

Registration Instructions for the 2019-2020 School Year at Milwaukee Seventh-day Adventist School Starts February 1, 2019 for our North, South and Waukesha Campuses

Dear Families,

Our school accepts applications for **Traditional Students**, the **Milwaukee Parental Choice Program** and the **Wisconsin Parental Choice Program**. Parental Choice applications can be accessed from online, so you can do them from home, or you can call the school to get assistance and bring in your supporting documentation. Please note that if you applied online last year, **you must use that same e-mail address and password to get into the online application this year, or you can change it when you go in to the site.** If you need assistance, please call us at 414-353-3520. Families that enter their username and password into the online Parental Choice application will be sent an e-mail from DPI. In that e-mail, they will need to send a confirmation e-mail back to DPI before they are able to continue with the application.

Please bring your **“proof of residency” for students continuing in the Parental Choice Program, and **“proof of residency” and “proof of income”** for students new to the Parental Choice Program. See back of this paper for acceptable documentation.*

New Students should also bring an original birth certificate, immunization records and a copy of their most recent report card and state testing.

The 1st open application period for the Milwaukee Parental Choice Program is February 1st—20th. So... you must have completed the online application and brought in **ALL your supporting documentation** to the office during that time to be complete. If not, you will have to reapply the following open application period which starts March 1st. (See open application periods below) **Wisconsin Choice has only 1 open application period and seats are limited. The open enrollment period for Wisconsin Choice is February 1st-April 20th.** All supporting documentation needs to be in during that time as well. Then after the 20th of April, DPI does a random selection and will contact you by e-mail to let you know if your child received a spot or not. You must then contact our school to let us know if you still want that spot, so we can let DPI know. **Traditional families can register any time, but we encourage you to register sooner than later, as classes fill up quickly.** Parental Choice applications can only be accepted during open application periods. All applications will be processed at our North and South Campuses only.

The website for applying online for the Parental Choice programs is: <http://dpi.wi.gov/choice>

- Click on **“Click Here for the Online Parent Application for the Choice Program”**.
- Click on **“ Click here to enter the Private School Choice Programs system”**.
- If you did an online application last year at any choice school, go to **“Returning Users”** and enter the same e-mail address and password as last year. **Then press “sign in”**. If you forgot your password, you can change it by clicking **“I forgot my password”**, to reset your password.
- All families **new** to the online application must first register on the left side to the **“New to the Private School Choice Programs”** (PSCP), and enter your e-mail address and create a password. You will then be sent an e-mail from DPI. In that e-mail, you will need to send a confirmation e-mail back to DPI before you are able to continue with the application.
- Once confirmed, complete the application. Finish by checking the small box at the end of the application and submit the application.
- Bring in your supporting documentation to the school office during the open application period in order for your application to be complete. You will receive a letter after the open application period indicating if your child received a spot and at which campus.

Here are the open application periods for 2019-2020: February 1 – February 20, March 1 – March 20, April 1 – April 22, May 1 – May 20, June 1 – June 20, July 1 – July 22, August 1 – August 20, September 1 – September 16, October 1 – October 21, November 1 – November 20, and December 1 – January 7.

Traditional students should stop by the school offices during school hours to pick up school registration forms.

(If you need assistance and are unable to come during these times, please call the school office to make an appointment. 414-353-3520)

Additional Information:

Acceptable “Proof of Residency” Documents:

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. If a lease agreement with a term is provided, the lease term must include the date you submit the online application to the school. The start date of a month to month lease 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.

1. **Wage statement or W2 year-end earnings 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.
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", Food Share, 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.

Acceptable “proof of income” for DPI method:

We encourage families to choose the DPI (Department of Public Instruction) Income Eligibility Determination Method on the OAS application. Then provide us with one of the following listed below. 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.

- Provide to our school during the open application period in which you applied, a 2018 federal 1040 tax return, (2 pages with the adjusted gross income, signed and dated by both parents if a joint return). 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 2018 income the family received. This includes indicating if the family had: wages included on a 2018 W2 tax form or a final December 2018 earning statement, any 2018 1099 tax forms or any cash income.
- At the end of your online application, it will indicate what financial documents you must bring to the school during that open application period.