



## WISCONSIN PARENTAL CHOICE PROGRAM

2021-2022

### CONTINUING STUDENT APPLICATION INSTRUCTIONS

**WPCP online application period opens: Monday, February 1, 2021**

**Deadline: Thursday, April 15, 2021 4:00 p.m.**

This guideline is for families who are currently participating in the Choice program and will be re-enrolling for the 2021-22 school year. If your child is currently a Choice student at Aquinas Catholic Schools, you must reapply each year online and provide acceptable residency documentation to the ACS Finance Office before 4:00 p.m. on Thursday, April 15, 2021. No income documentation is required for continuing Choice students.

**Step 1:** Complete online application at <https://sms.dpi.wi.gov/ChoiceParent/> before application period closes on April 15, 2021 at 4:00 p.m. Late applications will not be accepted for any reason.

**Step 2:** Furnish Residency Documentation to the Aquinas Catholic Schools Finance Office. Legible documents can be delivered to Aquinas Catholic Schools, 315 11<sup>th</sup> St. South, La Crosse, WI 54601. Please call 608-784-8585 to schedule an appointment to drop off documents in the lobby at the Cass Street entrance. Documents can also be mailed to the address above, but must be **received in our office** before 4:00 p.m. on April 15, 2021. If scanning and emailing, please send to [nancy.pederson@aquinasschools.org](mailto:nancy.pederson@aquinasschools.org). Please contact us with any questions on acceptable documents. We are here to help you.

**Late, incomplete or incorrect documentation will not be accepted for any reason.**

**This list shows the Residency Documents accepted by the state of Wisconsin. Residency documents must match the information exactly as entered in your online application. Full name (no shortened or nicknames allowed) & full street address.**

**RESIDENCY DOCUMENT MUST BE DATED WITHIN THREE MONTHS OF THE CHOICE APPLICATION PERIOD.**

### **Residency Documentation**

1. 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.
2. Wage statement dated within 3 months.
3. 2020 W2 year-end earnings statement.
4. Governmental correspondence. Examples include correspondence or statements such as a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, United States Postal Service, or Housing Assistance. *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. *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.*

**Step 3:** Complete and submit your Aquinas Catholic Schools Enrollment application by logging into your Skyward account:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseducouleecathwi/fwemnu01.w>

If you have questions about the Wisconsin Parental Choice Program application process, or need assistance with your Skyward login, please contact Nancy Pederson, Enrollment Services Coordinator at [nancy.pederson@aquinasschools.org](mailto:nancy.pederson@aquinasschools.org) or (608) 784-8585.

More information on the WPCP can also be found at the Department of Public Instruction website:

<https://sms.dpi.wi.gov/ChoiceParent/>

