

**IMPORTANT DATES FOR
MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) &
RACINE PARENTAL CHOICE PROGRAM (RPCP) &
WISCONSIN PARENTAL CHOICE PROGRAM (WPCP) SCHOOLS
JULY 2016 TO JUNE 2017**

Please note that the information provided in this document is subject to statutory and administrative rule change.

July 11, 2016

- All schools new to the Private School Choice Programs (PSCP or Choice) in 2016-17 may begin to establish their Choice Administrators as District Security Administrators which allows them to manage access to DPI secure reporting applications through the Application Security management tool. Video Guide: <https://youtu.be/06ga3MUsVLg> & <https://youtu.be/3lfdQAIZlz4> and others at <http://dpi.wi.gov/wisedata/help/training>
- All schools may begin sending WISEid request files generated from their Student Information System (SIS) for new students to be reported in the 2016-17 school year.

July 30, 2016

- All schools participating in the PSCP in 2015-16 school year must complete 2015-16 Attendance reporting in WISEdata.

July 31, 2016

- Last day for schools to request grade changes to the applications in OAS. In order to correct OAS, the school should email privateschoolchoice@dpi.wi.gov with the following: student's name, student's birth date, the incorrect grade level, and the correct grade.

August 1, 2016

- All schools must submit to DPI the Disclosure of Information form, including all signatures of governing board members. If a continuing school has any new or updated policies, they must also be provided with this form.
- All continuing schools submit in the Online Application System (OAS) the number of non-choice students that attended the school in the 2015-16 school year.
- All schools **new** to the PSCP in 2016-17 must meet requirements for providing proof of insurance, fidelity bond, preaccreditation, final budget approval and certificate of occupancy, if applicable.
- Deadline for schools **new** to the PSCP in the 2016-17 school year to submit to DPI the Private School Report Card form.
- Deadline for continuing schools who are making a change to their opt in/out choice to submit to DPI a new Private School Report Card form.

September 1, 2016

- MPCP and RPCP schools must submit in OAS all accepted applications. Any eligible applications submitted after September 1st for pupils enrolled on the 3rd Friday of September will not generate a state aid payment until November.
- All schools must submit in OAS the September 1 Enrollment report to generate a September state aid payment for those pupils.
- MPCP schools submit to DPI the 2nd Friday in January Enrollment Audit for the 2015-16 school year.

September 2, 2016

- All schools may begin 2016-17 school year student data reporting through the WISEdata ed-fi API.

September 16, 2016

- Schools take the 3rd Friday in September count of choice pupils enrolled in their school and start preparing in OAS the 3rd Friday September count report.

By the end of September, 2016

- DPI processes the September state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to DPI by September 1, 2016.

October 1, 2016

- Deadline for schools to submit in OAS the 3rd Friday September count report and any applications for those enrolled choice pupils not submitted by September 1st. For WPCP schools, the 3rd Friday in September count report will also include verification of the address for any incoming Choice pupils. If any incoming Choice pupils have moved, WPCP schools must have received residency documentation with the new address on it by this date.
- Last day for schools to request non-grade changes to the applications in OAS. In order to correct OAS, the school should email privateschoolchoice@dpi.wi.gov with the following: student's current name in OAS, student's current birth date in OAS, the information that needs to be changed and, if the change is to the student's legal name or date of birth, proof of the correct name or date of birth.
- Schools that offered summer school in the summer of 2016 must submit to DPI the summer school program report to DPI by this date in order to receive state funding.

October 15, 2016

- All schools must submit the continuing eligibility report in OAS, indicating the criteria to be used in meeting one or more of the four standards for continuing eligibility in the 2016-17 school year.
- Continuing schools must submit to DPI their financial audit and financial audit supplemental schedule for the 2015-16 school year.
- Schools must submit to DPI, in OAS, the dates of their two required meetings at which members of the governing body of the school will be present and at which all pupils and the parents or guardians of all pupils applying to attend the school or attending the school may meet and communicate with board members. At least 30 days before the scheduled

meeting date, schools must notify, in writing, each pupil or the parent or guardian of a minor pupil applying to attend or attending the school of the meeting date, time and place.

- Schools must submit in OAS the first and last dates of its current school term.
- Deadline for all private schools in Wisconsin to complete the PI-1207 Private School Report using a link emailed to each school from the DPI Customer Services Team.
- WPCP only: Teacher waiver updates are due from teachers who were granted a five year waiver from the requirement to have a bachelor's degree from an accredited institution.

November 1, 2016

- **New** schools to the PSCP must submit to DPI their revised budget and cash flow form.
- Continuing schools must revise their annual budget if the actual 3rd Friday Choice or all pupil enrollment varies by 20% or 20 pupils from the budget prepared by June 30.

By the end of November, 2016

- DPI processes the November state aid payments to schools based on each school's 3rd Friday in September count report.

By December 2016

- DPI provides the following for the 2017-18 school year: (1) the Notice of School's Intent to Participate, (2) student rights letter, (3) auditor fee form, and (4) a suggested random selection agreement.

December 15, 2016

- Deadline for all participating schools to submit to DPI the 3rd Friday in September enrollment audit and the fiscal and internal control practices report.
- Last day for schools to correct applications received prior to the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35 and 48.
- Deadline for new private schools first participating in 2017-18 to provide proof of preaccreditation.

December 31, 2016

- Deadline for schools **new** to the PSCP in the 2016-17 school year to apply for accreditation if not already accredited by an accrediting entity.
- Deadline for schools that participated in the PSCP in the 2013-14 school year to achieve accreditation.

January 10, 2017

- Deadline for schools to submit to DPI the 2017-18 Notice of School's Intent to Participate form, random selection agreement, letter on student rights and auditor fee in order to be eligible to participate in the PSCP in the 2017-18 school year.
- The summer school questionnaire is due at DPI, **IF** your school is interested in offering a summer school program during the summer of 2017.
- Deadline for **new** 2017-18 schools to submit to DPI their 2017-18 Hours of Instruction Report.

January 13, 2017

- Schools take the 2nd Friday in January count of choice pupils enrolled in their school and start preparing in OAS the 2nd Friday in January count report.

January 15, 2017

- Deadline for all schools that are fully accredited to provide the department with evidence demonstrating that the school remains accredited for the current school year. This evidence must be a letter from the accrediting agency stating that the school is accredited for the current school year.

February 1, 2017

- Deadline for private schools to submit in OAS the completed 2nd Friday in January enrollment report and any applications for those enrolled choice pupils not submitted by February 1.
- Deadline for private schools participating in MPCP or RPCP to mark in OAS choice students that remained on the school's waiting list after the 2nd Friday in January count date.
- Last day for schools to request non-grade changes to the applications in OAS. In order to correct OAS, the school should email privateschoolchoice@dpi.wi.gov with the following: student's current name in OAS, student's current birth date in OAS, the information that needs to be changed and, if the change is to the student's legal name or date of birth, proof of the correct name or date of birth.
- WPCP Open Application Period begins. (*Ends on April 20*)

February 15, 2017

- All schools that have been determined not financially viable by the department must provide a budget and cash flow report and updated turnaround plan by this date to DPI.

February 28, 2017

- ACT administration for 11th grade students. (*March 15, 2017 makeup date*)

By the end of February, 2017

- DPI sends out the February state aid payments to eligible schools by direct deposit based on each school's 2nd Friday in January count report.

March 1, 2017

- **New** 2017-18 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit to DPI a copy of their validated application for the school's certificate of occupancy.
- If applicable, **new** 2017-18 schools located in the city of Milwaukee offering summer school instruction to MPCP students must submit to DPI a copy of their validated application to the Board of Zoning Appeals.
- ACT WorkKeys administration for 11th grade students. (*March 22, 2017 makeup date*)

March 20-May 5: FORWARD Exam Window

- Choice schools are required to administer the following standardized tests:

- Wisconsin Forward Exam for English, Language Arts and Mathematics assessments in the spring of 2017 for grades 3-8.
- Wisconsin Forward Exam for Science in the spring of 2017 for grades 4 and 8.
- Wisconsin Forward Exam for Social Studies in the spring of 2017 for grades 4, 8 and 10.
- See the Choice testing webpage at <http://dpi.wi.gov/assessment/parental-choice-program> for more information.

April 20, 2017

- WPCP Open Application Period ends. (*began on February 1*)

April 24-May 26, 2017 ACT ASPIRE Window

- Choice schools are required to administer the ACT Aspire™ in spring of 2017 for 9th and 10th grade.

May 1, 2017

- Deadline for WPCP schools to complete all verifications of student applications for the 2017-18 school year via OAS.
- Continuing schools must submit to DPI their hours of instruction for the 2017-18 school year, if not already submitted.
- The January Enrollment Audits for RPCP and WPCP schools are due to DPI. If a RPCP or WPCP school also participates in the MPCP, the enrollment audit must include the MPCP students. For these schools, this is the last day to correct MPCP applications received during an open application period after the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35 and 48.
- Deadline for schools offering summer school in 2017 to submit the list of academic summer school classes and laboratory periods.
- Deadline for all **new** 2017-18 schools to:
 - Submit to DPI the budget and cash flow report; and
 - Participate in DPI approved fiscal management training.
- Deadline for **new** 2017-18 schools located in the city of Milwaukee, not offering summer school, to:
 - Submit to DPI a copy of their validated application for the school's certificate of occupancy; and
 - Submit to DPI a copy of their validated application to the Board of Zoning Appeals, if applicable.
- Deadline for **new** 2017-18 schools offering summer school instruction to:
 - Submit to DPI a copy of the school's certificate of insurance or other evidence of having obtained the minimum insurance coverage as required under PSCP rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
 - Obtain a fidelity bond indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees; and
 - **MPCP and RPCP only:** Submit to DPI a current certificate of occupancy that certifies the building and facilities meet all school codes.

May 15, 2017

- Deadline for schools to submit to DPI a **revised** Hours of Instruction report for the 2016-17 school year if there were schedule changes, such as “snow days.” Schools must add additional hours or days if necessary to meet the minimum hours of instruction before the end of the 2016-17 school year.

By the end of May, 2017

- DPI processes the May state aid payments to eligible schools based on each school’s 2nd Friday in January count report.

June 30, 2017

- Schools must submit in OAS the Continuing Eligibility report to DPI by this date that provides evidence that the school has met at least one of the four standards in the 2016-17 school year for continuing eligibility for the PSCP in 2017-18.
- Schools that only participate in the MPCP must submit to DPI their January 2017 Enrollment Audit. For these schools, this is the last day to correct MPCP applications received during an open application period after the 3rd Friday in September as permitted by Wisconsin Administrative Code PI 35 and 48.
- Schools must prepare their annual budget for the 2017-18 school year by June 30, 2017.
- All schools that have been determined not financially viable by the department must provide a budget and cash flow report for the 2017-18 school year and updated turnaround plan by this date to DPI.
- This date also marks the end of the 2016-17 fiscal year for purposes of the 2016-17 financial audit that is due to DPI by October 15, 2017.