

## Student Application Verification and Submission

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(SJA)

Department:	SJA School
Number:	850.3
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- I. Policy: SJA Administration will ensure that parents properly complete Milwaukee Parental Choice Program (MPCP) and Wisconsin Parental Choice Program (WPCP) student applications and include all necessary documentation in order to ensure SJA receives accurate per-pupil funds from the Department of Public Instruction for all eligible students.
- II. Procedures:
- A. In general, our procedure follows the DPI-recommended procedure for parent applications.
  - B. Between the 1<sup>st</sup> and 20<sup>th</sup> of each month of an open enrollment period, parents must complete the Online Parent Application to the MPCP or WPCP.
  - C. Parents will receive confirmation of their application submission. The confirmation will include: A list of all schools applied to; a list of all supporting documentation that must be provided to each school; the dates by which the documentation must be provided to the school.
  - D. Parents must then go to the school and submit income documentation, if applicable, and residency documentation.
  - E. SJA will then notify each applicant in writing within 60 days after the end of the open application period of acceptance or non-acceptance, including waiting list status if applicable.
  - F. This process is audited after each official count date. If there are any errors in the documentation that the auditors find, SJA staff will attempt to contact the parent as much as possible to get the errors fixed and submitted to DPI.
  - G. In the event that errors are not corrected by the deadline of the application period, a student may be removed or un-enrolled from SJA.

Approved by:   
President/CEO

Date 9/22/2021