Registration Instructions for the **2022-2023** School Year at

Milwaukee Seventh-day Adventist School Starts February 1, 2022 for the <u>North</u>, <u>South</u> and <u>Waukesha Campuses</u>
Our school accepts applications for **Traditional Students** and the **Milwaukee & Wisconsin Parental Choice Programs**
(For Assistance: North Campus: 414-353-3520 or South Campus (also for Spanish): 414-935-6120)

Application Periods:

Milwaukee Parental Choice Program: *February 1 – February 21, March 1 – March 21, April 1 – April 20, May 1 – May 20, June 1 – June 20, July 1 – July 20, August 1 – August 22, September 1 – September 14, October 1 – October 20, November 1 – November 21, and December 1 – January 9.*
Wisconsin Parental Choice Program: *February 1st through April 21st.*
Traditional Students: *May apply at any time, but we encourage you to register sooner than later, as classes fill up quickly.*

All Parental Choice Applications:

Must be accessed and filled out online at sms.dpi.wi.gov/ChoiceParent/   You must have an email address to do the application. If you applied previously, use the same e-mail address and password to get into the online application and update your previous application. If applying for the first time, make sure to save your email and password information for future parental choice applications. Need assistance? Call 414-353-3520 for English, or 414-935-6120 for Spanish.

To enter the online Parental Choice applications:

- **Returning to the Choice Program:** If you previously did an online application at any choice school, go to **"Returning Users"** and enter the same e-mail address and password. Then **click "sign in".** If you forgot your password, you can change it by clicking "I forgot my password", to reset your password.
- **New to the Choice Program:** All families new to the Parental Choice Online Application System must first register on the left side to the **"New to the Private School Choice Programs"**, and enter their e-mail address and create a password. They will then be sent an e-mail from DPI asking to **"Confirm email address". Click it to confirm.** Once confirmed, go back to the application and enter your email and password at the right and **click "sign in"**. (If you need the form in Spanish, click "Version en Español") Finish the application by checking the small box at the end of the application, which is your electronic signature, and submit the application.

To complete the Parental Choice application process:

- You must submit all of your supporting documentation to the school office during that open application period. You can do this by dropping it off at the North or South campus office, emailing documents to secretary@milwaukeesdaschool.org or faxing it to 414-353-1451.
    - **What you must submit:**
      *Students **Continuing** in the Parental Choice Programs: Submit your proof of residency. (See list at the end of this document)
      *Students **New** to the Parental Choice Program: Submit your proof of residency and your proof of income. (See list at the end of this document) **In addition**, new students in K4, K5 and first grade will also need to submit an original birth certificate during this open application period.

Notification of acceptance or denial into the Parental Choice Programs:

- For the **Milwaukee Parental Choice Applications:** After each open application period you will receive a letter from the school indicating whether or not your child received a spot and at which campus, or if they are on a waiting list. If your child received a seat, you must then confirm you want that seat by contacting our school by phone 414-353-3520, email secretary@milwaukeesdaschool.org or letter sent to the school 10900 W. Mill Road, Milwaukee, WI 53225 by the date stated on the letter.
- For the **Wisconsin Parental Choice Applications:** After April 21st, DPI processes all applications based on a percentage of the school district in which you live and does a random selection. After this, you will receive an email from DPI (Department of Public Instruction) indicating whether or not you received a seat, or if your child is on a waiting list. This email typically comes to you in the 1st-2nd week of June. After you receive your email from them, if you received a spot, you need to confirm that you want that spot, by contacting our school no later than the date indicated by DPI. If you do not confirm, you will lose your spot. You can confirm your acceptance to us by calling us at 414-353-3520 or emailing us at secretary@milwaukeesdaschool.org.

Traditional Students:

- **Returning Traditional Students** must fill out a school registration form and contact our business manager regarding registration and tuition fees (Amir Gulzar - 414-353-3520).
- All **NEW Traditional Students** must also provide an original birth certificate, immunization records, and a copy of their most recent report card and state testing. You can register at any time, but we encourage you to register sooner than later. Classes fill up quickly.

One of the documents below must be provided that includes the legal name of one of the parents/legal guardians on the application and the same address that is on the application. The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation. The online application confirmation email will specify the dates that the residency documentation must be dated between. All residency documentation must be dated between three (3) months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period. See the lease agreements option below for the lease agreement date requirements.

1. **Wage statement or W2 year-end earnings statement (i.e. Form W2 Wage and Tax Statement).** Note: W2 year-end earnings statements are not acceptable for applications received after April.

2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable. The bill must be for services at the address on the application and have a mailing address that matches the address on the application. The date that is used to determine if the bill meets the date requirements is the bill date or the last meter reading date on the bill.

3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility**, regarding these utility services at the address on the application. This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.

4. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.

5. **Signed and dated lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. Generally, the parent should try to provide one of the allowed residency documents other than a month to-month lease. However, if a month-to-month lease is used, it must be dated between three (3) months prior to the start of the open application period in which you submit the online application to the school and the end of that open application period. Rent receipts are NOT an allowed residency document.

6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.

7. Properly completed **Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family.

8. **Safe at home card.** Families participating in the Safe at Home program through the Wisconsin Department of Justice may provide a Safe at Home card for the residency documentation until the card's expiration date. Families participating in the Safe at Home program should identify the address on the Safe at Home card in the online parent application. The parent should identify the school district on the application based on the address where the student actually resides.

Acceptable Proof of Income Documents

We encourage families to choose the DPI (Department of Public Instruction) Income Eligibility Determination Method on the OAS application. Then provide us with <u>one of the following listed below</u>. Families may also use the **DOR (Department of Revenue) Method** as indicated on the online application, but if they do not qualify, they will not be able to apply again until the next school year. You don't need to turn in any documents if using this method.

- <u>Provide to our school during the open application period in which you applied, a 2021 federal 1040 tax return</u>, (2 pages with the adjusted gross income, <u>signed and dated by both parents if a joint return).</u> The Adjusted Gross Income amount must match the online Parental Choice application amount.
- If a federal income tax return was not completed, the parent must indicate on their OAS application what 2021 income the family received. This includes indicating if the family had: wages included on a 2021 W2 tax form, a final December 2021 earning statement, any 2021 1099 tax forms, or any cash income, or if they did not have any income for 2021.
- At the end of your online application, it will indicate what financial documents you must bring to the school during that open application period.