## How to renew your CHOICE application

Login website: https://sms.dpi.wi.gov/ChoiceParent/Login/Login.aspx

**Step 1:** Under <u>Returning Users</u> enter the email and password used the prior year for CHOICE application. Click on "Sign in". If you do not know your password, click on "Forgot your password?" and it will be sent to you automatically to your email (sometime it goes into the spam folder).

PUBLIC INSTRUCTION					
Private School Choice Programs Application for 2020-2021					
→Login/Register ■ Status ■ Location ■ Schools ■ Parents ■ Students ■ Income ■ Submit	Version en Español   Questions on this page?				
Step 1: Sign In					
If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.  Register  Email Policy: The email address you provide will be used to send confirmations, communications regarding the comple applied to, and will not be shared with any other application either inside or outside the Department of Public Instruction	Returning Users Email Address: Password: Sign in Sign in Users Address Statement of your application in this system, forgotten passwords, etc. It will be shared only with the schools you have on.				
PUBLIC & INSTRUCTION For questions about this page, see <u>Questions on the Application Process</u>					
For questions about this page, see $\underline{Q}$	uestions on the Application Process PageID: L.1				

**Step 2:** If you desire to change your email or password this is the moment! (we do not recommend doing this unless you no longer use this email). Click on "continue".



**Step 3:** Make sure that the address entered is your current one (have your proof of address at hand). Remember that in order to be eligible for the Milwaukee Parental Choice Program you have to live within the city of Milwaukee. The address entered has to match with the proof of address you will be providing the Admissions department. Click on "Continue".

Private School Choice Programs Application for 2020-2021						
✓ <u>Login/Register</u> ✓ <u>Status</u> → <u>Location</u> ■ Schools ■ Parents ■ Students ■ Income ■ Submit	Version en Español	<u>Questions</u>				
Address and School District						
There are 3 different programs in the Private School Choice Programs, each with different requirements and income limits. The program you may participate in is dependent upon where	your students live in	Wisconsin.				
Students Geographic Area						
Check one of the options below indicating where your students reside:						
Students live in the city of Milwaukee Students live in the Racine Unified School District Students live in the Racine Unified School District Students live in Wisconsin but outside the city of Milwaukee and the Racine Unified School District Students are in the Safe at Home Program. (you must be enrolled in the Safe at Home program to choose this option. To learn more, see <a href="https://www.doj.state.wi.us/ocvs/safe-home.">https://www.doj.state.wi.us/ocvs/safe-home.</a> Current Address of Students Please enter the address of the students that will be applying. This address cannot be a P.O. Box or mailing address if different than your street address. Street Address: City: Milwaukee State: Wil Zip: 53204						
School District of Students	arios					
Select the public school district where your students reside that will be applying. Be AWARE that school district boundaries are not the same as town, vinage, city or councy abandaries for the school district for the home where your students live is located, DO NOT GUESS.	Select the public school district where your students reside that will be applying, be award: that school district Doundaries are not the same as town, village, city or county boundaries.					
Contact the municipal clerk (e.g. city hall), then confirm with a phone call to the school district, or     Look on your property tax bill if you own your home - the name of the school district will be listed there.						
School District: Milwaukee						
Back Continue						

## **Step 4:** Add St. Anthony School as your school of choice. Click on "Add a School".

Private School Choice Programs Application for 2020-2021					
✓ <u>Login/Register</u> ✓ <u>Status</u> ✓ <u>Location</u> → <u>Schools</u> ■ Parents ■ Students ■ Income ■ Su	bmit Version en Español				
Choose Schools in the Milwaukee Parental Choice Program					
Based on your school district, you may participate in the Milwaukee Parental Choice Program (MF	rCP).				
Please enter all schools that any of your children are applying to in the May application period. You mu	ust have at least one. Later you will be able to identify which child is applying at each school.				
Click on the "Add Another School" button to add to the list.					
No schools have been chosen yet - please click on Add a School below.	Add a School				
Exit You are NOT finished with the application yet. If you EXIT	Back				
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.					
	PUBLIC &				

Note: We are located in the second column close to the bottom. (They are alphabetically ordered). Click on "Save".



## Once St. Anthony is in your list, click on "Yes, this list is complete".

Private School Choice Programs Application for 2020-2021						
✓ <u>Login/Register</u> ✓ <u>Status</u> ✓ <u>Location</u> → <u>Schools</u> ■ Parents ■ Students ■ Income ■ Submit	Version en Español					
Choose Schools in the Milwaukee Parental Choice Program	Choose Schools in the Milwaukee Parental Choice Program					
Based on your school district, you may participate in the Milwaukee Parental Choice Program (MPCP).						
Please enter all schools that any of your children are applying to in the May application period. You must have at least one. Later you will be able to identify which child is applying at	each school.					
Click on the "Add Another School" button to add to the list.						
1 school has been chosen						
School City						
Remove School Saint Anthony School - Milwaukee						
Add Another School						
Have you entered all possible schools for the May application period where you have a student applying in May? If so, click the YES button below.						
Back Yes, the list is complete						

**Step 5:** Verify that the parent/guardian information is correct. The first parent/guardian has to match with the proof of address you will be providing. Click on "Yes" if the parent lives within the address provided, "No" if the guardian is not the student applying and "Continue" when everything has been verified.

	Private School Choice Programs	Application for 2020-2021								
	✓Login/Register ✓Status ✓Location	✓Login/Register ✓Status ✓Location ✓Schools →Parents ■ Students ■ Income ■ Submit Version_en_Español   Questions_on_this_nage?								
	Parent/Legal Guardian Names									
	Please use LEGAL names only - no nicknames	. These names will need to exactly match the n	names on the residency and income documentation you provide the school(s) you are app	lying to.						
	All parents and legal guardians who are residi	ing in the applicant(s) household must be includ	ded. A parent means a biological parent, a parent by adoption, or a step-parent that resid	ies at the same address as the student applicant.						
1	First Parent/Legal Guardian	Second Parent/Legal Guardian	Contact Numbers							
	First name: Middle Initial: Last Name: Suffix: © Yes Does the above person reside	First name: Middle Initial: Last Name: Suffix: • Yes Does the above person reside	Include area code. At least one phone is required. Home Phone: Work phone: Cell phone: (414) con these							
	No         Alliwaukee, WI?           Yes         Is the above person also one of the students, applying? (age 18 or older)	No         Milwaukee, WI?           Yes         Is the above person also one of the students applying? (age 18 or older)								
	Apply standard copitalization to names (or	leave unchecked to use names exactly as show	en above) Back Continue							

## Step 6: Update the student information by clicking on "Edit".

Private School Choice	Program	s Applic	ation for	2020-202	1						
✓ <u>Login/Register</u> ✓ <u>Status</u>	✓Location	✓ <u>Schools</u>	✓ Parents	→ <u>Students</u>	Income	Submit				Version en Español	Questions on this page?
All Children Applying t	to the Milv	vaukee P	arental C	hoice Prog	<mark>Iram in t</mark>	he May Ap	plication Period	1			
Please enter all children that an on the "Add" button to add to t	re applying to the list.	the Milwau	kee Parental	Choice Program	n in the Ma	Application	Period who reside a	t 😅 🖓 🖏 🖬 Milwa	ukee and for whom <b>Economic</b>	is the parer	nt or legal guardian. Click
If any of the information be	low is incorr	ect:									
Click the <i>Edit</i> link below	v next to the s below to com	student nam pletely remo	e to select so ove the stude	chools, change ent's applicatio	the name, on to the Milv	date of birth, g vaukee Parent	grade, gender, race, c al Choice Program fo	r attendance information the May application p	n about the child. eriod.		
Note: all names should be the	legal name o	of the child -	no nicknan	nes, please.							
	Nam	e	Da	ate of Birth	A	Grade	Schools Applying To	Prior Year Attendance	Student Status		In Foster or Kinship Care
Remove Edit Comm	conti Contino	•				04			Needs more information	on	No
						A	dd Another Child				
The following students need	to have the	eir school c	hoice indica	ited:							
Click the <i>Edit</i> link next to each student name in the above chart to proceed.											
							Back				

If the student's name is incorrect and you modify it, you will have to provide the Admissions office a valid document to prove the change you are making such as a birth certificate or immunization record.

Lastly, verify the student's grade for the next school year. Click on "Continue".

Private School Choice Programs Application	n for 2020-2021		
✓Login/Register ✓Status ✓Location ✓Schools ✓F	Parents → <u>Students</u> Income	Submit	Version en Español
Student Information Please enter the legal name of the student below - no nick	names please.		
First Name: Middle Nam	ne:	Gender: O Male • Female	
Last Name:       Suffix:         Apply standard capitalization to names         (or leave unchecked to use names exactly as shown above)		Date of Birth: mm/dd/yyyy Grade for 2020-21: 4th Grade • Is this student in foster or kinship care? • Yes • No	
Ethnicity Race			
Check One:      Hispanic or Latino     Not Hispanic or Latino	<ul> <li>American Indian or Alaskan N.</li> <li>Asian</li> <li>Black or African American</li> <li>Native Hawaiian or other Pacif</li> <li>White</li> </ul>	ative fic Islander	
Exit		Cancel Continue	

**Step 7:** Select the school the student is applying to (Saint Anthony School). Click on "Continue".



**Step 8:** Choose the current school the student is in (Saint Anthony School). Click on "Continue".

Private School Choice Programs Application for 2020-2021	
✓ Login/Register ✓ Status ✓ Location ✓ Schools ✓ Parents → Students ■ Income	Submit
Prior Year Attendance of <b>Damayanti Sanakas</b> Where did the student attend school in the <b>2019-20</b> school year?	
Public school in a Wisconsin school district: District Name: School Name:	
$^{\odot}$ Home-based education (i.e. homeschooled) during the entire school year	
Private school in Wisconsin: Saint Anthony School - Milwaukee	
School in another state	
$^{\odot}$ Not enrolled in school during the entire school year	
<b>F</b> 14	Cancel Continue
<b>EXIL</b> You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation B	EFORE the deadline.

**Step 9:** You will return to the student list, repeat steps 6, 7 and 8 if you have other students. At the end all students should have a "continuing" status (if this is a renewal). Once the list in complete click on "Yes, this list is complete".

Private School Choi	ce Program	ns Application for 202	0-2021					
✓Login/Register ✓Status	✓Location	✓ <u>Schools</u> ✓ <u>Parents</u> → <u>Sl</u>	tudents 📮 Income	Submit		Version en Español	Questions on this page?	
All Children Applying	to the Milv	waukee Parental Choic	e Program in t	the May Application Period				
Please enter all children that on the "Add" button to add t	Please enter all children that are applying to the Milwaukee Parental Choice Program in the May Application Period who reside at 100 creation in Milwaukee and for whom the management or legal guardian. Click on the "Add" button to add to the list.							
Note: all names should be the	e legal name	of the child - <b>no nicknames</b> , p	lease.				/	
	Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Statu	In Foster or Kinship Care	
Remove Edit	ويتأبيبين خلي		04	Saint Anthony School - Milwaukee	Saint Anthony School	Continuing	No	
If any of the information above is incorrect:  Click the <i>Edit</i> link to select schools, change the name, date of birth, grade, gender, race, or attendance information about the child. Click the <i>Remove</i> link to completely remove the student's application to the Milwaukee Parental Choice Program for the May application period. Add Another Child								
Have you entered all children that are applying for the May application period? If so, click the YES button below.								
			Back	Yes, the list is compl	ete 🦲			
Exit								

<u>Step 10:</u> The system will verify all information is correct (if there are mistakes red notes will appear). Click on "Continue".

Private Scho	Private School Choice Programs Application for 2020-2021														
✓ <u>Login/Register</u>	✓ <u>Status</u>	✓ <u>Location</u>	✓ <u>Schools</u>	✓ Parents	→ <u>Students</u>	Income	e 🔳 Si	ubmit							
Checking Stu	Checking Students for Errors														
We have checked	your data er	ntered so far,	and have not	t found any e	errors!										
				Click the Continue button below to continue to the income check.											
								Ba	ck	C	Continu	ie 🦊			_

The system does not require additional info. Click on "Continue".

Private School Choice Programs Application for 2020-2021						
✓Login/Register ✓Status ✓Location ✓Schools ✓Parents ✓Students →Income ■ Submit	Version en Español	Questions on this page?				
Need for Income-Related Data						
Since all your student applicants are either continuing Choice students, or were on the walting list for the same Choice program last year, you will not need to provide proof of income eligibility again. However, you will still need to provide the schools you are applying to with proof of residency before the application deadline. Please click on the Continue button below to review your application. You will then need submit your application.						
Back Continue						

**Final revision**: Verify all info is correct one last time (if you need to modify something click on "Back"). If everything is correct, click on "Yes, all information is correct".

	Final Review	
		Almost Complete - Daview Your Information Refere Submission
		Almost Complete - Review Your Information Before SuDMISSION
	If everything is correct, you	must click the "Yes, all information is correct" button at the bottom of the page to move on to the final step.
/	Parents / Legal Guardians Income Su	nmary
	Parent/Legal Guardian: No income elig	ility check is needed. All students are either continuing, wait-listed from last year and/or are in foster/kinship care.
	Street Address: Milwaukee, WI 53204	
	Email:	
~	School District: Milwaukee	
	Applications for annual demander	
/	Student Name:	
/	DOB / Gender: Female	
(	Age on 9/1/2020:	
	Grade for 2020-2021: 4th Grade	
$\mathbf{X}$	Etrinicity/Race: Hispanic of Latino	
	Program Status: Continuing student	
	Prior Year Attendance: Saint Anthony School (Milwaukee)	
	Applying to:	
	School: Saint Anthony School - Milwaukee	
	(414) 837-3300	
	Go to Top	
	Click the Back button below if you need to return to correct any data.	
		Back Yes, all information is correct
	Exit	
	You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BFFORF the de	dline.

Second to last... sign electronically by checking the "small box" and submit your application by clicking "Submit Applications".



Once your application has been submitted, a page like this will appear and a confirmation email will be sent to you immediately (you can print or save this info for your own records). This indicates you have completed filling out an application and the date limits in which you have to submit your proof of address to our Admissions department. Your application will not be finalized until we have your proof of address in our records. Once we are able to verify this info, the student will have a secure spot in our school and we will be able to send out an acceptance letter.

