

2019-2020 School Year - Application Process

Enrollment periods on next page

EVERYONE MUST:

- 1) Fill out a school application – this is done yearly
- 2) If your child is new to the school bring in his/her original birth certificate along with your current ID
- 3) Complete Option A or Option B listed below

Option A: Apply through the Milwaukee Parental Choice Program (“MPCP”) -

<https://dpi.wi.gov/sms/choice-programs/student-applications> - see this site for the application and any questions regarding the MPCP program

- 1) **ALL** are required to provide one of the documents listed under Proof of Residency.
- 2) **NOTE:** Addresses **must** match the residency document and the online application. If there is a street suffix i.e. Dr. St. Rd, Ave etc, this **must** be on the online application AND the residency document. Please make sure you include any apartment #'s on the online application as well.
- 3) Income verification is required of all students new to the MPCP program

a. Proof of Residency document: Name on the document **MUST** match the name of the parent/legal guardian **AND** the date cannot exceed 90 days prior to the end of the application period.

- i. Wage statement or W2 year-end earnings statement. (Note: W2 accepted through April’s enrollment only.
- ii. Water, sewer, gas, electric, cable, satellite, or landline phone bill. Cell phone bills are NOT acceptable.
- iii. Letter to the parent/guardian at the application address from one of the above utilities regarding services at the application address.
- iv. Government correspondence. Examples: property tax bill (accepted through March’s enrollment only), Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, US Postal Service, or Housing Assistance letter. Printed statements from Access.gov if the statement covers the appropriate date period.
- v. Lease agreement - must be a current and the complete lease. Generally, the parent should try to provide one of the other allowed residency documents. However, if a month-to-month lease is used, it must be dated between three (3) months prior to the start and the end of the open application period the online application is submitted. Rent receipts are NOT an allowed residency document.
- vi. An Alternate Residency form will need to be completed if you do not have one of the above residency documents.

b. Verification of Income Eligibility

- i. DPI – provide 2018 Federal tax return showing AGI or all W2s and 1099
OR
- ii. DOR method – provide your SSN to the school or on the online application.

Option B: Apply as a Tuition paying family – open enrollment at all times for tuition families

- 1) Complete a tuition application and payment form – contact school office for this.

2019-2020 School Year - Application Process Continued

MPCP Open Enrollment Periods – contact school office for other enrollment periods

- ❖ 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

Be aware that all necessary paperwork must be received during the open enrollment period that an application is being submitted.

You may go to the application website for additional information about the application process <https://dpi.wi.gov/sms/choice-programs/student-applications> and/or look at the Parent Information brochure also provided on the school website.