

**INSTRUCTIONS FOR COMPLETION  
ENROLLMENT REPORT FOR SEPTEMBER AND NOVEMBER 2015 PAYMENT ELIGIBILITY  
[PI-PCP-103 (15-5 Lines)]**

Before starting, save an unused copy of this spreadsheet for future use.

**For the report to work correctly please complete the school information on the "Signature" page before entering any numbers.**

When completing the report, refer to the "Reporting Requirements" directions in the Audit Guide. Complete the form using the computer as if it were the paper version and print each page. Make sure to have the Choice administrator on the Intent to Participate sign and date the signature page. Then send the original to the Department of Public Instruction by December 15, 2015. Retain a copy of the spreadsheet for your records.

**Protected Cells/Additional Lines Needed**

The cells in the spreadsheet have been protected so that input can only be placed in cells that need information. Use the Tab key to move to the cells that will accept input. When filling out the form on the computer, only the cells highlighted in "yellow" are to be filled out. There are three different versions of this document: 1) an Excel document for schools with 15 or less ineligible pupils (Schedule 2) and 5 or less pending pupils (Schedule 3), 2) a document for schools that have up to 35 ineligible pupils (Schedule 2) and up to 25 pending pupils (Schedule 3), and 3) a document that allows for up to 70 ineligible pupils (Schedule 2) or pending pupils (Schedule 3). Contact the Department if you need additional lines for student application information on Schedules 2 and/or 3. Do not delete the Schedule 2 or 3 that is not applicable to your school. This will result in an error.

**Use of Cut & Paste**

**Be aware** that using "cut and paste" could damage the spreadsheet. Do not "cut" any cells. Do not use the space bar to delete information that you wish to delete from any cell. Use the delete key or backspace to remove information in any cell. The spreadsheet will read a space as if it were text.

**Payment of Additional Pupils**

Upon approval by the DPI of the application, an adjustment payment will be made to the school in conjunction with the department's certification.

Submit the original signed and completed report by December 15, 2015, to:

If mailed:

Wisconsin Department of Public Instruction  
Attn: Choice School Finance Auditor  
Private School Choice Programs  
PO Box 7841  
Madison, WI 53707-7841

If delivered:

Wisconsin Department of Public Instruction  
Attn: Choice School Finance Auditor  
Private School Choice Programs  
125 South Webster Street  
Madison, WI 53703

Alternatively, schools may scan and email the signed report to [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov). Note the individual email size limit for this mailbox is 15 mb. Reports should not be sent to individual team members or have individual team members cc'd on reports emailed to [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov) unless specifically requested.

**The submitted report must include the Signature Page, Error Report, the attestation report, Schedule 1, the applicable Schedule 2, the applicable Schedule 3, Sample Information page, Schedule 4, and the application for any students included on Schedule 3 (MPCP only).**

DO NOT FAX A COPY TO DPI