

**INSTRUCTIONS FOR COMPLETION
ENROLLMENT REPORT FOR SEPTEMBER AND NOVEMBER 2016 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 Special Needs Scholarship Program (SNSP) 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, 2016. 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, 2016, 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 dpichoceauidreports@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 dpichoceauidreports@dpi.wi.gov unless specifically requested.

The submitted report must include the Signature Page, Error Report, the attestation report, Schedule 1, the Schedule 2, Schedule 3, Schedule 4, and the application for any students included on Schedule 3.

DO NOT FAX A COPY TO DPI



INSTRUCTIONS: Complete and return the report by DECEMBER 15, 2016. Faxed forms are not accepted.

Refer to detailed instructions on the Excel Instructions sheet.

I. GENERAL INFORMATION

School Name

School City

Name of SNSP Administrator of Record *Typed*

II. REPORT CONTACT PERSON

Name of Contact Person at School Regarding Report	Phone Number <i>Area/No.</i>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

III. SIGNATURE

I HEREBY CERTIFY, as school administrator, that I have reviewed and accepted the enrollment information contained in this report on behalf of the school's operating organization, except as discussed in my attached letter. I have provided the auditor with the complete applications and supplemental information provided during the open application period for students on Schedule 2 (ineligible students) and Schedule 3 (students with an application pending).

SNSP Administrator Original Signature <i>Designee not Permitted</i>	Date Signed <i>Mo./Day/Yr.</i>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Administrator to manually check here if letter attached from the school indicating anything in the Enrollment Audit that the school does not agree with.

Error Report
September x, 2016 Enrollment Audit

Correct Any Indicated Errors Before Filing with the DPI
Read (?) For Information
Include This Page Immediately Behind the Signature Page

- | | | |
|---|---|----|
| ? | 1. Schedule 1: Ineligible Pupils on Schedule 1 and 2 | OK |
| ? | 2. Schedule 1: Pending Pupils on Schedule 1 and 3 | OK |
| ? | 3. Schedule 2a: Number of eligible, corrected applications that did not require a change to OAS | OK |

School Name
September x, 2016 Enrollment Audit
Schedule 1: Pupil Enrollment Count Schedule

ENROLLMENT COUNT—ALL PUPILS

The "All Pupils" count includes all pupils meeting attendance requirements, including Choice pupils determined to be ineligible for Choice payment for reasons other than attendance criteria.

Line	All Pupils	Per DPI	Per Examination	Variance
1	4 Year-Old K/437 Hours	0		0
2	4 Year-Old K/437 Hours + 87.5 Hours Outreach	0		0
3	5 Year-Old K/.5 Day	0		0
4	5 Year-Old K/3 Day	0		0
5	5 Year-Old K/4 Day	0		0
6	5 Year-Old K/5 Day	0		0
7	Grades 1-8	0		0
8	Grades 9-12	0		0
9	Total All Pupils			0

ENROLLMENT COUNT—SNSP PUPILS

Line	Choice Pupils	Per DPI	Per Examination (a)	Variance	
				Ineligible Pupils	Application Pending
10	Total SNSP Pupils	0	0		

Schedules 2 and 3 provide information regarding SNSP pupils included under the "Variance" columns.

(a) Per Examination does not include any pupils identified as "Application Pending." Final determination regarding the eligibility of such pupils is made by the DPI. The "Per Examination" count is the "Per DPI" count minus "Ineligible Pupils."

School Name

September x, 2016 Enrollment Audit

Schedule 2a: Pupil(s) Ineligible for Payment per Examination

The auditor must maintain a complete copy (application and supplemental documentation/support) in their audit working papers for all pupils identified as ineligible for DPI review. The potential ineligibility reasons are listed on the "Sch 2a Ineligibility Reasons" tab. Determine ALL reasons the application is ineligible and place an "X" in each related cell to the right of Schedule 2 for each pupil. Then resize the "Reason for Ineligibility" cell so all reasons are visible. If a student application was corrected as a result of the auditor review the pupil should be included as ineligible on Schedule 2 and as a pending application on Schedule 3 if a correction to the Online Application System (OAS) is required. The corrected application must also be attached. Students should be listed by grade and then alphabetically.

There are three different versions of this document. One allows for up to 15 ineligible pupils, one allows for up to 35 ineligible pupils, and the largest document allows for up to 70 ineligible pupils. If more than 70 pupils are ineligible, contact the department.

Number of eligible applications where the auditor identified required correction(s) but the application(s) in OAS did not require a change <i>These applications should not be included below or on Schedule 3</i>	
As a result of your review, does the school have any ineligible pupils? <i>If yes, complete the schedule below</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Grade (a)	App #/ Family ID #	Pupil Name (a)	Reason(s) for Ineligibility	Payment Received	
				September	November
Total Ineligible Pupils					

School Name

September x, 2016 Enrollment Audit

Schedule 2a: Pupil(s) Ineligible for Payment per Examination

	Total Ineligible Payments
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(a) Grade and pupil name are the grade and name shown on the DPI Pupil Information Report. The grade is in the 3rd Fri Sept Grade column.

FINAL DETERMINATION OF THE ELIGIBILITY FOR INCLUSION OF A PUPIL IN THE SCHOOL'S ENROLLMENT IS MADE BY THE DPI.

THE INFORMATION ON THIS PAGE IS CONSIDERED CONFIDENTIAL BY THE DPI AND SHOULD NOT BE RELEASED TO THE PUBLIC.

INELIGIBILITY REASONS

The following is a summary listing of the reasons an application may be ineligible. This listing corresponds with the reasons on Schedule 2. The last two reasons may be used if no other reason is applicable.

Attendance & Age
1) The student did not attend either on, or before and after the count date.
2) The student does not have a classroom record.
3) The student either: a) attended another school or a home-based private educational program between the date the student was accepted at the school and when the student began to attend the school, or b) first attended the school, then attended another school or a home-based private educational program, and subsequently returned to the school. Since this application was received and approved prior to the student attending another school or a home-based private educational program, it is not eligible.
4) The pupil did not have a current individual education program or services plan.
5) The pupil was not denied open enrollment or had an appeal overturned.
6) The student is too old to participate in the program.
General Application
7) The school does not have an application on file.
8) The paper application does not match the OAS.
9) The date application received on the paper application is outside the school's open application periods.
10) The administrator who signed the application is not on the approved list.
Residency
11) The address is not in Wisconsin.
12) The address is a PO Box.
13) A lease agreement, utility bill, government correspondence, letter from a public service agency for a homeless individual, current wage statement, or W2 form was not provided.
14) The residency documentation provided was: a) one of the allowed residency documents, other than a lease, but was not current, b) was a lease that did not include any terms or had terms that did not include the date application received, or c) was a month-to-month lease that began earlier than three months before the date application received.
15) The address on the application does not match the residency documentation.
16) The residency documentation was obtained outside of the open application period that the application was received.
17) The parent/guardian name on the application does not match the residency documentation and an Alternative Residency form was not completed.
18) The Alternative Residency form was used but was not properly completed and/or the supporting documentation required by the Alternative Residency form was not provided.
Other
19) The pupil was inappropriately included on the waiting list.
20) The pupil was identified as a duplicate by the auditor.
21) {Insert other reason as applicable. The auditor should use one of the above reasons whenever able}
22) {Insert other reason as applicable. The auditor should use one of the above reasons whenever able}

School Name
September x, 2016 Enrollment Audit
Schedule 3a: Pending Pupil Application Issues

Auditor/Department Eligibility Determination for Pending Applications: The following pupils have not been paid in September or November 2016, required a correction to the Online Application System (OAS), or had a grade change. Based on our audit, these pupils meet the attendance criteria and have a properly completed application, including supplemental data, and should therefore be included in the School's reported September 2016 enrollment count. Final determination regarding the eligibility or non-eligibility of these pupils will be made by the DPI. The auditor will maintain a complete copy (application and supplemental documentation/support) in their audit working papers for all pupils identified on this schedule for DPI review. The auditor must list any changes needed to OAS, including what must be changed and what it must be changed to in the "Required OAS Correction(s)" column. The potential eligibility reasons are listed at the bottom. Determine the reason(s) the application is eligible and place an "X" in each related cell to the right of Schedule 3 for each pupil. Then resize the "Status" cell so all reasons are visible. Students should be listed by grade and then alphabetically.

Adjustments to Applications: A copy of the original application, properly completed and corrected (including grade adjustments), provided by school management for each of the below listed pupils is attached for all pending pupils. In order to be included as eligible for the Enrollment Report, the correction must be made and reviewed by the auditor during the audit. All adjustments to the 2016-17 paper application must be made by June 30, 2017. The only exclusions are a grade change if classroom records are available supporting the student attended a different grade and changes to the gender, race, or ethnicity. No additional supplemental documentation including but not limited to, residency documentation, income documentation, or income forms may be received outside of the open application period in which the application was received.

Document Versions: There are three different versions of this document. One allows for up to 5 pending pupils, one allows for up to 15 pending pupils, and the largest document allows for up to 70 pending pupils. If more than 70 pupils are pending, contact the department.

As a result of your review, does the school have any pending pupils? <i>If yes, complete the schedule below</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No
Grade (a)	App #/ Family ID #	Pupil Name (b)	Status	Required OAS Correction(s) <i>Please indicate what must be corrected and the correct information. If no changes are required please indicate this below.</i>
Total Pending Choice Pupils				

(a) Any applications included as eligible applications due to grade differences must indicate the NEW grade on Schedule 3 and the OLD grade on Schedule 2. Further, the grade must be struck through, properly initialed, and corrected on the paper application.

(b) Any applications included as eligible applications due to pupil name differences must indicate the NEW name on Schedule 3 and the OLD name (currently in OAS) on Schedule 2. Further, the name must be struck through, properly initialed, and corrected on the paper application.

School Name
September x, 2016 Enrollment Audit
Schedule 3a: Pending Pupil Application Issues

FINAL DETERMINATION OF THE ELIGIBILITY FOR INCLUSION OF A PUPIL IN THE SCHOOL'S ENROLLMENT IS MADE BY THE DPI.

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School Name
September x, 2016 Enrollment Audit
Schedule 4: Tentative Payment Adjustment Calculation

TENTATIVE ADJUSTMENT		
	Line Description	Pupil Count "Per Examination"
1	Total Pupil Count	0
2	K4-8 September and November Regular School Year FTE Payment Rate <i>(50% of \$12000)</i>	\$ 6,000.00
3	Total Payment Eligibility	\$ -
4	Total September and November Checks Issued to School	
5	Tentative Adjustment Due From (To) State	\$ -

**The adjustment amount shown is subject to final determination by the DPI and may be
 changed upon review of identified ineligible pupils and acceptance of pending applications.**