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**Requirements to join the Parental Choice Program (PSCP) if a brand **NEW** private school**

\* Notify DPI of your interest by using the electronic form on their website: <https://dpi.wi.gov/sms/choice-programs/school-registration>

June 2021

- Participate in DPI’s administrator trainings, usually held in early June;

August 1, 2021:

- File “[New School’s Intent to Participate](#)” for 2022-23 online;
- Submit the nonrefundable auditor fee (roughly \$350 cashier’s check) and form to DPI;
- Disclosure of Information Form with Board signatures and list of school policies and graduation requirements ([DPI Training](#));
- Anticipated [Budget & Cash Flow](#) ([DPI Training](#));
- Contact [Pre-accreditation entity](#) to start process;
- Submit completed Checklist;

December 15, 2021:

- Provide proof of pre-accreditation from approved entity;

January 10, 2022:

- File the “Intent to Participate” form ([DPI Training](#));
- Declare the number of choice seats the school will make available;
- Acknowledge Letter on Student Rights;
- Agree on Random Selection Process (MPCP/RPCP);
- Indicate SIS Vendor and contact person at school;
- File DPI’s [Hours of Instruction](#) calculator ([DPI Training](#));

February – April 2022:

- Accept online applications for WPCP & verify [residency/income](#) documentation;
- Participate in DPI fiscal management training (dates TBD, usually Feb/Mar);

May 1, 2022:

- Updated Budget & Cash Flow Report or Surety Bond ([DPI Training](#));

July 2022:

- SIS/WISEdata reporting may begin; obtain WISEid #'s for students ([DPI Training](#));

August 1, 2022:

- Academic standards (not curriculum);
- [Certificate of Insurance](#);
- Approved Certificate of Occupancy, if applicable;
- Obtain a Fidelity Bond ([DPI Training](#));
- Contract with payroll service;
- Submit [Private School Report Card](#) form (opt in/out);
- Submit [Auditor Authorization](#) form;

August 15, 2022

- Select external auditor;

September 1, 2022:

- Submit preliminary enrollment report;

October 15, 2022:

- Submit 3<sup>rd</sup> Friday September Count Report ([DPI Training](#));
- Private School Report, [PI-1207](#);

December 15, 2022:

- Fiscal & Internal Control Practices Report ([DPI Training](#));
- Fall enrollment audit ([DPI Training](#));

December 31, 2022:

- Apply for accreditation, if not already accredited.

Additional general requirements:

- Student Information System (SIS) from [Approved Vendor list](#)
- Abide by all health & safety laws that apply to public schools in WI
- Administrators/teachers must have bachelor's degree from accredited institution ([DPI bulletin](#))
- Teachers' aides must have a high school diploma, or equivalent
- Same number of hours of instruction as public school: 1,050 for K-8 & 1,137 HS
- Abide by Civil Rights Act of 1964, [42 USC 2000d](#)
- Choice students must participate in state testing, unless parents opt out;
- Two meetings scheduled annually for parents/students to communicate with the board;
- Risk Management Review every three years;
- Various reports of enrollment and data to DPI
- Semi-annual enrollment audits & Annual GAAP financial audit;
- Achieve accreditation by the third year in the program.