Training 7-1: OAS Overview

Schools participating in the Choice program use the Online Application System (OAS) to:

- Verify student applications that are submitted by parents;

- Complete and submit program reports;

- View payment listings;

- View wait list pupils;

- View pupil information;

- Complete the Intent to Participate (ITP); and

- Export student data, if needed.

Authorized Users

- Only authorized and trained Choice administrators and designees may request an OAS username and password.

- The Chair of the Governing Board can authorize a Choice administrator.

- The Choice administrator can authorize individuals to serve as designees.

- Both administrators and designees may be associated with more than one school.

Authorized Users: The Choice Administrator

- Each private school participating in the Choice Programs must have a Choice administrator. The Choice administrator must have a username and password for OAS in order to submit required Choice programs reports.

- The Choice administrator must be one of the following: (1) an owner of the private school; or (2) an individual appointed as the choice administrator by the school's governing body.

- The Choice administrator must sign the Notice of Intent to Participate form and have at least a bachelor degree from an accredited institution or a teaching or administrator license issued by the department.

Authorized Users: Designees

- A designee is an employee of the school who has been authorized by the Choice administrator to review and approve student applications.

- There are no specific educational credentials required to be a designee.

Authorized Users: Designees (continued)

- Designees may verify and submit completed student applications in OAS and request changes to applications already entered in OAS.

- Designees may also assist in the completion of reports in OAS (such as pupil count reports and continuing eligibility reports) required as part of the Choice program; however, the Choice administrator must submit these reports.

Disqualified Persons

- If a school is barred from participating in the program when an individual is a designee, Choice administrator, or governing board member, the individual may be included on a disqualified person list.

- Disqualified persons may not have an ownership interest in, serving as an officer, director, trustee, administrator or administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for seven years from the date of the state superintendent's order barring or terminating the private school from the program.

New Choice Administrator Getting Access to OAS: New Schools

Request OAS access beginning mid-November and before the ITP due date of January 10.

Email the following to privateschoolchoice@dpi.wi.gov:

- Private School Code

- School legal name matching the school's correct name in the Private School Directory

- School's Choice administrator legal name and phone number at the school

- A statement that the Choice administrator is requesting access to OAS for the new school to complete the ITP

The DPI will provide the Choice administrator a username and password via secure email.

Choice administrators must complete required trainings and online quizzes to retain OAS access and must also complete Fiscal Management Training. See Choice Administrator Training and Access to OAS and the School Registration Information webpages for more information about deadlines and required trainings.

New Choice Administrator of Continuing Schools Getting Access to OAS: Form

• For continuing schools, if there is a change in the Choice administrator or change in the Choice administrator's contact information, the Choice Administrator Authorization and Update form will be used. This form is located on the [School Submitted Reports and Forms](#) web page.

• The form must provide information verifying the individual meets credential and training requirements.

• The form must be signed by the Choice administrator and the governing board chair, if there is a change in Choice administrator.

Designee Getting Access to OAS: Form

- The Designee Authorization and Update Form is available on the [School Submitted Reports and Forms](#) webpage. A form adding a new designee must:

  - Be complete and signed by the designee and the Choice administrator;

  - Contain an effective date and the personal address of the designee; and

  - Indicate that the designee has completed the OAS Access trainings and OAS Access Quiz or been a Choice administrator or designee within two years of the form's effective date.

- Changes to designee contact information is also reported on this form.

- To remove a designee, the Choice administrator must send an email with the information about which designee(s) should be removed to privateschoolchoice@dpi.wi.gov.

Getting the Username and Password

- Usernames and passwords will be emailed as secure attachments to Choice administrators and authorized designees using kiteworks.

- If you don't already have a kiteworks account, you will be given instruction on how to create an account.

OAS Security

- Keep log in and password information in a secure location.

- Never share your password with anyone else.

- Log out and close browser after each session.

- 20-minute system time-out.

Logging in to OAS

Private School Choice Programs

Welcome to the Online Application System for the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP), and the Wisconsin Parental Choice Program (WPCP).
Please enter your credentials below to log into the system.

Choice Program
Login

Training
Address Search
Milw Addr Search
Racine Addr Search

Choice Program Login
User Name: ✳
Password: ✳

Log In

When you are finished, please click the LOGOUT link to the left
to finish your session and ensure the confidentiality of the data.

- Log in using your username and password issued by the DPI

Left Menu Bar

Choice Program

Logout

Training
Address Search
Milw Addr Search
Racine Addr Search
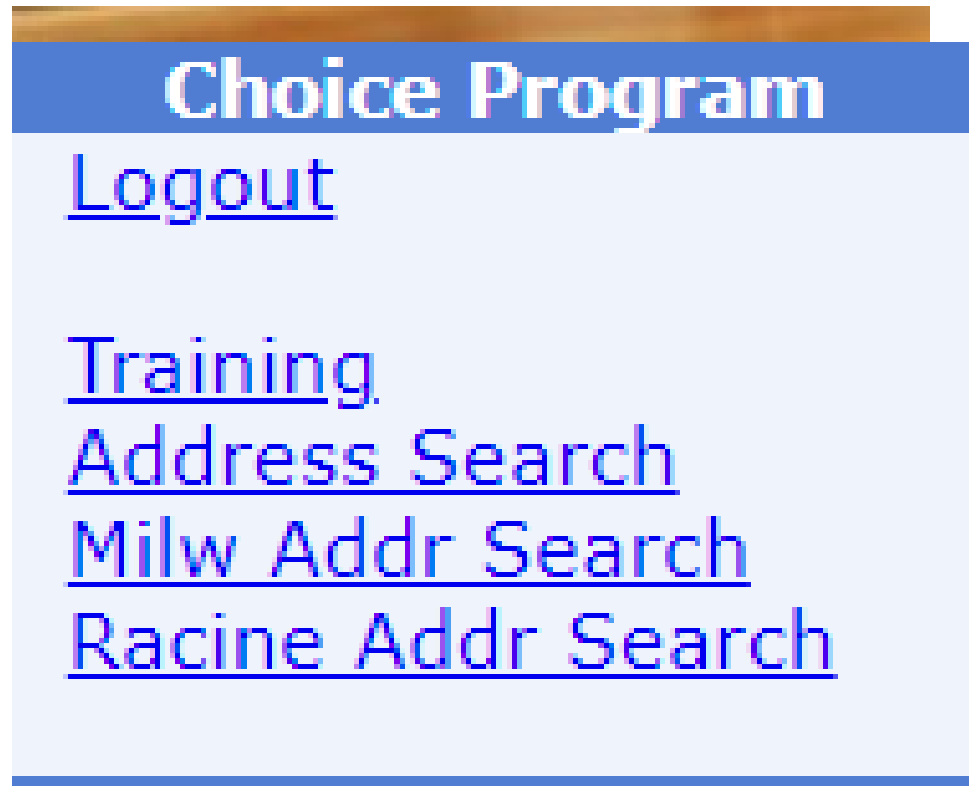
Links to the address verification vary by program the school is logged into
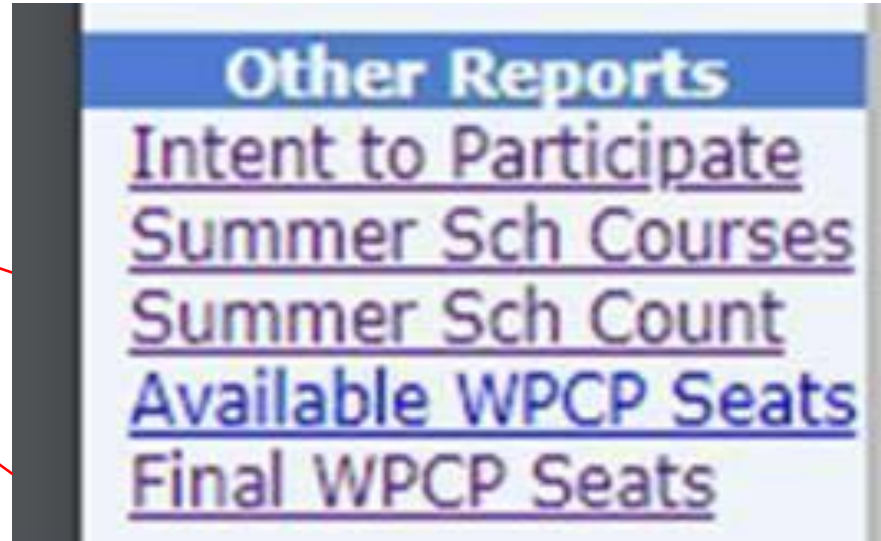
Left Menu Bar--Applications

Includes a summary of all pupil data for your schools.

Applications data may be downloaded to Excel

Applications

App Summary
Submit Apps to DPI
Export to Excel
Export for WISEid
Intent to Attend

Submit Apps to DPI (for MPCP and RPCP)

Export to be used in creating WISEids

Intent to Attend for WPCP
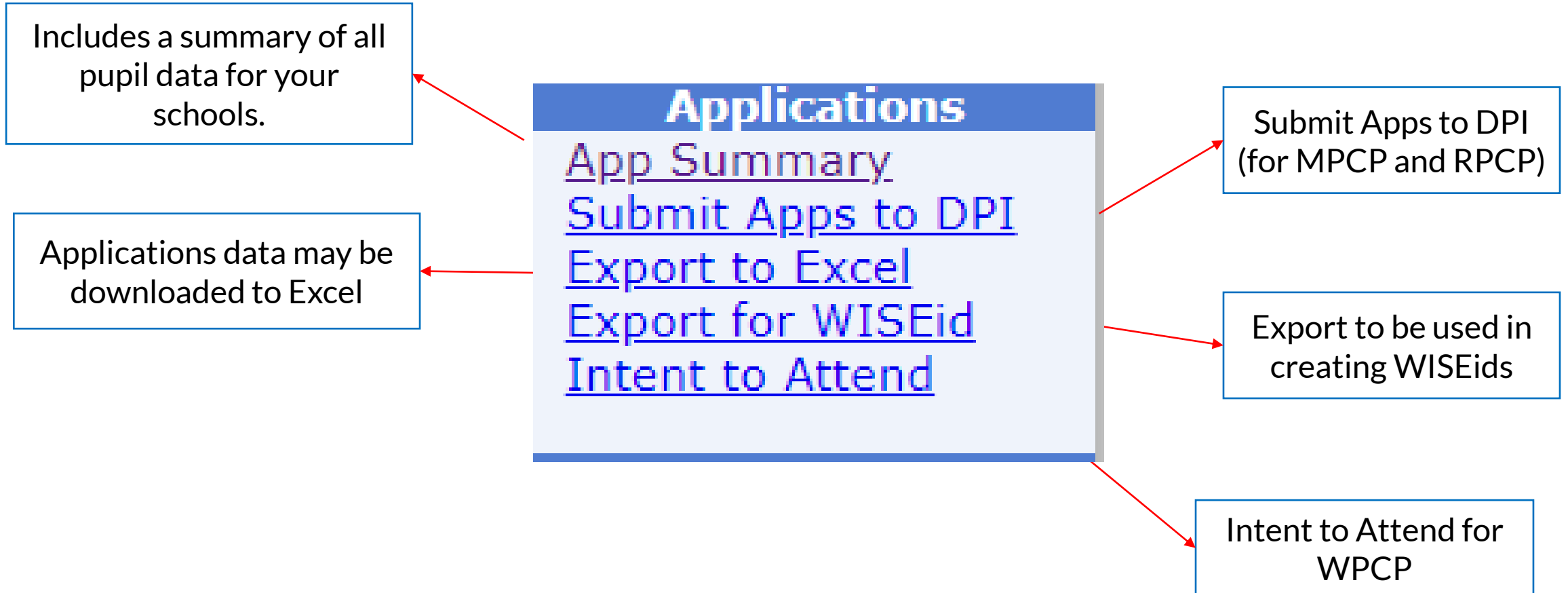
Left Menu Bar—Pupil Count

Pupil Count

Prelim Enrollment
September Count
January Count
Historical Data
Payments

School submitted count reports

Payment listing and adjustments for reconciliation

This report provides a historical certification page with the counts and class lists
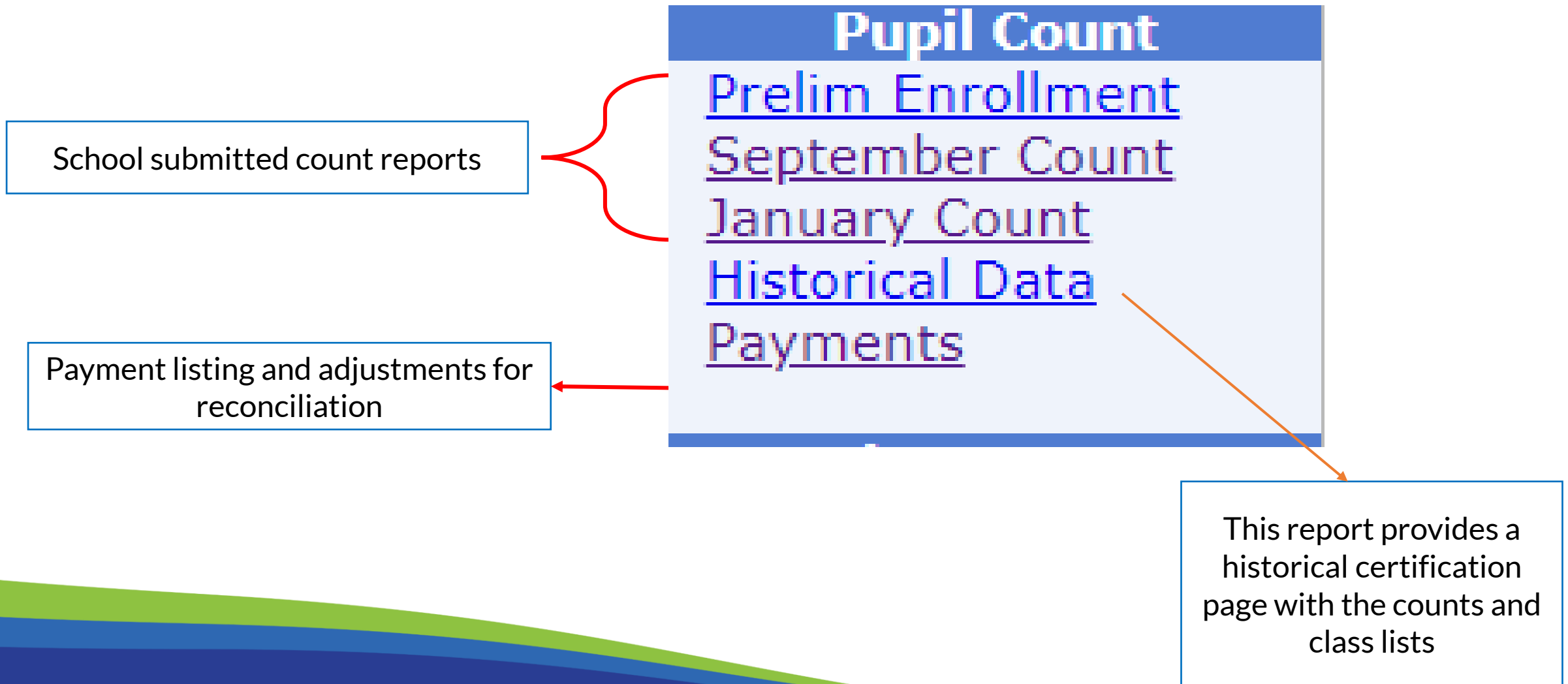
Left Menu Bar--Other Reports

Report for the summer school course offering, dates, and time of instruction

Report to indicate desire to participate in the Choice programs in the coming year

WPCP reports of seats available by grade

School submitted count reports for summer school

Other Reports
Intent to Participate
Summer Sch Courses
Summer Sch Count
Available WPCP Seats
Final WPCP Seats

Application Summary

Application Statuses

- **Not Yet Verified**: A parent has submitted an application to your school—the application is ready to be verified.

- **Verified**: The parent has provided the required documentation to the school and the application has been verified.

- **Submitted**: After verification, the application has been electronically submitted to DPI by the school. For the WPCP, the DPI will submit applications selected in the random drawing.

Application Statuses (continued)

- **Ineligible per DOR**: The DOR has determined the applicant ineligible.

- **Ineligible in Semester 1:** The student was found ineligible for semester 1, but may be eligible for semester 2.

- **Ineligible in Semester 2:** The student was found ineligible for semester 2, but may be eligible for semester 1.

- **Ineligible in Both Semesters:** The student was found ineligible for the full school year.

Application Statuses (continued)

- **Duplicate App**: The parent has already submitted an application that has been verified—this application is a duplicate.

- **Expired after 60 days**: The application was not verified within 60 days.

- **Parent No Show**: The parent did not provide the required documentation before the end of the open application period.

Questions

Website: https://dpi.wi.gov/parental-education-options/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3