



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: LATOYA HOLIDAY
SCHOOL MANAGEMENT SERVICES
P.O. BOX 7841
MADISON WI 53707-7841

Required by Wis. Stat. §§118.60 and 119.23

I. GENERAL INFORMATION

School Name		School Year 2015-16	
Street Address	City	State	ZIP

II. DISCLOSURE OF INFORMATION / SIGNATURES

By August 1, 2015, private schools participating in the Private School Choice Programs (PSCP) must submit the information required under Wis. Stat. §§118.60(6m) or 119.23(6m) related to the school's policies, procedures, academic standards and governing board to the department using this form. The school administrator is to sign the form indicating the information contained in and attached to this form is correct.

Name of Choice Administrator <i>Type or Print</i>	Phone Area/No.
Signature of Choice Administrator ➤	Date Signed <i>Mo./Day/Yr.</i>

III. GOVERNING BOARD STATEMENTS / SIGNATURES

Choose one

- The school's governing board members are listed below. *All current members of the school's governing board must sign below, verifying they are members of the board.*
- The school is for profit and not governed by a board; therefore, no governing board signed statements are included.

I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM, that if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, 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.

School Governing Board Member Name	School Governing Board Member Signature ➤	Date Signed <i>Mo./Day/Yr.</i>
Governing Board Member Address Other Than School Address <i>Street, City, Zip</i>		
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Governing Board Member Address Other Than School Address <i>Street, City, Zip</i>		

IV. POLICIES, PROCEDURES, AND INFORMATION REQUIRED

Choose one

- The school has not amended any of the policies or procedures required to be provided to the department under Wis. Stat. §§118.60 or 119.23 from the prior year. Further, the general school information required to be provided to the department under Wis. Stat. §§118.60 or 119.23 has not changed from the previous year. A list of the required policies, procedures, and information is on this form. I acknowledge and understand that the department may request a copy of all policies, procedures, and information required under Wis. Stat. §§118.60 or 119.23 at any time and the school must provide the information requested.
- The school has amended all or some of the policies, procedures, or information required to be provided to the department under Wis. Stats. §§118.60 or 119.23, from the prior year policies. This form contains the list of the required policies, procedures and information. The items that have changed are checked, and a copy of the amended policies, procedures, and/or information is attached. I acknowledge and understand that the department may request a copy of all policies, procedures, and information required under Wis. Stat. §§118.60 or 119.23, at any time and the school must provide the information requested.
- The school is new to the program this school year, and all the policies, procedures or information under Section V of this form required to be provided to the department under Wis. Stat. §§118.60 or 119.23, are attached.

V. POLICIES, PROCEDURES, AND INFORMATION REQUIRED

Check all policies, procedures, and information that have changed from the information submitted to the department for the 2014-15 school year, and attach a copy of the amended policies, procedures, or information. New schools must attach all of the information listed below.

1. **School Information:**
 - Name of school
 - School address
 - School phone number
 - Name of contact person(s) at the school
 - If the school is for profit and has shareholders, a list of shareholders.
 2. **For Profit or Not for Profit Status:**
 - A written statement from the school indicating whether the private school is an organization operated for profit or not for profit.
 - If the private school is a nonprofit organization, a copy of its 501(c)3 issued by the IRS. Be sure the letter is from the IRS.
 3. **Application Appeal Process:** A copy of the appeals process used if the private school rejects the applicant.
 4. **Criteria for Granting a High School Diploma:** A copy of the private school's policy specifying criteria for granting a high school diploma. The criteria must include:
 - The pupil's academic performance, and
 - The recommendations of teachers.
 5. **Non-harassment Policy:** A copy of the non-harassment policy used by the private school, including:
 - The procedures for reporting harassment, and
 - The procedures for obtaining relief from harassment.
 6. **Suspension and Expulsion Policy with Appeal Procedures:** A copy of the suspension and expulsion policies and procedures, including:
 - Procedures for appealing a suspension or expulsion, used by the private school.
 7. **Transfer Policy:** A copy of the policy used by the private school for accepting or denying the transfer of credits or coursework earned by a pupil attending the private school for the satisfactory completion of coursework at another school. This applies to all schools not just high schools.
 8. **Visitor Policy:** A copy of the policy governing visitors and visits to the school developed by the school.
 9. **Academic Standards:**
 - The private school adopted the pupil academic standards issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards.)

OR

 - A copy (paper copy or a link to a webpage with the standards) of the academic standards adopted by the private school in mathematics, science, reading and writing, geography, and history.
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