

**Private School Choice Programs
Optional Open Application Periods
General Rules
2016-17 School Year**

1. Schools must notify the DPI on the school's Intent to Participate form, due January 10, 2016, which open application periods the school will participate in during the 2016-17 school year. All schools registering to participate in the Wisconsin Parental Choice Program (WPCP) are required to participate in the February 1-April 20 open application period.
2. No amendments related to the open application periods will be allowed after January 10, 2016.
3. Parents will submit applications electronically via OAS to schools. They will only be able to submit applications to schools during the open application period(s) the school has identified on the Intent to Participate form.
4. Parents must provide the school(s) to which they applied their proof of student eligibility including residency documentation and income documentation, if applicable. This documentation must be received by the school prior to the close of the application period in which the application is submitted to the school via OAS.
5. During any open application period that the school is participating, the school should verify the applications received via the Online Application System (OAS). If more choice applications are received than choice seats available at the school, the school must conduct a random drawing from all eligible applications to determine which students will be offered a seat and which will be placed on a waiting list. **NOTE: Under state law, the DPI will conduct the random selection for WPCP schools.**
6. **MPCP & RPCP only:** Random selection, if needed, must occur within one week of the close of the open application period and prior to the count date, if applicable.
7. MPCP and RPCP Applicants must be notified, in writing, within 60 days of submission of their application, whether they are accepted or not accepted into the choice program at the school. **NOTE:** Under state law, for the WPCP program only, the DPI will notify applicants of their acceptance or waiting list status for the choice program.
8. Eligible applications accepted during September will not generate a September payment; rather a double payment in November, if the student is present on the 3rd Friday in September count date.
9. **MPCP Only:** Eligible applications accepted during the October, November, December and January open application periods will generate February and May payments only, if the student is present on the 2nd Friday in January count date.

For more information on the open application period process and important dates please see “Optional Open Application Period Process” and “Optional Open Application Period-Dates” posted at http://sms.dpi.wi.gov/sms_pscp_registration.