Training 9-2: Preliminary Enrollment Report

WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Preliminary Enrollment Report.

Preliminary Enrollment Report Overview

- Provide the total number of all students and Choice students <u>enrolled</u> at the school.

- Provide a list of the Choice students enrolled at the school.

- Submit the report electronically using OAS by the last weekday in August.
  - Only the school's Choice administrator can submit the report.
  - The school's Choice administrator must be the only person in the report when completing the final review and submission of the report in OAS.
  - Schools may mark students who meet the requirements as "Enrolled" even if the school has not started for the school year OR the students have not yet attended the school.
  - No special flexibility is needed to mark students being served with virtual or blended instruction models as enrolled on the report.

Choice administrators must submit in the Online Application System (OAS) the Preliminary Enrollment report providing the total number of all students (Choice and non-Choice students) and list of Choice students enrolled at the school. Schools report students that have enrolled and have not withdrawn. The report is due by the last weekday in August.

Schools may mark students who meet the requirements as "Enrolled" even if the school has not started for the school year OR the students have not yet attended the school. See the "Select Enrolled Students" slide in this training for information and tips on how to report students as enrolled at the school on this OAS report.

There is no special flexibility needed for schools to mark students as enrolled on this report who are being served with virtual or blended instructional models. The student may be marked as enrolled regardless of the specific setting in which they are receiving instruction. See Training 9-3 for additional information.

The school's Choice administrator must be the only person in the report when completing the final review and submission of the report in the OAS. Designees can help with the preparation of the report, but only the school's Choice administrator can submit the report.

It is important for the school to complete this report as this report is the basis for the September Choice payment to the school.

Schools are reminded to retain the documentation used in verifying student eligibility for the Choice program. This includes income, if applicable, and residency documentation.

Accessing the Report

- Log into OAS.

- Select "Prelim Enrollment".

- Read through the instructions.

- Click Next button to accept.

Choice Program
Logout

Training
Address Search
Milw Addr Search

Applications
App Summary
Submit Apps to DPI
Export to Excel
Export for WISEid

Pupil Count
Prelim Enrollment
September Count
January Count
Historical Data
Payments

Other Reports
Intent to Participate
Summer Sch Courses
Summer Sch Count

To access the Preliminary Enrollment Report log into OAS. From the navigation bar on the left of the screen, click on "Prelim Enrollment". Read through the instructions that are displayed when this report is selected. Then click the Next button to accept that you have read the instructions and are responsible for the data being correct.

The Choice administrator will need to complete a Preliminary Enrollment Report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP, and WPCP, your school will complete three Preliminary Enrollment Reports. A report must be completed for each program the school participates in, even if the program does not currently have any Choice students.

Viewing Students

Preliminary Enrollment

School Name: ABC School
School Year: 2021 - 2022
Grade: [All Grades ▼]

Apps --> *Class List* --> *Not Counted* --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 17, 2021).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade [____] for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2021-22 school yea [____] does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

797 students retrieved

1 2 3 4 5 6 7 8 9

[Check All] [Uncheck All] [Back] [Next]

Grade		App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 (0.5 FTE) ▼	Edit	845857	Jones, Sarah	05/27/2017	04/20/2021	Apr	☑
KG - 5 Full days (1.0 FTE) ▼	Edit	843508	Smith, Joshua	11/11/2015	04/14/2021	Apr	☑
KG - 5 Full days (1.0 FTE) ▼	Edit	833962	Williams, Robert M	09/11/2014	03/16/2021	Mar	☑
01 ▼	Edit	843482	Johnson, Alexander	05/24/2014	04/14/2021	Apr	☐
03 ▼	Edit	805196	Miller, Anthony	08/28/2012	02/08/2021	Feb	☑
03 ▼	Edit	807057	Wilson, Benjamin S	09/28/2012	02/09/2021	Feb	☐
08 ▼	Edit	807056	Jones-Smith, Sam K	09/15/2007	02/09/2021	Feb	☑

- Only those students who have applications that have been "submitted" will be included in this report.
- Students are arranged by grade.

The "Apps" screen shows the students who have applications that have been "submitted". The students are listed by grade.

To navigate the report, use the back and next buttons on the right above the listing of students. If the school has more students than will display on one page, in the center above the listing of students, select a page number to move to that page of the report. It is recommended to save often and to save each page. If the system times out, the school may lose some changes that haven't been saved.

See below for tips if student applications are not listed on this page:

- MPCP and RPCP schools must submit the applications under "Submit Apps to DPI" in OAS in order for the student applications to be marked as enrolled on this report. See the Application Process Bulletin, which is available on the Choice Programs: School Application Processing webpage, or Training 8-4: Application Verification & Submission Process, which is available on the Choice Programs: On Demand Training webpage, for additional information on the verification and submission of applications.

- WPCP students selected in a recent random selection will not be on this report until the day following the expiration date of the random selection. Schools may view these student applications and the expiration date on the Intent to Attend Report in OAS.

Schools will not be able to count the student applications indicated below on the Preliminary Enrollment Report. These applications will not generate a September payment. The school will receive 50% of the annual FTE payment amount in November if the student is counted on the 3rd Friday in September Count Report.

- MPCP and RPCP eligible student applications accepted during the September open application period.

- WPCP eligible student applications selected in a recent WPCP random selection where the expiration date of the random selection is the last weekday in August or later.
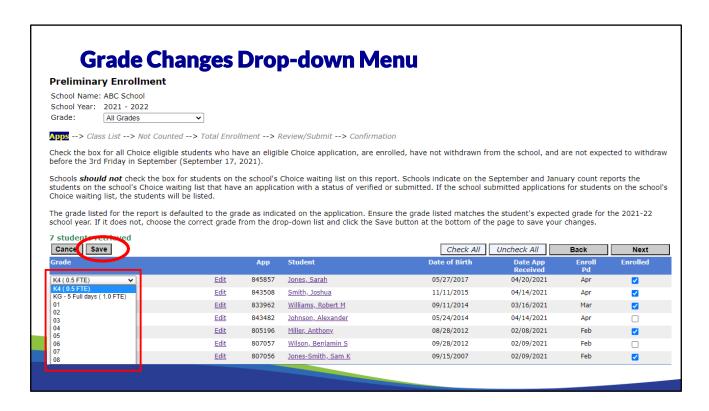
Grade Changes

- Grades can be changed in any of the count reports. The grade on the count report will default to the grade entered on the student's application.

- The grade on the report should be the student's expected grade for the school year.

- If your school determines that a student's grade needs to be changed due to placement procedures or otherwise, it can be done in the count report.

- Schools are responsible for grade placement for students, and students may repeat a grade. See the Application Verification and Corrections FAQ for additional information on grades.

The grade on the preliminary count report will default to the grade on the student's application. The school can change the grade on the count report. The grade change may be due to a change in placement for the student.

For additional information on grades, see the grade placement, repeat a grade, incorrect student grade level, and other grade related questions in the Application Verification and Corrections FAQ document available on the Choice Programs: School Application Processing webpage.

For the WPCP only, prior to making a grade change for a WPCP student on the count reports that would increase the FTE for the student, the school must email privateschoolchoice@dpi.wi.gov to request approval. Examples where prior approval must be requested include: grade K4 0.5 FTE to grade K5 1.0 FTE, grade K5 0.5 FTE to grade K5 1.0 FTE, etc. The email should include the student's legal name, current grade level and FTE, and requested grade level and FTE for the school year. Schools do not need to request approval for a grade change for a WPCP student if the FTE decreases or does not change.

Grade Changes Drop-down Menu

Preliminary Enrollment

School Name: ABC School
School Year: 2021 - 2022
Grade: [All Grades ▼]

Apps --> *Class List* --> *Not Counted* --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 17, 2021).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2021-22 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

7 students retrieved

[Cancel] [Save]   [Check All] [Uncheck All] [Back] [Next]

Grade		App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 (0.5 FTE) ▼	Edit	845857	Jones, Sarah	05/27/2017	04/20/2021	Apr	☑
KG - 5 Full days (1.0 FTE)	Edit	843508	Smith, Joshua	11/11/2015	04/14/2021	Apr	☑
01	Edit	833962	Williams, Robert M	09/11/2014	03/16/2021	Mar	☑
02	Edit	843482	Johnson, Alexander	05/24/2014	04/14/2021	Apr	☐
03 04	Edit	805196	Miller, Anthony	08/28/2012	02/08/2021	Feb	☑
05 06	Edit	807057	Wilson, Benjamin S	09/28/2012	02/09/2021	Feb	☐
07 08	Edit	807056	Jones-Smith, Sam K	09/15/2007	02/09/2021	Feb	☑

To change a student's grade, select the new grade from the drop-down menu. Only the grades listed on the school's Intent to Participate form or a School Information Update form will be listed. If the student attended a grade that is not listed, contact DPI using the contact information at the end of this training.

Schools must ensure the grade on the report matches the student's expected grade for the school year.

After changing the grade, click the "save" button to save your changes.

Students must meet age requirements for K4, KG, and grade 1.

Select Enrolled Students

Preliminary Enrollment
School Name: ABC School
School Year: 2021 - 2022
Grade: [All Grades ▾]

Apps --> *Class List --> Not Counted --> Total Enrollment --> Review/Submit --> Confirmation*

Check the box for all Choice eligible students who have an eligible Choice application, are enrolled, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September (September 17, 2021).

Schools **should not** check the box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's Choice waiting list that have an application with a status of verified or submitted. If the school submitted applications for students on the school's Choice waiting list, the students will be listed.

The grade listed for the report is defaulted to the grade as indicated on the application. Ensure the grade listed matches the student's expected grade for the 2021-22 school year. If it does not, choose the correct grade from the drop-down list and click the Save button at the bottom of the page to save your changes.

7 students retrieved

[Cancel] [Save]   [Check All] [Uncheck All]   [Back]   [Next]

Grade		App	Student	Date of Birth	Date App Received	Enroll Pd	Enrolled
K4 (0.5 FTE) ▾	Edit	845857	Jones, Sarah	05/27/2017	04/20/2021	Apr	☑
KG - 5 Full days (1.0 FTE) ▾	Edit	843508	Smith, Joshua	11/11/2015	04/14/2021	Apr	☑
KG - 5 Full days (1.0 FTE) ▾	Edit	833962	Williams, Robert M	09/11/2014	03/16/2021	Mar	☑
01 ▾	Edit	843482	Johnson, Alexander	05/24/2014	04/14/2021	Apr	☐
03 ▾	Edit	805196	Miller, Anthony	08/28/2012	02/08/2021	Feb	☑
03 ▾	Edit	807057	Wilson, Benjamin S	09/28/2012	02/09/2021	Feb	☐
08 ▾	Edit	807056	Jones-Smith, Sam K	09/15/2007	02/09/2021	Feb	☑

- Check box for enrolled students.
- See the notes on this slide for tips on marking students as "Enrolled" .

Review each student and determine if the student has an eligible Choice application and is enrolled at the beginning of the year. The student must be enrolled and the family must have indicated that the student intends to attend the school.

- Schools should mark all Choice eligible students as "Enrolled" on the Applications page of this report in OAS who have an eligible Choice application, are enrolled in the school, have not withdrawn from the school, and are not expected to withdraw before the 3rd Friday in September.

- **Schools may mark students who meet the above requirements as "Enrolled" even if the school has not started for the school year OR the students have not yet attended the school.**

- Schools **should not** check the Enrolled box for students on the school's Choice waiting list on this report. Schools indicate on the September and January count reports the students on the school's MPCP or RPCP waiting list.

For schools with multiple pages of students, use the "save" or "next" button to save each page then use the "next" button to go to the next page. This ensures data is saved in case the system times out.

See the "Viewing Students" page in this training for tips if students are not listed on the "Apps" page.

Class List-SNSP Participation

School Name: ABC School
School Year: 2021 - 2022

✔Apps --> **Class List** --> *Not Counted* --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year? ○ Yes ○ No

2. Are any of the students counted on this report also counted on the SNSP count report? (if not applicable, choose N/A) ○ Yes ○ No ○ N/A
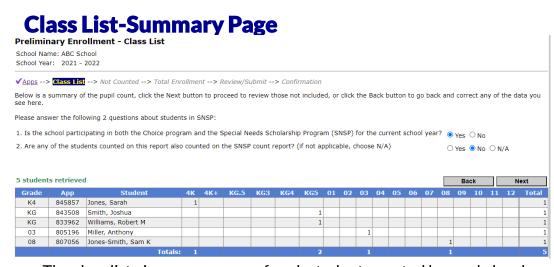
- The top of the class list will include two questions related to the Special Needs Scholarship Program (SNSP).
- Schools not participating in the SNSP should answer no to the first question and N/A to the second question.
- Schools participating in the SNSP should do the following:
  - Review the class list and ensure none of the pupils marked as enrolled on the Choice program Preliminary Enrollment Report were also marked as enrolled on the SNSP Preliminary Enrollment Report.
  - If a pupil applied to the Choice program and the SNSP, the department recommends getting a letter from the parent/guardian identifying which program the pupil will participate in. See the Initial Student Eligibility Bulletin, available on the SNSP: Student Applications & Transfer Requests webpage, to determine if there are any required notifications to the DPI.

The top of the screen will ask whether the school is also participating in the Special Needs Scholarship Program (SNSP) and whether any of the pupils reported as counted for the Choice program were also counted for the SNSP.

If the school is not participating in the SNSP, the school should answer No and then N/A.

If the school is participating in the SNSP, the school must determine whether any of the pupils marked as enrolled for the Choice program were also marked as enrolled for the SNSP. Schools may not receive a SNSP and Choice program payment for the same pupil for the Preliminary Enrollment Report. If a student applies to the Choice program and the SNSP, the department recommends that the school obtain a letter from the parent/guardian indicating which program they would like the pupil to participate in. Additional information on this letter and the required notifications to DPI is available in the first Frequently Asked Question in the SNSP Initial Student Eligibility Bulletin, which is available on the SNSP: Student Applications & Transfer Requests webpage.

Finally, please note that a pupil may be in the Choice program for one membership report (Preliminary Enrollment Report, September Count Report, and January Count Report) and the SNSP for another report. For example, a pupil participates in the Choice program for the Preliminary Enrollment Report and the 3rd Friday in September. After the 3rd Friday in September, the pupil applies to and is accepted into the SNSP. The parent determines they would like their child to participate in the SNSP. This pupil would then be counted in the SNSP for the 2nd Friday in January count date as long as they meet the attendance requirements.

Class List-Summary Page

Preliminary Enrollment - Class List

School Name: ABC School
School Year: 2021 - 2022

✔Apps --> **Class List** --> *Not Counted* --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year? ● Yes ○ No

2. Are any of the students counted on this report also counted on the SNSP count report? (if not applicable, choose N/A)   ○ Yes ● No ○ N/A

5 students retrieved

[Back] [Next]

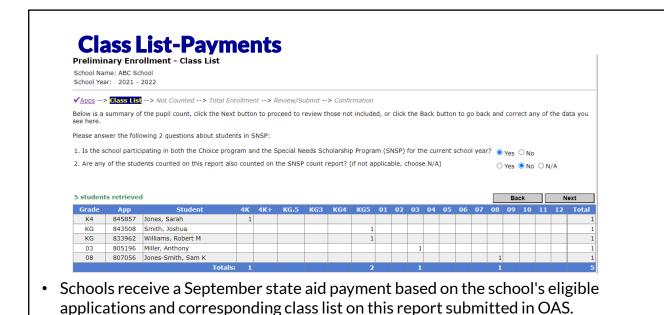| Grade	App	Student	4K	4K+	KG.5	KG3	KG4	KG5	01	02	03	04	05	06	07	08	09	10	11	12	Total
K4	845857	Jones, Sarah	1																		1
KG	843508	Smith, Joshua						1													1
KG	833962	Williams, Robert M						1													1
03	805196	Miller, Anthony									1										1
08	807056	Jones-Smith, Sam K														1					1
		Totals:	1					2			1					1					5

- The class list gives a summary of each student counted by grade level.
- Click "Next" to proceed.

Once the applications page has been completed the next button will take you to the Class List screen. This gives a summary of each student counted by grade level.

- Student applications that were marked as "Enrolled" on the "Applications" page on this report will be on this page.
- If a student is not listed on this page, the student was not marked as "Enrolled" on the "Applications" page of this report.
- If the student is not listed on the "Applications" page of the report, see the "Viewing Students" page in this training for tips.

Click the next button to proceed to the students not counted screen.

Class List-Payments

Preliminary Enrollment - Class List

School Name: ABC School
School Year: 2021 - 2022

✔ Apps --> **Class List** --> *Not Counted* --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Below is a summary of the pupil count, click the Next button to proceed to review those not included, or click the Back button to go back and correct any of the data you see here.

Please answer the following 2 questions about students in SNSP:

1. Is the school participating in both the Choice program and the Special Needs Scholarship Program (SNSP) for the current school year? ⦿ Yes ○ No

2. Are any of the students counted on this report also counted on the SNSP count report? (if not applicable, choose N/A)   ○ Yes ⦿ No ○ N/A

5 students retrieved   [Back] [Next]

Grade	App	Student	4K	4K+	KG.5	KG3	KG4	KG5	01	02	03	04	05	06	07	08	09	10	11	12	Total
K4	845857	Jones, Sarah	1																		1
KG	843508	Smith, Joshua						1													1
KG	833962	Williams, Robert M						1													1
03	805196	Miller, Anthony									1										1
08	807056	Jones-Smith, Sam K														1					1
		Totals:	1					2			1					1					5

- Schools receive a September state aid payment based on the school's eligible applications and corresponding class list on this report submitted in OAS.

Schools receive a September state aid payment based on the school's eligible applications and corresponding class list on the Preliminary Enrollment Report submitted in OAS.

- If the school marks a student as "Enrolled" on the Preliminary Enrollment Report, the school will receive a payment (25% of the annual FTE amount) in September for the student. If this student does not meet the requirements to be counted on the school's September Count Report, the amount of the September payment for the student will be deducted from the school's November payment.

- If a student is not marked as "Enrolled" on the Preliminary Enrollment Report and meets the requirements to be counted on the school's September Count Report, the school will receive a double payment (50% of the annual FTE amount) for the student in November.
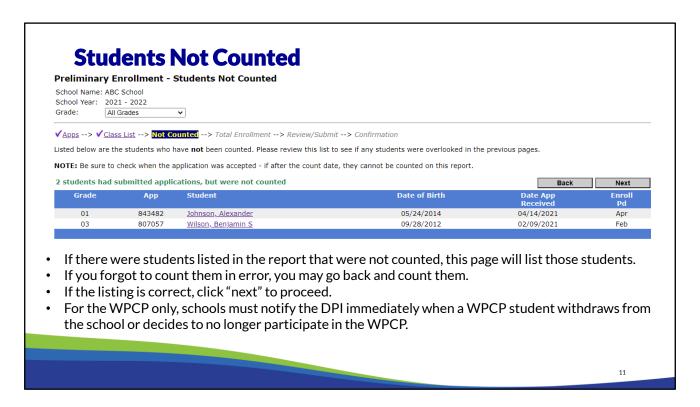
A pdf version of this class list is available on the "Confirmations" page of this report after the report is submitted.

Schools may view students counted on the Preliminary Enrollment Report, the September Count Report, and/or the January Count Report on the App Summary screen in OAS. On the App Summary screen in OAS, column "P" is for the Preliminary Enrollment Report, column "S" is for the September Count Report, and column "J" is for the January Count Report. The columns will have a "Y" or "N" indicating if a student is counted on the report.

Schools may also use the Export to Excel function in OAS to create an Excel file which includes

fields indicating if students were counted on these reports (see Counted Final Headcount and Counted Final FTE fields under the Preliminary Enrollment, 3rd Friday September, and 2nd Friday in January data groups).

Please see Training 9-1: Payment Process, Pupil Count Report & Audit Overview and Training 9-3: 3rd Friday in September & 2nd Friday in January Count Reports, which are available at Choice Programs: On Demand Training, for additional information.

Students Not Counted

Preliminary Enrollment - Students Not Counted

School Name: ABC School
School Year: 2021 - 2022
Grade: [All Grades ▼]

✔Apps --> ✔Class List --> **Not Counted** --> *Total Enrollment* --> *Review/Submit* --> *Confirmation*

Listed below are the students who have **not** been counted. Please review this list to see if any students were overlooked in the previous pages.

NOTE: Be sure to check when the application was accepted - if after the count date, they cannot be counted on this report.

2 students had submitted applications, but were not counted   [Back] [Next]

Grade	App	Student	Date of Birth	Date App Received	Enroll Pd
01	843482	Johnson, Alexander	05/24/2014	04/14/2021	Apr
03	807057	Wilson, Benjamin S	09/28/2012	02/09/2021	Feb

- If there were students listed in the report that were not counted, this page will list those students.
- If you forgot to count them in error, you may go back and count them.
- If the listing is correct, click "next" to proceed.
- For the WPCP only, schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP.

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If there were students listed in the report that were not counted, this page will list those students. Review the page. Once this listing is correct, click the "next" button to proceed to the "Total Enrollment" screen of the report.

- Student applications with a status of "Submitted" that were not marked as "Enrolled" on the "Apps" screen will be on the "Not Counted" screen.
- If a student application is listed on the "Not Counted" screen that the school intended to mark as "Enrolled", the school must return to the "Apps" screen and mark the student application as "Enrolled".
- If a student application with a status of "Submitted" should be but is not listed on the "Not Counted" screen, the school must return to the "Apps" screen and unmark the student.

For the WPCP only, WPCP schools must notify the DPI immediately when a WPCP student withdraws from the school or decides to no longer participate in the WPCP so that the DPI can determine if a student from the waiting list may receive a voucher. See the "WPCP Random Selection - Student Withdrawals:" section of the Application Process Bulletin, which is available on the Choice Programs: School Application Processing webpage, for additional information.

Please note that if a student on this screen has been offered a seat in a recent WPCP random selection, the school would not request a withdrawal from this student or send DPI an email for this student. Schools may identify students offered seats in a recent WPCP random selection on the Intent to Attend Report in OAS.

Total Enrollment

- Include ALL pupils in grades K4-12, even if a particular grade is not offered to Choice students.

- If the school provides K4, K5, or any other grade for the public school district, do not include those pupils in the all pupil count.

- If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.

- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.

- If the school offers K4 or K5 for the Choice program or the SNSP, the program must be identified as educational programming.

The Total Enrollment must include all pupils in grades K4 to12 enrolled at the school for each grade level. The all pupil count must include Choice program and non Choice program pupils. The pupils must be included even if a particular grade is not offered to the Choice students.

The exception to this is if the school provides K4, K5, or any other grade for the public school district, those pupils should not be included in the all pupil count.

If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered daycare students they should not be included in the all pupil count.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

If the school offers K4 or K5 for the Choice program or the SNSP, the program must be identified as educational programming.
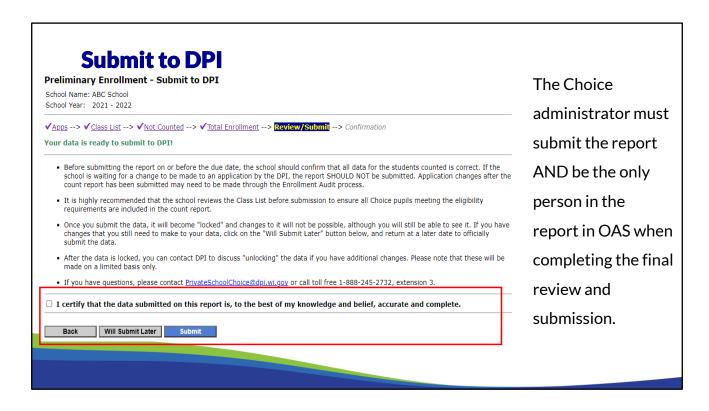
Total Enrollment (Cont.)

Preliminary Enrollment - All Students

School Name: ABC School
School Year: 2021 - 2022

✔Apps --> ✔Class List --> ✔Not Counted --> **Total Enrollment** --> *Review/Submit* --> *Confirmation*

Please enter the total enrollment at your school in each category, regardless of their Choice status. This number must be greater than or equal to the number of students participating in the Choice program.

		Back	Next

Preliminary Enrollment		All Students Including Choice	Choice Students
4-Year Old K / 437		25	1
4-Year Old K / 437 + 87.5 Hour Outreach			0
5-Year Old K / 437 Hours / Half-time program			0
5-Year Old K / 3 Full days per week			0
5-Year Old K / 4 Full days per week			0
5-Year Old K / 5 Full days per week		22	2
Grades 1-8		160	2
Grades 9-12			0
Totals:			5

- Enter the **total number** of students enrolled at your school for each grade level.

- The number must be equal to or greater than the number of Choice students.

- Click "next" to proceed.

The All Student Count must be updated for the total number of students enrolled at the school for each grade level. This should include Choice and non-Choice students enrolled at the school.

The all student number must be equal to or greater than the number of Choice students by grade level and in total. If the school is participating in multiple Choice programs, the same number must be entered for each program or the school will not be able to proceed.

Click the "next" button to proceed to the Review/Submit screen.

Submit to DPI

Preliminary Enrollment - Submit to DPI

School Name: ABC School
School Year: 2021 - 2022

✓Apps --> ✓Class List --> ✓Not Counted --> ✓Total Enrollment --> **Review/Submit** --> *Confirmation*

Your data is ready to submit to DPI!

- Before submitting the report on or before the due date, the school should confirm that all data for the students counted is correct. If the school is waiting for a change to be made to an application by the DPI, the report SHOULD NOT be submitted. Application changes after the count report has been submitted may need to be made through the Enrollment Audit process.

- It is highly recommended that the school reviews the Class List before submission to ensure all Choice pupils meeting the eligibility requirements are included in the count report.

- Once you submit the data, it will become "locked" and changes to it will not be possible, although you will still be able to see it. If you have changes that you still need to make to your data, click on the "Will Submit Later" button below, and return at a later date to officially submit the data.

- After the data is locked, you can contact DPI to discuss "unlocking" the data if you have additional changes. Please note that these will be made on a limited basis only.

- If you have questions, please contact PrivateSchoolChoice@dpi.wi.gov or call toll free 1-888-245-2732, extension 3.

☐ **I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.**

[Back] [Will Submit Later] [Submit]

The Choice administrator must submit the report AND be the only person in the report in OAS when completing the final review and submission.

Prior to submitting the report, the school should verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the report. The school's Choice administrator must be the only person in the report when completing the final review and submission of the report in OAS.

Once the Choice administrator has determined that the information in the report is accurate and complete, he or she must check the box indicating the information is correct and click the Submit button.

Reports must be timely submitted for payments to be generated.

Confirmation & How to Make Changes After Submission

Private School Choice Programs

Preliminary Enrollment - Confirmation

School Name: ABC School
School Year: 2021 - 2022

✔Apps --> ✔Class List --> ✔Not Counted --> ✔Total Enrollment --> ✔**Confirmation**

This data was submitted on 6/24/2021 9:07:14 AM by ABCZWY
It is now locked and cannot be changed unless you contact DPI.

The Class List is available below for your reference. The Class List does **not** need to be printed and kept on file for your auditors. Auditors are provided with a confirmation directly from DPI that they use for their procedures.

Note: **The Certification Page is no longer required and has been removed.**

Class List PDF

Review Data

Once the report is submitted, it will be locked. If the school needs to make changes, contact DPI staff for assistance.

Once the report is submitted, a confirmation screen similar to this will be displayed. The report is locked after submission and the school will not be able to make changes without contacting the DPI staff for assistance.

How Confirm Count Report Has Been Submitted

The Instructions page will have a green box showing the report is locked.

Private School Choice Programs

School Year   2021 - 2022 ▾
School Name: ABC School ▾

This data was submitted on 6/24/2021 9:07:14 AM by ABCZWY
It is now locked and cannot be changed unless you contact DPI.
However, you may still see the data by clicking the Next button below.

[Next]

Instructions for the Preliminary Enrollment Report

The Confirmation page will also have a green box showing the report is locked.

Private School Choice Programs

Preliminary Enrollment - Confirmation

School Name: ABC School
School Year: 2021 - 2022

✔Apps --> ✔Class List --> ✔Not Counted --> ✔Total Enrollment --> ✔Confirmation

This data was submitted on 6/24/2021 9:07:14 AM by ABCZWY
It is now locked and cannot be changed unless you contact DPI.

The Class List is available below for your reference. The Class List does **not** need to be printed and kept on file for your auditors.
Auditors are provided with a confirmation directly from DPI that they use for their procedures.

Note: **The Certification Page is no longer required and has been removed.**

Class List PDF

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After the report is submitted to the DPI, the report is locked and cannot be changed unless the school contacts DPI.

The Instruction and Confirmation pages of the report will have a green box with the language "This data was submitted on mm/dd/yyyy HH:MM:SS AM by UserID. It is now locked and cannot be changed unless you contact DPI." If needed, schools may contact the DPI to request the report be unlocked so the school may make changes and re-submit the report by the due date.

To confirm the report has been submitted by the school, click on "Prelim Enrollment" on the left menu bar in OAS and check that the green boxes indicate the report has been submitted and is locked.

Available Resources

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

- Choice Bulletins Webpage: https://dpi.wi.gov/parental-education-options/choice-programs/bulletins

- Information for Schools Webpage : https://dpi.wi.gov/parental-education-options/choice-programs/school-information

- On Demand Training Webpage: https://dpi.wi.gov/parental-education-options/choice-programs/on-demand-training

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

Intentionally Left Blank – No Notes

Questions

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

Email: privateschoolchoice@dpi.wi.gov

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

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.