

**INSTRUCTIONS FOR COMPLETION OF SPREADSHEET VERSION
SUMMER SCHOOL REPORT
(PCP-109)**

Cover

Complete the information in the fields shaded in yellow. Once the entire form is completed, the school's choice administrator must sign and date the form (area shaded in blue) prior to submitting to the Department of Public Instruction (DPI). To be eligible for a summer school choice payment, a school must have scheduled a minimum of 19 days of pupil instruction, with a minimum of 270 minutes of direct instruction scheduled per day.

Schedule 1 Summer School Course List

In column A, rows 1 through 8, list all courses that were provided for grades K4 through 8. List all courses that were provided for grades 9 through 12 in rows 10 through 17. As a reminder, summer school courses funded through Title I monies are not eligible for payment through the private school choice summer school program, and should not be included on the summer school course list.

In column B, list the length in minutes that the course was offered each day. For example, if a school provides a class for 60 minutes for 20 days, 60 should be entered in Column B. The school must provide a minimum of 270 minutes of direct instruction per day to qualify for the summer school choice payment.

Schedule 2 Summer School Days Attended for K4 through 8th Grades

The courses the school entered on Schedule 1 (rows 1 through 8) should now appear in the section E columns on this tab. List all choice students in grades K4 through 8 who attended summer school and who were either in the Choice Program **at any choice school** on the 2nd Friday in January 2015 **or** who have been accepted in the Choice Program **at your school** for the 2015-16 school year. The students should be listed **alphabetically by last name and grade level** (beginning with K4) .

In column B, enter the grade the student was in for summer school.

In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2015, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2015-16 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.

In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

Schedule 3 Summer School Days Attended for 9th through 12th Grades

The courses the school entered on Schedule 1 (rows 10 through 17) should now appear in the section E columns on this tab. List all choice students in grades 9 through 12 who attended summer school and who were either in the Choice Program **at any choice school** on the 2nd Friday in January 2015 **or** who have been accepted in the Choice Program **at your school** for the 2015-16 school year. The students should be listed **alphabetically by last name and by grade level** (beginning with grade 9) .

In column B, enter the grade the student was in for summer school.

In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2015, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2015-16 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.

In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

DPI staff will verify the eligibility of Choice students for summer school by checking the list of Choice summer school students against the prior January enrollment lists and against eligible applications on file for newly accepted students at your school. Your auditor will also review the summer school report and the attendance records as part of the September enrollment audits.

If you have questions related to this report, contact Patrick Gasper at patrick.gasper@dpi.wi.gov or 608-266-2853.

When printing the report, we suggest that you first do a "Print Preview" before actually printing Schedule 2 and 3. Then, print only the pages that have data on them. Make sure to have the school's Choice Administrator sign and date the cover sheet, and then send the report to the Department of Public Instruction by October 1, 2015, while retaining a copy of the spreadsheet for your records and auditing purposes.

You may scan a copy (with Choice administrator's signature and date signed) and send it by email to: PrivateSchoolChoice@dpi.wi.gov Please note, this email box will accept individual emails of up to 15mb.

Alternatively, you may send the completed signed and dated report by mail, to arrive no later than October 1, 2015 to:

If mailed (US Postal Service):
Wisconsin Department of Public Instruction
Private School Choice Programs
PO Box 7841
Madison, WI 53707-7841

If delivered:
Wisconsin Department of Public Instruction
Private School Choice Programs
125 S Webster St
Madison, WI 53703