



Notice of School's Intent to Participate Private School School Choice Programs (PSCP)

2016-17 School Year

Due Date: On or before January 10, 2016

Collection of this information is a requirement of Wis. Stats. §§118.60 and 119.23.

Read the Cover Letter Regarding School Registration before completing and submitting this form.

New Schools—[Cover Letter Regarding School Registration](#)

Continuing Schools—[Cover Letter Regarding School Registration](#)

I have read the Cover Letter Regarding School Registration

Instructions

This form is required to be completed by the school's choice administrator. The school's choice administrator must complete this form in its entirety. All fields must be completed. After completion, the school's choice administrator must submit the form by clicking the "Submit PCP-109" button. This button must be clicked to send your data electronically to the DPI. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records and also email a copy to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.

Contact Information

Private School Choice Programs
PO Box 7841
Madison, WI 53707-7841
privateschoolchoice@dpi.wi.gov
888-245-2732 ext. 3

Notice of Intent

The choice administrator listed on page 3 is to sign electronically by checking the box at the end of this application, attesting to the private school's agreement to comply with all the requirements of Wis. Stat. §118.60 and/or 119.23 and Administrative Code PI 35.

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School Information

School Name

School Phone Number (###) ###-####

School Fax Number (###) ###-####

School Federal Identification Number (FEIN)

School Mailing Address

Mailing Address City

Mailing Address State

Mailing Address Zip Code

If you are a new school and do not have a FEIN yet, enter TBD.

School Location 1

School Location 1 City

School Location 1 Zip Code

School Location 2

School Location 2 City

School Location 2 Zip Code

School Location 3

School Location 3 City

School Location 3 Zip Code

Do you have more than three school locations

- Yes
- No



Choice Administrator Information

Choice Administrator First Name

Choice Administrator Last Name

Choice Administrator Title

Choice Administrator Email Address

Choice Administrator Personal Mailing Address
Other than School Address

City

State

Zip

Under Wis. Stat. §§119.23(2)(a)6.b. and 118.60(2)(a)6.b., administrators of private schools participating in the Private School Choice Programs (PSCP) must have at least a bachelor's degree from an accredited institution of higher education. Check "Yes" if the administrator meets this requirement and provide the name of the accredited institution of higher education and month and year the degree was received. Check "No" if the administrator does not meet this requirement. A private school that does not comply with this requirement is ineligible to participate in or receive funding under the PSCP. If any of the information provided in answer to this question is found to be incorrect or misrepresented, the private school will not be eligible to participate in or receive funding under the PSCP.

The administrator listed above has at least a bachelor's degree from an accredited institution of higher education.

- Yes
- No *If the Choice administrator indicated above does not have at least a bachelor's degree, the school is not eligible to participate in the PSCP.*



General Information

2016-17 School Year

Select program(s) the school intends to participate in. Check all that apply.

- Milwaukee Parental Choice Program (MPCP)
- Racine Parental Choice Program (RPCP)
- Wisconsin Parental Choice Program (WPCP)

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Agreement

THE PRIVATE SCHOOL AGREES that compliance with all of the requirements in Wis. Stat. §§118.60 and/or 119.23 and Administrative Code PI 35 constitutes a condition of receipt of funds under the above-referenced program, and that this notice of intent to participate is binding upon the school, its successors, transferees and assignees for the period during which the school is a participant in the program. The school assures that all contractors, subcontractors, subgrantees, and others with whom it arranges to provide services or benefits to its students in connection with this program are not in violation of the stated statutes, regulations, guidelines, and standards. In the event of failure to comply with PSCP requirements, the school understands that its participation in the program can be terminated.

I, THE UNDERSIGNED, am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's operating organization, and I am not a disqualified person as defined under Wis. Stat. §§119.23 (1)(ag) or 118.60(1)(ag). A disqualified person is defined as a person who had a controlling ownership interest in, or was an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrative designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. By signing this form, I acknowledge that if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in, serving as an officer, director, trustee, administrator, or administrator designee or person responsible for administrative, financial or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for seven years from the date of the state superintendent's order barring or terminating the private school from the program.

Wis. Stat. §§118.60 and 119.23 and Wis. Admin Code PI 35, are subject to statutory and administrative rule change. **I have read the notice, statutes (Wis. Stat. §§118.60 and/or 119.23 and Wis. Admin Code PI 35) and administrative rules (Administrative Code PI 35) and guarantee that the school will comply with all its provisions.**

Signature

BY CHECKING THIS BOX, I CERTIFY that I have signed this document electronically, that I am the Choice administrator listed above, and that I understand all of the requirements set forth in this document. I also certify that all information is complete and accurate to the best of my knowledge and that I have legal authority to submit this application.

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Agreement on Random Selection Process for Admission Into the Milwaukee Parental Choice Program and the Racine Parental Choice Program*

Applications

- The school has complied with all other program requirements.
- The school shall accept all choice program applications, from either continuing choice pupils at the school or new applicants, only during the open application periods indicated on the "Notice of School's Intent to Participate" form.
- A student application for the choice program is considered complete only if all of the following are received by the school during an open application period: (a) a completed choice program student application; (b) proof of income eligibility, if required, (based on the Department of Revenue income determination or submitted alternative income documentation as required by the Department of Public Instruction); (c) proof of residency; (d) a completed "Annotation of Birth Certificate" form for 4 and 5-year-old kindergarten pupils (if required by the school); and (e) a copy of immunization records (if required by the school).
- Prior to each open application period, the school shall determine the number of seats available for the choice program at each grade level. The school, upon receipt of the required supporting documentation, shall notify the applicant of the number of seats available at the grade level of the applicant, the dates of the open application period, and the date and location of a random drawing for acceptance if more applications are submitted than there are spaces available. The school shall also notify the applicant that they are not required to be present at the random drawing, and that they will be notified immediately after the drawing (but no later than 60 days after their initial application) of their acceptance or non-acceptance into the choice program at the school.

Random Selection

- After the close of the open application period, if the number of eligible choice student applications for any grade level exceeds the number of seats available at that grade level, the school will hold a random drawing to determine which applicants are accepted. The random drawing, if necessary, shall be held within one week of the end of the application period and prior to the count date.
- At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions:
 - **Milwaukee Parental Choice Program and Racine Parental Choice Program Only:** The private school may give preference to the following in accepting applications, in order of preference listed:
 1. pupils who attended the private school under the choice program during the previous year and their siblings;
 2. pupils who attended a different private school under a choice program during the previous year and their siblings; and,
 3. siblings of pupils who have been randomly accepted to attend the private school under the choice program who did not attend a private school under a choice program in the previous year.
 - The random drawing shall continue until all available seats are filled and a waiting list order is determined in the event a previously filled spot becomes available or the school opens additional seats at a later date. In the Milwaukee Parental Choice Program and the Racine Parental Choice Program, schools may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list, if applicable.
 - Letters shall be mailed to all applicants, informing the applicants of their acceptance or their number on the waiting list, on the day following the random drawing. If the school rejects a student application, the letter of nonacceptance must include the reason why the pupil was not accepted. All applicants shall be notified of their status within 60 days of the date the student application was submitted to the school.
 - Applicants accepted into the PSCP shall have a reasonable period of time to confirm enrollment.
 - Applicants on the waiting list are not carried over to the next school year. Therefore, applicants who are not accepted into the choice program at the school for the 2016-17 school year and wish to apply to the program for the next school year must submit a new application.

Certification

- BY CHECKING THIS BOX, I, the choice administrator of the school, voluntarily agree that the school will accept pupils into the Milwaukee Parental Choice Program and/or the Racine Parental Choice Program and conduct a random selection, if required, in accordance with the guidelines above.
- The school will submit its own random selection plan for approval by the department prior to January 10, 2016.

My school will only participate in the WPCP for the 2016-17 school year.

*The Department of Public Instruction will conduct the random selection for the WPCP in the 2016-17 school year.

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Letter on Student Rights and Acknowledgement

Below is a link to a letter from State Superintendent Tony Evers, along with a list of student rights, which formerly appeared in the administrative rule governing the Milwaukee Parental Choice Program (MPCP), PI 35, Wis. Admin. Code. Read the letter and complete the acknowledgement at the bottom of this page by checking the applicable box. By checking the box, the choice administrator acknowledges that the Department of Public Instruction (DPI) has advised you of Judge Steingass' ruling in 1990 of certain individual rights applicable within MPCP schools. It was agreed to at the Legislature's Joint Committee on Administrative Rules meeting held July 30, 1998, that in exchange for the DPI's removal of the student rights list from the administrative rule, the choice administrator would acknowledge receipt of this information.

[Letter from State Superintendent Tony Evers](#)

Acknowledgement

Complete the acknowledgement by checking the box below.

BY CHECKING THIS BOX, I HEREBY CERTIFY I have received and read the above letter from State Superintendent Tony Evers. This acknowledgement is not to be construed as an agreement between DPI and the school or as an admission that the student rights provisions attached to the letter apply to private schools participating in the choice program.

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Choice School Training Information

Follow the link below for information on training for new schools and training for new administrators of existing schools. The choice administrator of a new school is required to complete training. New administrators of existing schools are also required to complete training. Visit the webpage for information on how to register and what trainings may be required for you.

[Training Information](#)

Auditor Fee and Form

Every private school intending to participate in the PSCP in the 2016-17 school year must pay a non-refundable fee of \$600 to the Wisconsin Department of Public Instruction no later than January 10, 2016. Payment must be made in the form of a cashier's check payable to the Wisconsin Department of Public Instruction in the amount of \$600. Other forms of payment will not be accepted. Print the Auditor Fee Form below and mail it, along with the cashier's check, to the address provided on the form.

Note: New schools that registered on August 1, 2015, and paid the auditor fee at that time are not required to pay an additional fee. The fee paid on August 1, 2015, for participation in the 2016-17 school year satisfies the auditor fee requirement for the 2016-17 school year.

[Auditor Fee Form](#)

I have printed the Auditor Fee Form and will mail it, along with a \$600 cashier's check, to the DPI to be received no later than January 10, 2016.

Hours of Instruction Report

New schools must submit the *Hours of Instruction report* via email or mail no later than January 10, 2016. Follow the link below to access the report. Continuing schools must submit the *Hours of Instruction Report* by May 1, 2016.

[Hours of Instruction Report](#)

School Registration Checklist

Print and use the checklist below. This checklist was created to assist schools in ensuring all registration materials are completed and all required information has been submitted to the DPI by the deadline. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements.

[School Registration Checklist](#)

You must click the "Submit PCP-109" button to ensure DPI receives your data. Once submitted, you will have the opportunity to print and/or email a copy of the form. You should print a copy of the form for your records and also email a copy to yourself for future reference. The emailed copy of the form will be sent from DPI Forms Management.