21 financial audit to DPI by October 15, 2021.
- Last day for schools that participated in the program in the 2020-21 school year to receive SNSP student applications and transfer request forms for the 2020-21 school year.