

# 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.

#### Returning Users

Email Address:

Password:

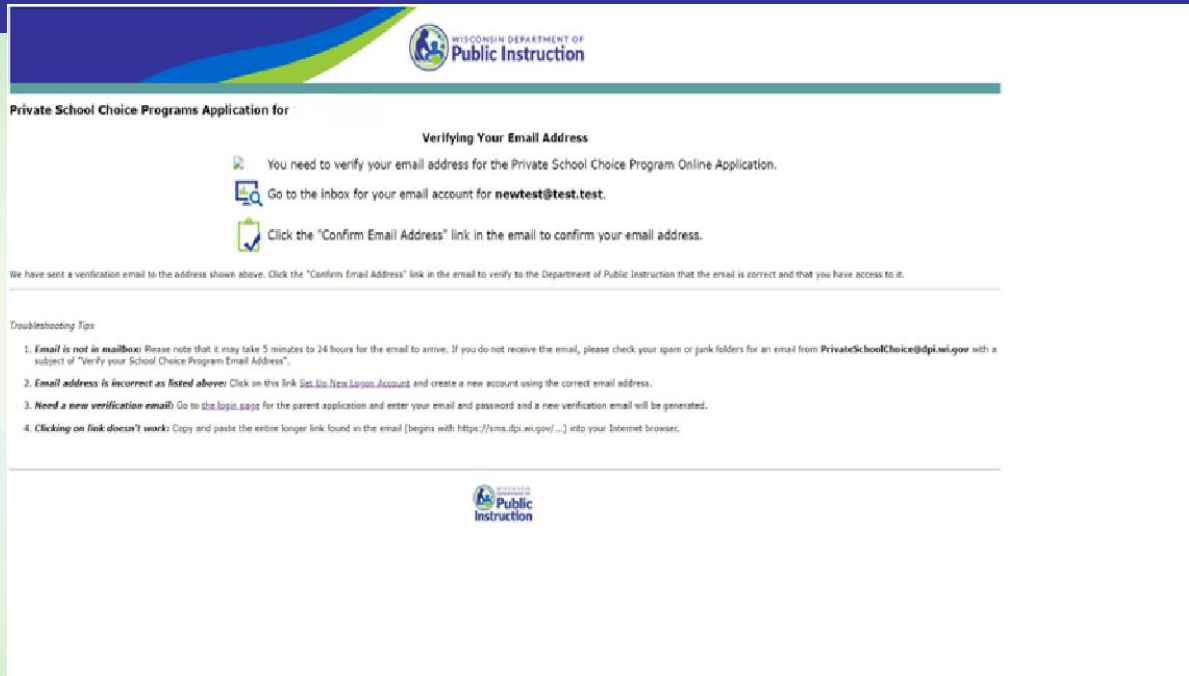
[Forgot your password?](#)

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

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





The screenshot shows the 'Private School Choice Programs Application for Verifying Your Email Address' page. At the top is the Wisconsin Department of Public Instruction logo. Below the header, the title 'Private School Choice Programs Application for' is followed by 'Verifying Your Email Address'. The main content area contains three steps: 1. An icon of an envelope and text stating 'You need to verify your email address for the Private School Choice Program Online Application.' 2. An icon of a magnifying glass over an envelope and text 'Go to the inbox for your email account for **newtest@test.test**.' 3. An icon of a checkmark in a box and text 'Click the "Confirm Email Address" link in the email to confirm your email address.' Below this, a paragraph states: 'We have sent a verification email to the address shown above. Click the "Confirm Email Address" link in the email to verify to the Department of Public Instruction that the email is correct and that you have access to it.' A 'Troubleshooting Tips' section follows with four numbered items: 1. 'Email is not in mailbox: Please note that it may take 5 minutes to 24 hours for the email to arrive. If you do not receive the email, please check your spam or junk folders for an email from **PrivateSchoolChoice@dpi.wi.gov** with a subject of "Verify your School Choice Program Email Address".' 2. 'Email address is incorrect as listed above: Click on this link **Get Us New Login Account** and create a new account using the correct email address.' 3. 'Need a new verification email: Go to the **login page** for the parent application and enter your email and password and a new verification email will be generated.' 4. 'Clicking on link doesn't work: Copy and paste the entire longer link found in the email (begins with **https://sm.s.dpi.wi.gov/...**) into your Internet browser.' The page ends with the Wisconsin Department of Public Instruction logo.

Private School Choice Programs Application for

### Verifying Your Email Address

 You need to verify your email address for the Private School Choice Program Online Application.

 Go to the inbox for your email account for **newtest@test.test**.

 Click the "Confirm Email Address" link in the email to confirm your email address.

We have sent a verification email to the address shown above. Click the "Confirm Email Address" link in the email to verify to the Department of Public Instruction that the email is correct and that you have access to it.

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*Troubleshooting Tips*

1. **Email is not in mailbox:** Please note that it may take 5 minutes to 24 hours for the email to arrive. If you do not receive the email, please check your spam or junk folders for an email from **PrivateSchoolChoice@dpi.wi.gov** with a subject of "Verify your School Choice Program Email Address".
2. **Email address is incorrect as listed above:** Click on this link **Get Us New Login Account** and create a new account using the correct email address.
3. **Need a new verification email:** Go to the **login page** for the parent application and enter your email and password and a new verification email will be generated.
4. **Clicking on link doesn't work:** Copy and paste the entire longer link found in the email (begins with **https://sm.s.dpi.wi.gov/...**) into your Internet browser.

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

# Login/Register Screens



The screenshot shows the 'Private School Choice Programs Application for 2023-2024' login/register screen. At the top, there is a header with the Wisconsin Department of Public Instruction logo and title. Below the header, the page title 'Private School Choice Programs Application for 2023-2024' is displayed. A navigation bar contains links: 'Login/Register' (active), 'Status', 'Location', 'Schools', 'Parents', 'Students', 'Income', and 'Submit'. To the right of the navigation bar are links for 'Version en Español' and 'Questions on this page?'. The main section is titled 'Review Login Data' and contains the instruction: 'Please review your sign-in data. If all is correct, click on Continue to enter the application.' Below this, the 'Email Address' field is shown with a redacted email address. To the right of the email field are two links: 'Change Email Address' and 'Change Password'. At the bottom of the form area are two buttons: 'Exit' and 'Continue'. Below the 'Exit' button is a warning message: '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.' At the very bottom of the page is the Wisconsin Department of Public Instruction logo and a footer note: 'For questions about this page, see Questions on the Application Process'. The page ID 'PageID: 1.0' is located in the bottom right corner.

Private School Choice Programs Application for 2023-2024

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

### Review Login Data

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

Email Address: [REDACTED] ■ [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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For questions about this page, see [Questions on the Application Process](#)

PageID: 1.0

- 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](#)

[Version en Español](#) | [Questions on this page?](#)

### 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.dpi.state.wi.us/safe-at-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:  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:

[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



## Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [→ Schools](#) [■ Parents](#) [■ Students](#) [■ Income](#) [■ Submit](#)

[Version en Español](#) | [Questions on this page?](#)

### Choose Schools in the Wisconsin Parental Choice Program

Based on your school district, you may participate in the **Wisconsin Parental Choice Program (WPCP)**.

Please enter all schools that any of your children are applying to in the WPCP application period. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

No schools have been chosen yet - please click on **Add a School** below.

Add a School

Back

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.*



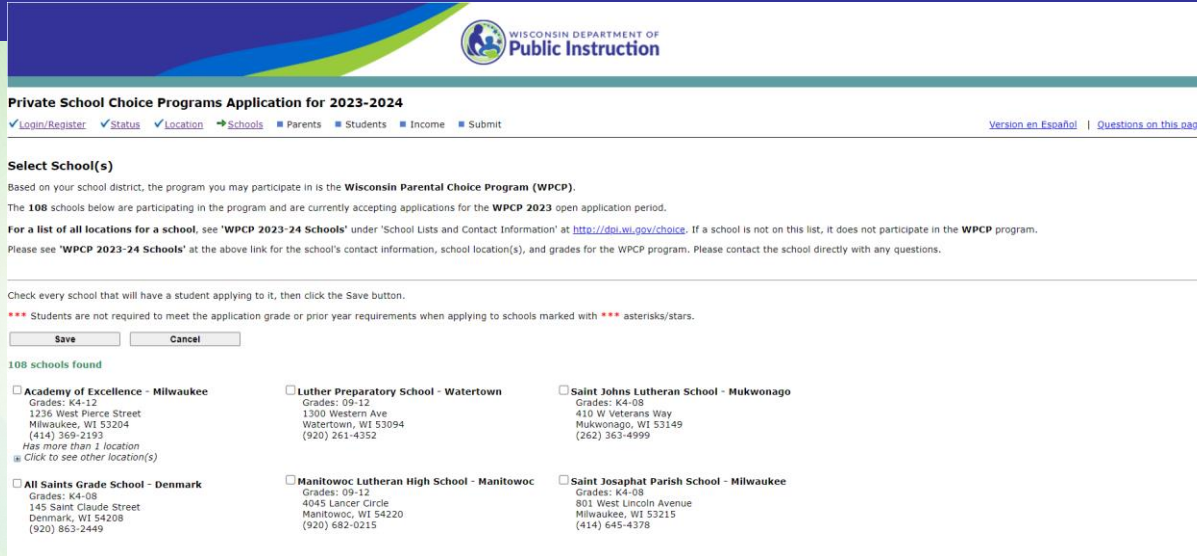
For questions about this page, see [Questions on the Application Process](#)

PageID: 4.0

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



**Private School Choice Programs Application for 2023-2024**

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#) [Version en Español](#) | [Questions on this page?](#)

**Select School(s)**

Based on your school district, the program you may participate in is the **Wisconsin Parental Choice Program (WPCP)**.

The **108** schools below are participating in the program and are currently accepting applications for the **WPCP 2023** open application period.

For a list of all locations for a school, see 'WPCP 2023-24 Schools' under 'School Lists and Contact Information' at <http://doe.wi.gov/choice>. If a school is not on this list, it does not participate in the **WPCP** program. Please see 'WPCP 2023-24 Schools' at the above link for the school's contact information, school location(s), and grades for the WPCP program. Please contact the school directly with any questions.

Check every school that will have a student applying to it, then click the Save button.

\*\*\* Students are not required to meet the application grade or prior year requirements when applying to schools marked with \*\*\* asterisks/stars.


108 schools found

<input type="checkbox"/> <b>Academy of Excellence - Milwaukee</b> Grades: K4-12 1236 West Pierce Street Milwaukee, WI 53204 (414) 369-2193 Has more than 1 location <a href="#">Click to see other location(s)</a>	<input type="checkbox"/> <b>Luther Preparatory School - Watertown</b> Grades: 09-12 1300 Western Ave Watertown, WI 53094 (920) 261-4352	<input type="checkbox"/> <b>Saint Johns Lutheran School - Mukwonago</b> Grades: K4-08 410 W Veterans Way Mukwonago, WI 53149 (262) 363-4999
<input type="checkbox"/> <b>All Saints Grade School - Denmark</b> Grades: K4-08 145 Saint Claude Street Denmark, WI 54208 (920) 863-2449	<input type="checkbox"/> <b>Manitowoc Lutheran High School - Manitowoc</b> Grades: 09-12 4045 Lancer Circle Manitowoc, WI 54220 (920) 682-0215	<input type="checkbox"/> <b>Saint Josaphat Parish School - Milwaukee</b> Grades: K4-08 801 West Lincoln Avenue Milwaukee, WI 53215 (414) 645-4378

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.

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.

# School List Screens

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## Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#) [Version en Español](#) | [Questions on this page?](#)

### Choose Schools in the Wisconsin Parental Choice Program

Based on your school district, you may participate in the **Wisconsin Parental Choice Program (WPCP)**.  
Please enter all schools that any of your children are applying to in the WPCP application period. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

1 school has been chosen


School	City
<a href="#">Remove School</a> Academy of Excellence - Milwaukee (WPCP)	Milwaukee

[Add Another School](#)

Have you entered all possible schools that you have a student applying to? If so, click the YES button below.

[Exit](#) [Back](#) [Yes, the list is complete](#)

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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For questions about this page, see [Questions on the Application Process](#)

PageID: 4.0

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



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## 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

First name:   
Middle Initial:   
Last Name:   
Suffix:

- ☐ Yes  
☐ No

Does the above person reside  
at 1234 Main St  
Pleasant Prairie, WI?

- ☐ Yes  
☒ No

Is the above person also  
one of the students  
applying? (age 18 or older)

#### Second Parent/Legal Guardian

First name:   
Middle Initial:   
Last Name:   
Suffix:

- ☐ Yes  
☐ No

Does the above person reside  
at 1234 Main St  
Pleasant Prairie, WI?

- ☐ Yes  
☐ No

Is the above person also  
one of the students  
applying? (age 18 or older)

#### Contact Numbers

*Include area code. At least one phone is required.*

Home Phone:

Work phone:

Cell phone:

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

The screenshot shows the 'Student Information' section of the application. At the top, there is a navigation bar with links: Login/Register, Status, Location, Schools, Parents, Students, Income, and Submit. The 'Students' link is highlighted. Below the navigation bar, the title 'Private School Choice Programs Application for 2023-2024' is displayed. The 'Student Information' section prompts the user to enter the legal name of the student, with a note that no nicknames should be used. The form includes fields for First Name, Last Name, Middle Name, and Suffix. There are also radio buttons for Gender (Male/Female), a date field for Date of Birth (format mm/dd/yyyy), a dropdown for Grade for 2023-24, and radio buttons for 'Is this student in foster or kinship care?' (Yes/No). Below these fields, there are sections for 'Ethnicity' and 'Race'. The 'Ethnicity' section has radio buttons for 'Hispanic or Latino' and 'Not Hispanic or Latino'. The 'Race' section has a 'Check all that apply' checkbox followed by a list of race options: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White. At the bottom of the form, there are 'Exit' and 'Continue' buttons. A warning message states: '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.' The Wisconsin Department of Public Instruction logo is at the bottom center, and the page ID '6.1' is at the bottom right.

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Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#) [Version en Español](#) | [Questions on this page?](#)

**Student Information**

Please enter the legal name of the student below - no nicknames please.

First Name:  Middle Name:   
Last Name:  Suffix:

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

Gender: ☐ Male ☐ Female  
Date of Birth:  mm/dd/yyyy  
Grade for 2023-24:  Select...  
Is this student in foster or kinship care? ☐ Yes ☒ No

**Ethnicity**  
Check One: ☐ Hispanic or Latino  
☐ Not Hispanic or Latino

**Race**  
Check all that apply: ☐ American Indian or Alaskan Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or other Pacific Islander  
☐ White

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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For questions about this page, see [Questions on the Application Process](#)

PageID: 6.1

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

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Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [✓ Schools](#) [✓ Parents](#) [➔ Students](#) [■ Income](#) [■ Submit](#) [Version en Español](#) | [Questions on this page?](#)

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Schools that **Test Student** is Applying To

Please check the box in front of each school this student is applying to.

If there is more than one school listed, please indicate the preference for each school, with 1 being the highest preference, 2 being the 2nd preference, et cetera.

---

☐ Academy of Excellence - Milwaukee (WPCP) - Grade 03  
1236 West Pierce Street  
Milwaukee, WI 53204  
(414) 369-2193

\* Students are not required to meet the application grade or prior year requirements when applying to schools marked with \* asterisk/star.

School not listed? [Click here](#)

Please see **WPCP 2023-24 Schools** under 'School Lists and Contact Information' at <http://dpi.wi.gov/choice> for a list of schools participating in the WPCP program, with the school's contact information, grades, and application periods. Please contact the school directly with any questions.

*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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For questions about this page, see [Questions on the Application Process](#)

PageID: 6.2

- 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



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## Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [✓ Schools](#) [✓ Parents](#) [→ Students](#) [■ Income](#) [■ Submit](#)

[Version en Español](#) | [Questions on this page?](#)

### 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:

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](#)

PageID: 6.3

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

# Student Screens



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## Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#)

[Version en Español](#) | [Questions on this page?](#)

### All Children Applying to the Wisconsin Parental Choice Program

Please enter all children that are applying to the Wisconsin Parental Choice Program who reside at 1234 Main St in Pleasant Prairie and for whom A B and C D are the parents or legal guardians. Click on the "Add" button to add to the list.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

	Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Status	In Foster or Kinship Care
<a href="#">Remove</a> <a href="#">Edit</a>	Test Student	05/06/2014	03	Academy of Excellence - Milwaukee (WPCP)	School in another state	New to WPCP	No

#### If any of the information above is incorrect:

- Click the [Edit](#) link to select schools, change the name, date of birth, grade, gender, race, or attendance information.
- If the Student Status is incorrect (for example listed as new instead of continuing), click the [Edit](#) link next to student's name and check your student's first name, last name, and date of birth.
  - If the student's first name, last name or date of birth is incorrect, update the information.
  - If they are correct, contact the school(s) to which you are applying for next steps and tell the school(s) the student's first name, last name and date of birth you entered here.
- Click the [Remove](#) link to completely remove the student's application to the Wisconsin Parental Choice Program for the **2023-2024 school year**.

[Add Another Child](#)

Have you entered all children that are applying for the WPCP? If so, click the YES button below.

[Exit](#)

[Back](#)

[Yes, the list is complete](#)

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](#)


PageID: 6.0

- 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

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## Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [✓ Schools](#) [✓ Parents](#) [✓ Students](#) [→ Income](#) [■ Submit](#)

[Version en Español](#) | [Questions on this page?](#)


### Need for Income-Related Data

Since you have students that are either **new applicants** to the Choice program, or were **not on the waiting list** for the **same** Choice program last year, **you will need to provide income related information** to determine if you are income-eligible for the Choice program on the following pages.

Please click on the Continue button below to get started.

[Exit](#) [Back](#) [Continue](#)

*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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For questions about this page, see [Questions on the Application Process](#)

PageID: 8.0

- 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

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Public Instruction

## Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#) [Version en Español](#) | [Questions on this page?](#)

### 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.

[Exit](#) [Back](#) [Continue](#)


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

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## Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#)

[Version en Español](#) | [Questions on this page?](#)

### Income Determination Method

Which method do you want to use to determine income eligibility? ☐ Department of Revenue (DOR) ☐ Department of Public Instruction (DPI)

<ul style="list-style-type: none"><li>• <b>Department of Revenue (DOR) Process</b><ul style="list-style-type: none"><li>◦ You enter your social security numbers (SSN) or tax ID numbers in this online application.<ul style="list-style-type: none"><li>▪ For an immediate answer, you may electronically submit your SSN or tax ID numbers to the DOR in this online application to determine income eligibility for the program, or</li><li>▪ You may wait and ask the school to submit your SSN or tax ID numbers for you to determine income eligibility for the program.</li></ul></li><li>◦ You may use the DOR method if you have filed taxes for 2022 and/or 2021.</li><li>◦ You must use the DPI method if you <b>have not filed</b> taxes for 2022 and 2021.</li><li>◦ See question 8 in the <a href="#">Income FAQs</a> for additional information on when you will and will not be able to use the DOR method.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <b>Department of Public Instruction (DPI) Process</b><ul style="list-style-type: none"><li>◦ You enter your family's 2022 income information in this online application. Tax year 2022 is the only year allowed for the DPI method.<ul style="list-style-type: none"><li>▪ If you filed taxes for 2022, respond Yes to the did you file question on the following page and enter your Adjusted Gross Income (AGI).</li><li>▪ If you <b>have not filed</b> taxes for 2022, respond No to the did you file question on the following page and enter your income sources.</li></ul></li><li>◦ The application will tell you what income documentation you must provide to the school.</li><li>◦ The school will verify that you are income eligible for the program.</li><li>◦ See Question 10 in the <a href="#">Income FAQs</a> for additional information on the DPI method.</li></ul></li></ul>
--	--


[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.

[Back](#) [Continue](#)

- 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)

 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](#) | [Questions on this page?](#)

### Wisconsin Department of Revenue (DOR) Income Verification

Please see the [Income FAQ](#) for information on how the DOR determines income eligibility.

**You have indicated that you would like DOR to verify your income eligibility for the Choice program. To help you decide whether you should use the DOR Income Determination Method, please review the following information:**

- The DOR may use your 2022 **OR** 2021 Wisconsin Income Tax Return(s) for the income determination and will not indicate which year is used.  
If the adjusted gross income on your 2021 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return(s).  
If Testa Parent or Testb Parent filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

**Please answer the following questions:**

1. Is your adjusted gross income for Testa Parent and Testb Parent on the **2021** (not 2022) Wisconsin Income Tax Return(s), minus the \$7,000 marriage benefit adjustment, **less than or equal to** the maximum income limit amount of **50,666.00**?  
☐ Yes ☐ No ☐ Don't Know
2. Did Testa Parent file a joint tax return for 2022 **OR** 2021 with anyone other than Testb Parent?  
☐ Yes ☐ No
3. Did Testb Parent file a joint tax return for 2022 **OR** 2021 with anyone other than Testa Parent?  
☐ Yes ☐ No
4. I understand that if the DOR determines that we do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2023-24 school year. Note: if you also have continuing students on this application, you will be able to proceed with the application process for the continuing students.  
☐ Yes ☐ No
5. I understand that if the DOR determines that we do not meet the income eligibility requirements for the Choice program, we **will not** be able to change to the DPI Income Determination Method.  
☐ Yes ☐ No

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.

- 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)

Private School Choice Programs Application for


✓ Login/Register ✓ Status ✓ Location ✓ Schools ✓ Parents ✓ Students → Income Submit

**Enter Social Security or Taxpayer ID Numbers**

You have indicated that you would like the DOR to check to see if they have records for income eligibility.

1. Check to be sure that the first and last names of the parents match EXACTLY what was used when your taxes were filed.  
If the names are incorrect, click on [Parent/Legal Guardian Names](#), and change the parent names to match the tax returns.
2. Enter the Social Security or Taxpayer ID number for each parent listed below, and check the "I'm not a robot" box below.

Enter Social Security Number or Taxpayer ID for **Test Parent**:

☐ I'm not a robot 

For testing: choose which result you want:

☐ Records found  
☐ NO Records found  
☒ Use real DOR results

Back Continue

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)

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 page, 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 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's income verification deadline.

☐ 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 to with your documentation BEFORE the deadline.

WISCONSIN DEPARTMENT OF  
Public Instruction

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

- 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)

The screenshot shows the 'Private School Choice Programs Application for 2023-2024' interface. At the top, there is a navigation bar with the Wisconsin Department of Public Instruction logo and a progress bar with links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted), and Submit. A link for 'Version en Español' and 'Questions on this page?' is also present. Below the navigation bar, the section 'Need for Income-Related Data' is displayed. A green box contains a warning: 'Since all your students are either new applicants to the Choice program, or were not on the waiting list for the same Choice program last year, and DOR found that you are not income-eligible, you will not be able to submit eligible applications for the students you have listed.' Below this, a paragraph explains that if the DOR income determination is incorrect, the user may submit the ineligible application(s) and provide information to the school. It then asks, 'Do you want to proceed with reviewing and submitting the ineligible student application(s)?' with radio buttons for 'Yes' and 'No'. Below the radio buttons are 'Back' and 'Continue' buttons. An 'Exit' button is also visible. At the bottom, there is a footer with the Wisconsin Department of Public Instruction logo, a link for 'Questions on the Application Process', and the page ID '8.0'.

Private School Choice Programs Application for 2023-2024

[Login/Register](#) [Status](#) [Location](#) [Schools](#) [Parents](#) [Students](#) [Income](#) [Submit](#) [Version en Español](#) | [Questions on this page?](#)

**Need for Income-Related Data**

Since all your students are either **new applicants** to the Choice program, or were **not on the waiting list** for the same Choice program last year, and **DOR found that you are not income-eligible**, you will not be able to submit eligible applications for the students you have listed.

If you think the DOR income determination is incorrect, you may submit the ineligible application(s), contact the school, and provide information to the school about why you think the determination is incorrect. The school may request copies of the first two pages of your 2021 and/or 2022 Federal IRS 1040.

Do you want to proceed with reviewing and submitting the ineligible student application(s)?  
You should only click yes if you think the DOR income determination is incorrect. Otherwise click no.

☐ Yes  
☐ No

[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](#)

PageID: 8.0

- 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)



## Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [✓ Schools](#) [✓ Parents](#) [✓ Students](#) [➔ Income](#) [■ Submit](#)

[Version en Español](#) | [Questions on this page?](#)

### Income Documentation

We need to collect information regarding your income. It would be helpful if you collect the documents before proceeding, as you will need to enter amounts from those documents in this application. As well, you will need to take those documents directly to each school applied to as proof of income eligibility, and they will need to match the information that you enter here.

The Federal 1040 income form questions below include just the 1040 form. If you did not file a 1040, answer 'No' to the 1040 questions. Future pages will ask for other income documentation.

Did **Parenta Parent** file a 2022 Federal 1040 income form with the IRS? ☐ Yes ☐ No

Did **Parentb Parent** file a 2022 Federal 1040 income form with the IRS? ☐ Yes ☐ No

If Yes to both questions above, was the 2022 Federal 1040 form filed as a **joint tax return** for Parenta Parent and Parentb Parent? ☐ Yes ☐ No/Not Applicable

[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](#)

PageID: 10.1A

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



# Income Verification Screens (DPI)

 WISCONSIN DEPARTMENT OF  
Public Instruction

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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:

AGI for Parentb Parent:

Adjusted Gross Income (AGI) can be found on Line 11 of the Federal 1040 form.


Exit

Back

Continue

*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.*

---

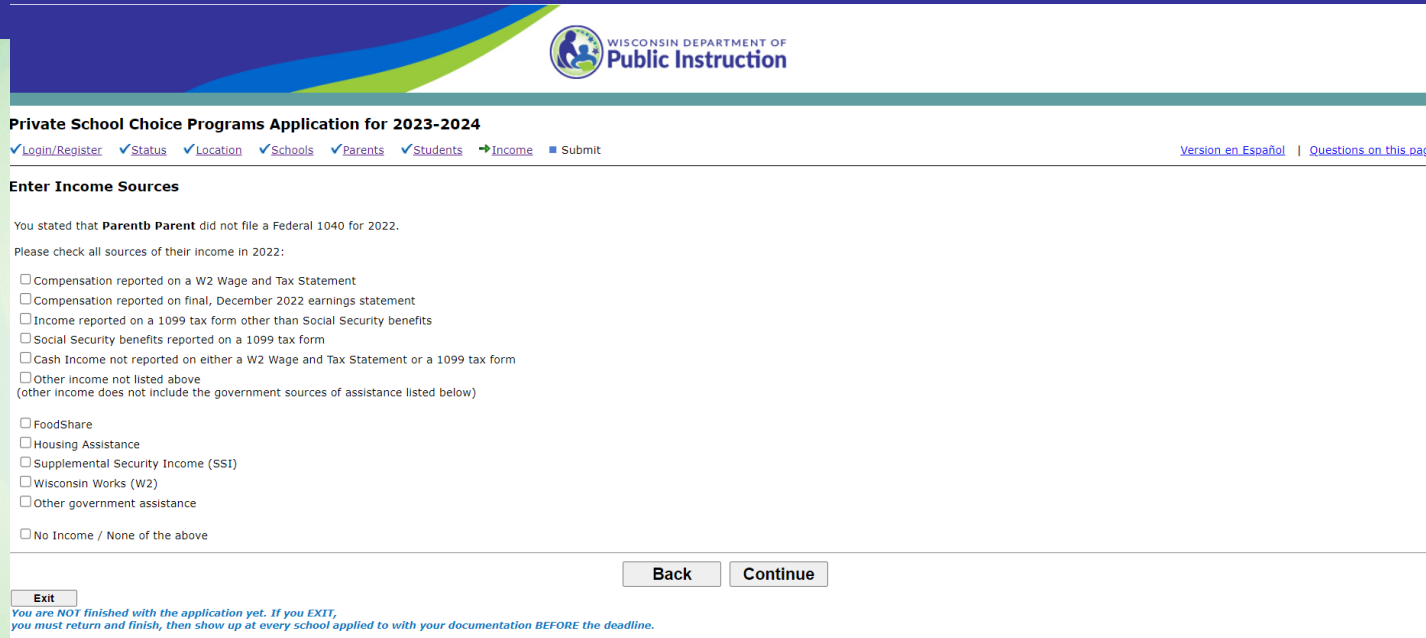
 WISCONSIN DEPARTMENT OF  
Public Instruction

For questions about this page, see [Questions on the Application Process](#)

PageID: 10.3A

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

# Income Verification Screens (DPI)



The screenshot shows the 'Private School Choice Programs Application for 2023-2024' on the Wisconsin Department of Public Instruction website. The navigation bar includes links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted), and Submit. The 'Enter Income Sources' section contains instructions to check all income sources for 2022. A list of checkboxes includes: 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 (with a note that other income does not include government sources of assistance), FoodShare, Housing Assistance, Supplemental Security Income (SSI), Wisconsin Works (W2), Other government assistance, and No Income / None of the above. At the bottom, there are 'Exit', 'Back', and 'Continue' buttons. A warning message states: '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.'

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](#) | [Questions on this page](#)

**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

[Exit](#) [Back](#) [Continue](#)

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

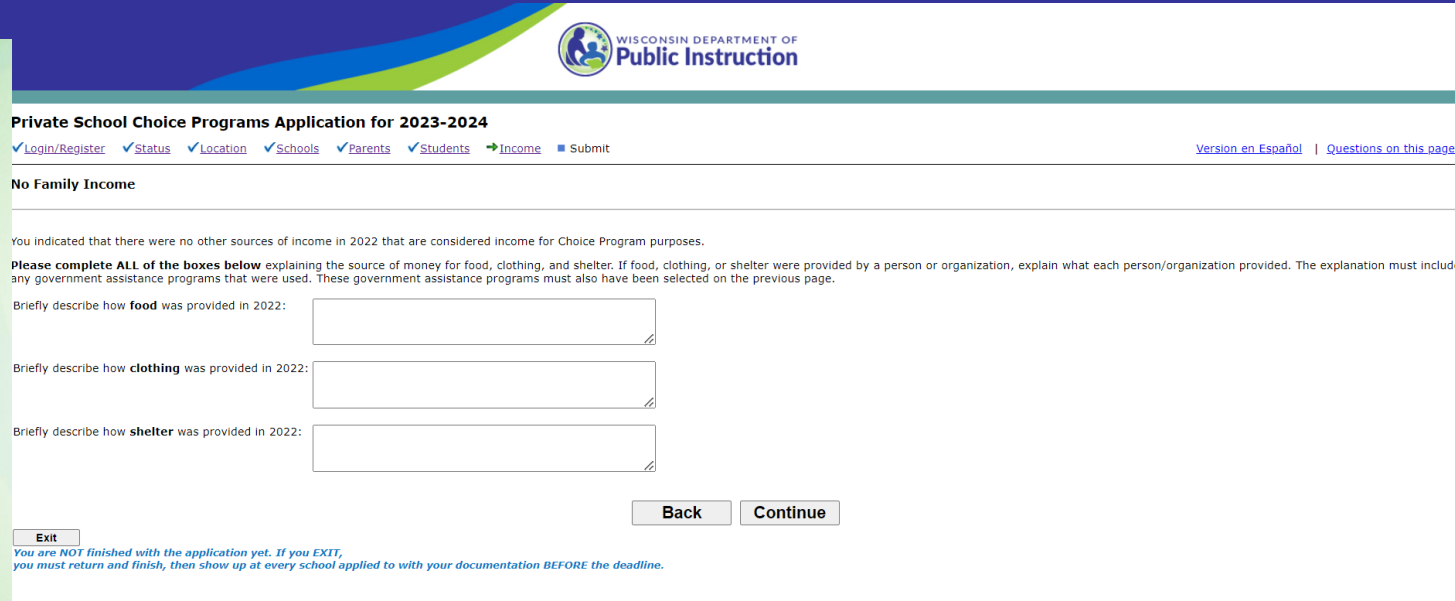
- Supplemental Security Income (SSI) and Social Security Benefits
- The parent will be asked a 1099 tax form question to make sure the correct income has been checked.
- The explanation will tell the parent if they checked Social Security benefits, SSI, or both for their sources of income/government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



The screenshot shows the 'Income Verification' screen of the 'Private School Choice Programs Application for 2023-2024'. At the top, the Wisconsin Department of Public Instruction logo is visible. Below the title, a navigation bar includes links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted), and Submit. A link for 'Version en Español' and 'Questions on this page' is also present. The main heading is 'No Family Income'. A paragraph states: '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.' Below this, there are three text input fields with labels: 'Briefly describe how food was provided in 2022:', 'Briefly describe how clothing was provided in 2022:', and 'Briefly describe how shelter was provided in 2022:'. At the bottom, there are 'Back' and 'Continue' buttons, and an 'Exit' button. A note at the very bottom reads: '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.'

Private School Choice Programs Application for 2023-2024

[✓ Login/Register](#) [✓ Status](#) [✓ Location](#) [✓ Schools](#) [✓ Parents](#) [✓ Students](#) [→ Income](#) [■ Submit](#) [Version en Español](#) | [Questions on this page](#)

### 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:

[Exit](#) [Back](#) [Continue](#)

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



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](#) | [Questions on this page?](#)

### 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

[Go to Top](#)

*Click the Back button below if you need to return to correct any data.*

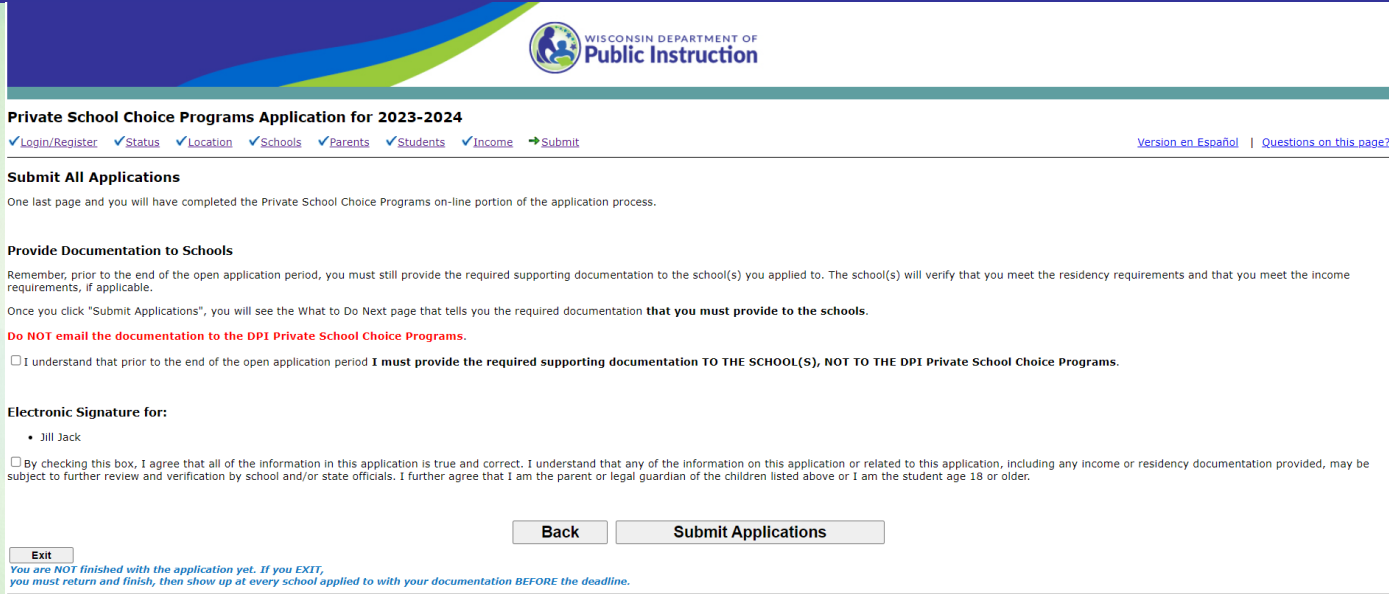
Exit

Back

Yes, all information is correct

*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



The screenshot shows the 'Private School Choice Programs Application for 2023-2024' submission screen. At the top, there is a navigation bar with links: Login/Register, Status, Location, Schools, Parents, Students, Income, and Submit. The 'Submit' link is highlighted with a green arrow. Below the navigation bar, the section 'Submit All Applications' is displayed. It states: 'One last page and you will have completed the Private School Choice Programs on-line portion of the application process.' The next section is 'Provide Documentation to Schools', which includes instructions: '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.' Below this, there is a checkbox: '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.' The 'Electronic Signature for:' section lists 'Jill Jack' as the user. Below the signature, there is a checkbox: '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.' At the bottom, there are two buttons: 'Exit' and 'Submit Applications'. A note at the bottom states: '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.'

**Private School Choice Programs Application for 2023-2024**

[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.

[Exit](#) [Back](#) [Submit Applications](#)

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



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](#) | [Questions on this page?](#)

### What To Do Next - Provide Documentation to School(s)

1. [Print this page.](#)
2. An application for the following student has been submitted by parents/legal guardians **Parenta Parent** and **Parentb Parent**: (*confirmation number: 367293*)
  - **Jill Jack** applied for grade 03 at Academy of Excellence - Milwaukee (WPCP)

**Action Required:** Parents/legal guardians must provide the required documentation listed below **to the school(s)**. *School addresses and phones are in the box below.*

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

Parents/legal guardians with questions should contact the school(s).

School Applied To and Contact Information	Dates That You Must Bring Documentation to the School	Residency Documentation Must be Dated Between the Following Dates
<b>Academy of Excellence - Milwaukee (WPCP)</b> 1236 West Pierce Street Milwaukee, WI 53204 (414) 369-2193	January 23, 2023 - April 20, 2023	September 13, 2022 - April 20, 2023

**NOTE:** If the required documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible.

**Do NOT email the documentation to the Department of Public Instruction's Private School Choice Programs. Provide the documentation to the private school(s).** *School addresses and phones are in the box above.*

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](mailto:PrivateSchoolChoice@dpi.wi.gov).