Private School Choice Program (PSCP)Online
Parent Application 2023-24 School Year

- **The following slides show the screens within the Online Parent Application.**

- **The term "parent" in this presentation includes the parent or guardian who completes the application.**

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Public Instruction
Jill K. Underly, PhD, State Superintendent

Login/Register Screens

Allows the parent to change their email address and/or password.

Login/Register Screens

Private School Choice Programs Application for 2023-2024

→ Login/Register   ■ Status   ■ Location   ■ Schools   ■ Parents   ■ Students   ■ Income   ■ Submit   Version en Español | Questions on this page?

Step 1: Sign In

New Users

If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.
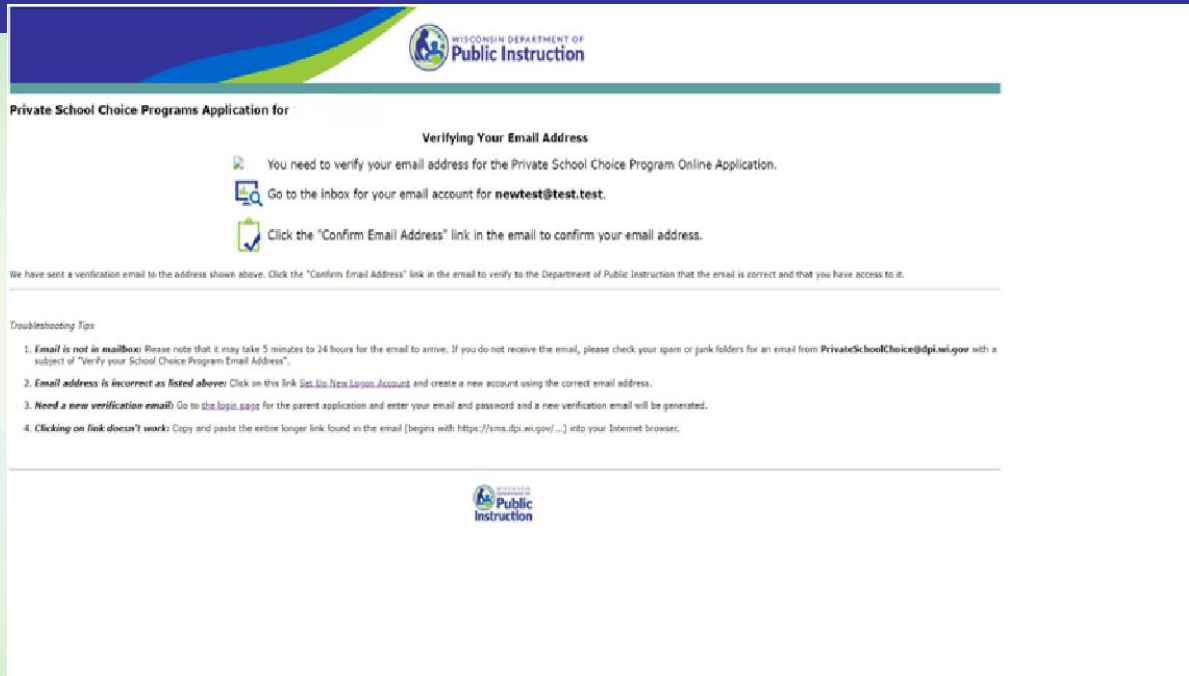
[Register]

Returning Users

Email Address: _____

Password: _____

Forgot your password?

[Sign In]

...will be used to send confirmations, communications regarding the completion of your application in this... ...d to, and will not be shared with any other application either inside or outside the Department of Public I...

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If the parent has **never** used the Online Parent Application to apply to the choice program, they must first "Register" to establish an email and password for the system.

If the parent has used the Online Parent Application before to apply to the choice program, enter the email and password previously set up and select "Sign In"

Login/Register Screens

- **New parents will have to verify their email address the first time they login.**

Login/Register Screens

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Review Login Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email Address ▬▬▬▬▬   ■ Change Email Address
                           ■ Change Password

[Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

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**Public
Instruction**

For questions about this page, see Questions on the Application Process

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- ## After logging in, the parent will be given an option to change their email address and/or password. If they do not wish to change them, press "Continue"

Student Residence Screens

1. Select the student's geographic area in Wisconsin

2. Enter the address and school district where the student lives.

Student Residence Screens

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Private School Choice Programs Application for 2023-2024

✔Login/Register ✔Status ➜Location ■ Schools ■ Parents ■ Students ■ Income ■ Submit

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Address and School District

There are 3 different programs in the Private School Choice Programs, each with different requirements and income limits. The program you may participate in is dependent upon where your students live in Wisconsin.

Students Geographic Area

Check one of the options below indicating where your students reside:

○ Students live in the city of Milwaukee
○ Students live in the Racine Unified School District
○ Students live in Wisconsin but outside the city of Milwaukee and the Racine Unified School District
○ Students are in the Safe at Home Program. (you must be enrolled in the Safe at Home program to choose this option. To learn more, see https://www.doj.state.wi.us/ocvs/safe-home.)

Current Address of Students

Please enter the **address of the students** that will be applying. This address cannot be a P.O. Box or mailing address if different than your street address.

Street Address: [   ]
City: [   ]
State: [WI] Zip: [   ]

School District of Students

Select the public school district where your students reside that will be applying. BE AWARE that school district boundaries **are not the same as town, village, city or county** boundaries.

If you are unsure of the school district for the home where your students live is located, **DO NOT GUESS.**

- Contact the municipal clerk (e.g. city hall), then confirm with a phone call to the school district, or
- Look on your property tax bill if you own your home - the name of the school district will be listed there.

School District: [Select... ▾]

[Back] [Continue]

Select geographic area where student lives.

Enter the student's address, including city, state and zip code.

Then, from the drop-down list, select the school district for that address. Then select "Continue."

School List Screens

Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the parent selects "Add a school" it will show the schools participating in the program to which they may apply.

School List Screens

A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.

Use the right side "SCROLL" option to move down the page. Once the parent has selected all the schools the parent wishes to apply to, the parent should select "SAVE" at the bottom of the list.

School List Screens

The system will show a summary of the schools the parent has selected.
If the list is complete, select "Yes, the list is complete."

Parent Screens

1. Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.

2. Provide telephone contact information.

Parent Screens

Private School Choice Programs Application for 2023-2024

✔Login/Register ✔Status ✔Location ✔Schools ➡Parents ■Students ■Income ■Submit   Version en Español | Questions on this page?

Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

First Parent/Legal Guardian	Second Parent/Legal Guardian	Contact Numbers
First name:	First name:	*Include area code. At least one phone is required.*
Middle Initial:	Middle Initial:	Home Phone:
Last Name:	Last Name:	Work phone:
Suffix:	Suffix:	Cell phone:

○ Yes   Does the above person reside
○ No   at 1234 Main St
         Pleasant Prairie, WI?

○ Yes   Does the above person reside
○ No   at 1234 Main St
         Pleasant Prairie, WI?

○ Yes   Is the above person also
● No   one of the students
         applying? (age 18 or older)

○ Yes   Is the above person also
○ No   one of the students
         applying? (age 18 or older)

☑ *Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)*

Back   **Continue**

Exit

You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

Student Screens

1. Identify students who are applying to the choice program.

2. Provide the required information for the students.

Student Screens

1. Enter the name of the student applying to the choice program.
2. **Select student gender.**
3. Enter student birth date in the format indicated.
4. **Select the grade the student will be entering.**
5. Identify if the student is in foster or kinship care.
6. **Enter Ethnicity/Race and then select "Continue."**

Student Screens

- **The parent must select the schools they would like each child to apply to.**

- **If applying to multiple WPCP schools, a preference must be assigned for each school.**

Student Screens

Private School Choice Programs Application for 2023-2024

Prior Year Attendance of *Test Student*

Where did the student attend school in the **2022-23** school year?

○ Public school in a Wisconsin school district:
   District Name: Select...
   School Name: [ ]
○ Home-based education (i.e. homeschooled) during the entire school year
○ Private school in Wisconsin:
○ School in another state
○ Not enrolled in school during the entire school year

Cancel   Continue

Exit
*You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*

For questions about this page, see Questions on the Application Process

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- ## A parent will have to select the prior year attendance for the student, and then select "Continue"

Student Screens

- To add another student application, select "Add Another Child"
If no other children are applying select "Yes, the list is complete"

Income Verification Screens

1. Identifies if a family is required to provide income documentation.

2. If Required to Provide Income Documentation:

3. If more than one adult is listed on the application, the marriage status must be answered.

4. Identify if there are other family members that should be listed.

5. Identify if they would like to use the DOR or the DPI method to determine income.

6. If the DPI method is used, the parent must:

    1. Indicate if a 2022 1040 was filed.

    2. If no 2022 1040 was filed, the parent must indicate what income and/or government assistance they received in 2022.

    3. If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.

    4. If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.

Income Verification Screens

- **If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.**

Income Verification Screens

Private School Choice Programs Application for 2023-2024

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➜Income ■ Submit

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Family Members

We need to collect some information about the members of your family and marriage status. Enrollment in the Wisconsin Parental Choice Program (WPCP) is based on income eligibility, and the level of income used in the determination is dependent upon the size of the family.

The list has been pre-populated with parent/guardians and the students that are applying. Please be sure to add any other children below who reside at 1234 Main St, Pleasant Prairie, who share at least one parent with the student applicant by birth, adoption, or by a parent's current marriage by selecting the 'Add Another Child' button.

Marriage Status: You have 2 parents listed on the Parents page. Are Testa Parent and Testb Parent married to each other? ○ Yes ○ No

3 People Currently Listed as Family Members

Family Member Name	
Testa Parent	Parent/Legal Guardian
Testb Parent	Parent/Legal Guardian
Test Student	Applying for voucher

[Add Another Child]

The family size for this application is 3. Is this correct?
○ Yes ○ No

Note: Family size includes parent/legal guardians and their children by birth, marriage, or adoption that reside in the same household as the student applicant. Children in Foster/Kinship Care are not included in the family size.

[Back] [Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

Select "Yes" if all members of your family are listed, if not select "No" and select "Add Another Child"

- **This screen allows a parent to add other family members.**

    Family size includes parent(s) on the application and their children by birth, marriage, or adoption, who reside in the same household as the student applicant(s).

- **If there are no other family members residing at the same address, select "Yes" and then select "Continue"**

Income Verification Screens

- This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.

Income Verification Screens (DOR)

- To use the DOR method, parent must answer yes or no to questions related to tax returns.
- If found ineligible the student will not qualify for the 2023-24 school year.
- Parents may submit the DOR ineligible student applications if the parent thinks the DOR income determination is incorrect. Students determined ineligible by the DOR may not switch to the DPI method.

Income Verification Screens (DOR)

Enter the Social Security Number for each Parent/Guardian

Click the box next to "I'm not a robot"

- **If the parent decides to use the DOR method, the following information must be completed**

Income Verification Screens (DOR)

DOR will immediately check eligibility. Students determined ineligible by the DOR may not switch to the DPI method.

Wait and have the school complete the DOR method.

Switch to DPI method

Wisconsin Department of Public Instruction

Private School Choice Programs Application for 2023-2024

✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students →Income ■Submit   Version en Español |

Results of DOR Records Check

You have indicated that you would like the Wisconsin DOR to check to see if they have records for income eligibility, and **DOR does have records.**

Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided on the previous pages and they do have records for an income eligibility determination. However, this is **not a guarantee** that the family will be found eligible - only that DOR has records to make a determination. Your family may still be found ineligible. You are not committed to using the DOR method. Please indicate your choice below.

Do you want to continue and let DOR determine income eligibility?

○ Yes, immediately run the DOR eligibility determination (Warning: Once a DOR determination is made, you cannot switch to the DPI income determination method.)
○ Yes, continue, BUT defer the final DOR eligibility determination until I reach the school with my income documentation.
○ No, switch my choice of methods to the DPI method, and I will enter the family income on the next pages, and will take the supporting documents to the school for review

[Back] [Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied with your documentation BEFORE the deadline.

Wisconsin Public Instruction

- **If DOR has records, the parent will be asked to select one of the following choices:**

  1. Run the DOR method

  2. Wait and have school run DOR method

  3. Switch to the DPI method

Income Verification Screens (DOR)

- **If an application is determined DOR ineligible and the parent believes the determination was determined incorrectly the parent may submit the ineligible application to the school.**
- **If an ineligible application is sent to the school, the parent should work with the school to rerun the DOR process.**

Income Verification Screens (DPI)

- **If the parent does not use DOR, they will go to the above screen (DPI method).**

Income Verification Screens (DPI)

Private School Choice Programs Application for 2023-2024

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➜Income ■ Submit   Version en Español | Questions on this page?

Enter Income Amounts

Please note that dollar amounts, where asked for, **must match** the paper documentation that you take to the schools.

Income for Parenta Parent and Parentb Parent

You stated that Parenta Parent and Parentb Parent both filed individual Federal 1040 tax returns for 2022.

Enter the Adjusted Gross Income (AGI) on the **Federal 1040 income tax returns** for 2022:

AGI for Parenta Parent: [0.00]   Adjusted Gross Income (AGI) can be found on Line 11 of the Federal 1040 form.
AGI for Parentb Parent: [0.00]

[Back]   [Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

For questions about this page, see Questions on the Application Process

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- If the parents filed a 1040, they will see this screen, and should input the information accordingly.

Income Verification Screens (DPI)

Private School Choice Programs Application for 2023-2024

✔Login/Register ✔Status ✔Location ✔Schools ✔Parents ✔Students ➔Income ■Submit

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Enter Income Sources

You stated that **Parentb Parent** did not file a Federal 1040 for 2022.

Please check all sources of their income in 2022:

☐ Compensation reported on a W2 Wage and Tax Statement
☐ Compensation reported on final, December 2022 earnings statement
☐ Income reported on a 1099 tax form other than Social Security benefits
☐ Social Security benefits reported on a 1099 tax form
☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
☐ Other income not listed above
(other income does not include the government sources of assistance listed below)

☐ FoodShare
☐ Housing Assistance
☐ Supplemental Security Income (SSI)
☐ Wisconsin Works (W2)
☐ Other government assistance

☐ No Income / None of the above

[Back] [Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- **If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2022.**

Income Verification Screens (DPI)

Please read this section and answer the question below:

The Supplemental Security Income (SSI) is checked and the Social Security benefits box is not checked for the sources of income. **If you do not correctly check the Social Security benefits or SSI boxes for the programs you participated in during 2022:**

1. The application will not correctly determine if you are income eligible, and
2. Student(s) on the application may not be eligible for the Choice program.

If you are unsure which program(s) you received money from, contact the Social Security Administration or the private schools to which you are applying for assistance.

Next, read the following, then answer the question below:

- A person **does not** get a 1099 tax form for their SSI (Supplemental Security Income).
- A person **does** get a 1099 tax form for their Social Security benefits, including Social Security Disability Insurance (SSDI). If you get any Social Security benefits, including SSDI, you must check the above box "Social Security benefits reported on a 1099 tax form" and provide the 1099 to the school.

Have you or will you get any 1099 tax form(s) for Social Security benefits for the 2022 tax year?

○ Yes
○ No

[Back] [Continue]

[Exit]
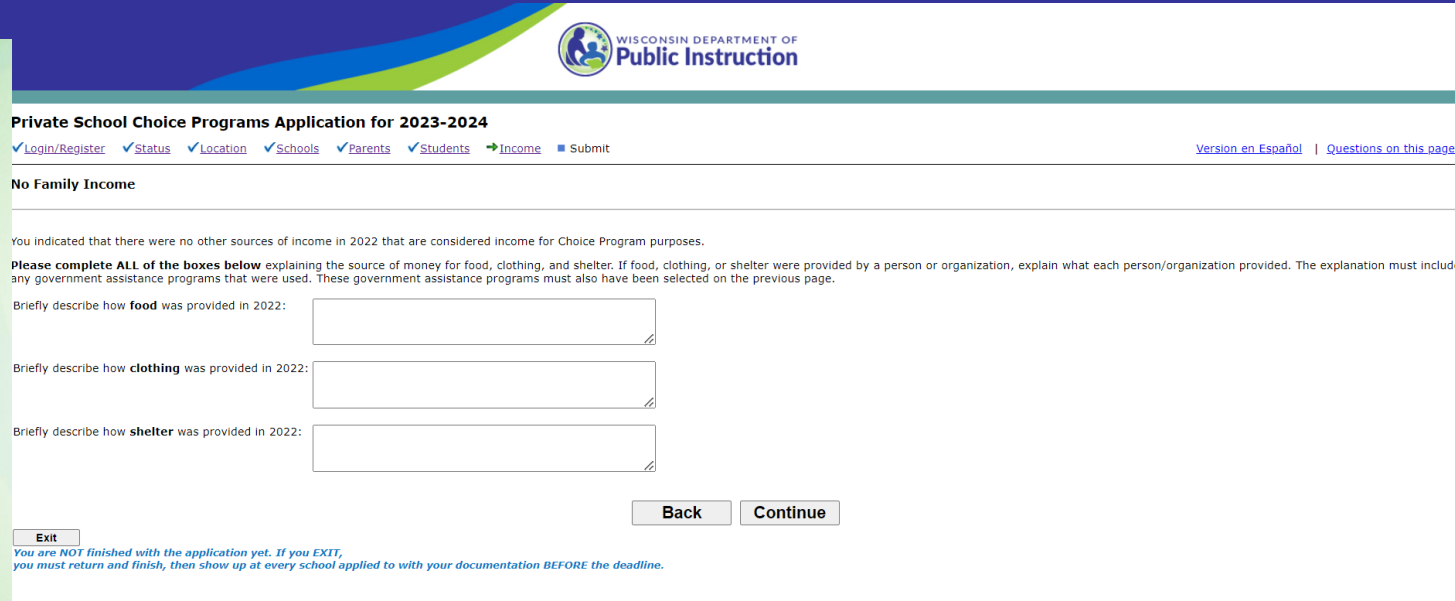
- **Supplemental Security Income (SSI) and Social Security Benefits**

- **The parent will be asked a 1099 tax form question to make sure the correct income has been checked.**
- **The explanation will tell the parent if they checked Social Security benefits, SSI, or both for their sources of income/government assistance.**

Income Verification Screens (DPI)

☐ FoodShare
☐ Housing Assistance
☐ Supplemental Security Income (SSI)
☐ Wisconsin Works (W2)
☐ Other government assistance

☐ No Income / None of the above

- **If the family only identifies government assistance, an explanation of how basic needs were supplied in 2022 is required. The categories above are the government assistance categories.**

Income Verification Screens (DPI)

Private School Choice Programs Application for 2023-2024

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No Family Income

You indicated that there were no other sources of income in 2022 that are considered income for Choice Program purposes.

Please complete ALL of the boxes below explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2022:

Briefly describe how **clothing** was provided in 2022:

Briefly describe how **shelter** was provided in 2022:

[Back] [Continue]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.
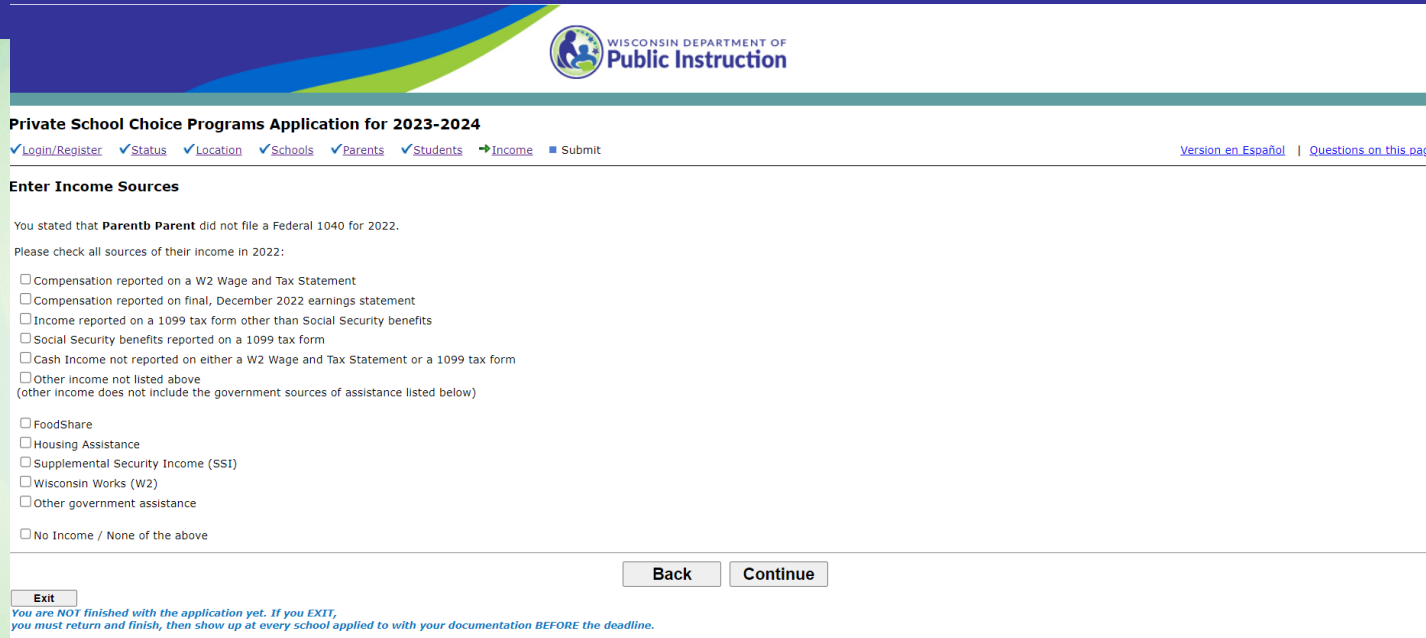
- **If no income is identified, an explanation of how basic needs were supplied in 2022 is required.**

Submission Screens

1. Includes a review screen with application data entered.

2. The parent submits the application to the school.

Submission Screens

✔ Login/Register ✔ Status ✔ Location ✔ Schools ✔ Parents ✔ Students ✔ Income ➜ Submit

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Final Review

> ### Almost Complete - Review Your Information Before Submission
> If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

Parents / Legal Guardians

Parent/Legal Guardian:	Parent, Parenta
	Parent, Parentb
Street Address:	1234 Main St
	Pleasant Prairie, WI 53143
Phone:	(608) 555-5555 (home)
Email:	testA1@testA1.com
School District:	Athens

Income Summary

You chose to have income eligibility determined using the DPI Income Determination Method.

You indicated that Parenta Parent and Parentb Parent are married to each other.

The family size used in determining income eligibility is **3**.
    Included in the family are *Jill Jack, Parenta Parent, Parentb Parent*.

You entered the following as sources of income:

- Parenta Parent reported the following:
  - No income

- Parentb Parent reported the following:
  - No income

Clothing provided by: ***b***
Food provided by: ***a***
Shelter provided by: ***c***

Submission Screens

Applications for Jack, Jill

Student Name:	Jack, Jill
DOB / Gender:	05/14/2015, Female
Age on 9/1/2023:	8 years old
Grade for 2023-2024:	3rd Grade
Ethnicity/Race:	Not Hispanic or Latino Asian
Foster/Kinship Care:	No
Program Status:	New to WPCP
Income Status:	DPI Eligible
Prior Year Attendance:	School in another state

Applying To:

Preference:	1st Choice
School:	Academy of Excellence - Milwaukee (WPCP)
Location:	1236 West Pierce Street, Milwaukee, WI 53204 (414) 369-2193

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Click the Back button below if you need to return to correct any data.
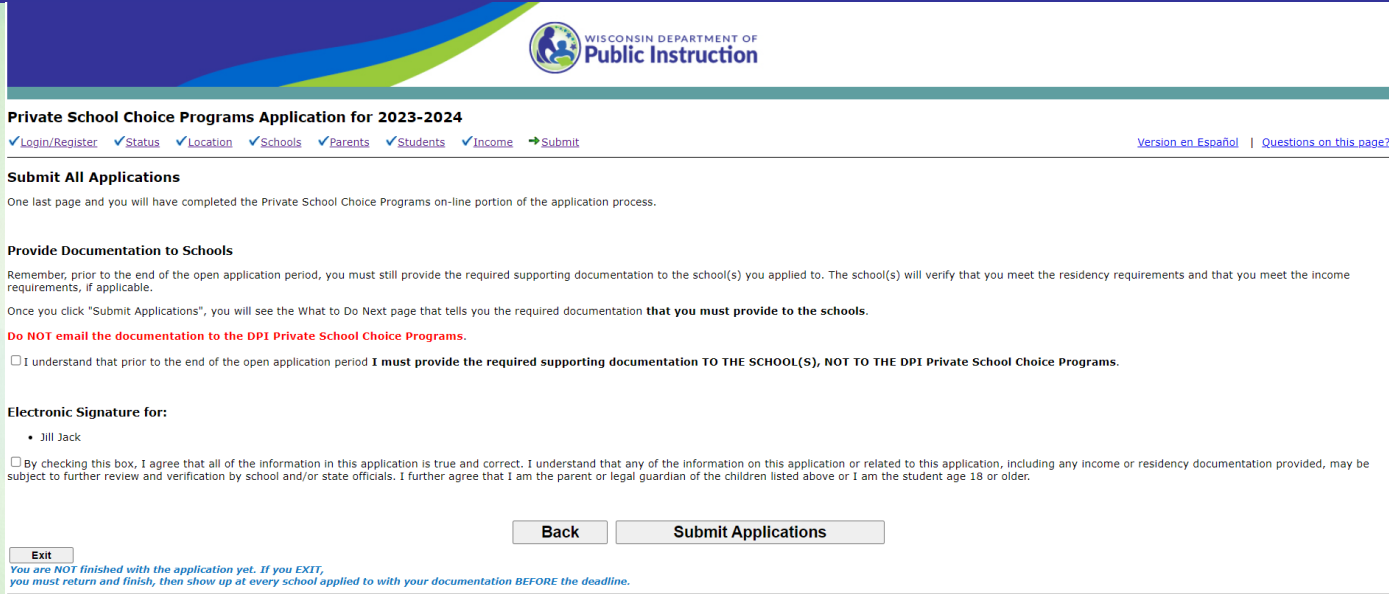
[Back]   [Yes, all information is correct]

[Exit]

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

Submission Screens

✔Login/Register   ✔Status   ✔Location   ✔Schools   ✔Parents   ✔Students   ✔Income   ➜Submit   Version en Español | Questions on this page?

Submit All Applications

One last page and you will have completed the Private School Choice Programs on-line portion of the application process.

Provide Documentation to Schools

Remember, prior to the end of the open application period, you must still provide the required supporting documentation to the school(s) you applied to. The school(s) will verify that you meet the residency requirements and that you meet the income requirements, if applicable.

Once you click "Submit Applications", you will see the What to Do Next page that tells you the required documentation **that you must provide to the schools**.

Do NOT email the documentation to the DPI Private School Choice Programs.

☐ I understand that prior to the end of the open application period **I must provide the required supporting documentation TO THE SCHOOL(S), NOT TO THE DPI Private School Choice Programs.**

Electronic Signature for:

- Jill Jack

☐ By checking this box, I agree that all of the information in this application is true and correct. I understand that any of the information on this application or related to this application, including any income or residency documentation provided, may be subject to further review and verification by school and/or state officials. I further agree that I am the parent or legal guardian of the children listed above or I am the student age 18 or older.

[Back]   [Submit Applications]

[Exit]
You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- **Parent must check both boxes before hitting the "Submit Applications" button.**

Confirmation Screens

1. Confirmation that the school(s) received the application.
2. Indicates what document(s) the parent must provide to the school(s).

Confirmation Screens

3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. **If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.**

Required Income Documentation (ALL of the following):

No income-related documentation will be required.

Required Residency Documentation (ONE of the following):

Provide one of the documents below that includes the **name of one of the parents/legal guardians on the application and the address on the application**.

1. **Wage statement** (i.e. pay check stub) or **2022 Form W2 Wage and Tax Statement**. *Note: 2022 Form W2 Wage and Tax Statements are not acceptable for applications received after April 2023.*

2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill**. Cell phone bills are NOT acceptable. The date that is used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill. The bill must be for services at the address on the application. If the bill includes both a mailing address and a service address, the addresses must match, unless the mailing address is a PO Box or email address.

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application**. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to the address on the application for service at that address.

4. **Governmental correspondence**. Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2" Cash Benefits, FoodShare "Food Stamps", United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.

5. **Signed and dated lease agreement with a term that includes the date the parent/legal guardian applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the application. Expired leases are NOT acceptable. Generally, the parent/legal guardian should try to provide one of the allowed residency documents other than a month to-month lease. However, if a month-to-month lease is used, the start date must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.

6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization. The letter must indicate the family lived at the address on the application during the required time period.

7. Properly completed **Alternative Residency Verification form** only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The Alternative Residency Verification form is available at http://dpi.wi.gov/choice under 'Residency'.

Please do not also send in a paper application to the school offices - your application has already been submitted to the school(s).

4. If you need to make a change:
   ○ Use your email address and password to return to this application process.
   ○ You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
   ○ Any corrections must be completed and submitted before the end of the last day of the open application period.

5. We suggest you then **close this browser window** for security purposes.

[Back]   [Close this Window]

1. Confirmation that the school(s) received the application.
2. Indicates what document(s) the parent must provide to the school(s).

Questions?

- If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. For school contact information, please see the school lists in the "Find Participating Schools and Open Application Periods" section of the https://dpi.wi.gov/choice webpage.

- If you have technical questions regarding using the online parent application, please email PrivateSchoolChoice@dpi.wi.gov.