

# Counting Children for DPI

## Membership

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# **Our conversations during this presentation will focus on:**

- **The PI-1563 membership counting process**
- **Summer and Interim Reports & School Fees**
- **Challenge Academy Reports**
- **Reporting the data to DPI**
- **Membership impacts on Revenue Limit & Equalization Aid**
- **Membership Audits**



# Pupil Count - Words to Know

**Full time**

**Challenge Academy**

**Pre-School-Special Education**

**Minutes**

**Withdrawal**

**Summer ADM Equivalent**

**Resident**

**Age Requirements**

**Part-time**

**Pupil**

**Head Count**

**Receiving Instruction**

**4 year old Kindergarten**

**Enrollment**

**Thayer**

**Membership**

**Open Enrollment**

**Student**

**3-year Programs**

**Hours**

**Revenue Limit Membership**

**Attendance**

**Count Date**

**Present**

**Non-Resident**

**Full Time Equivalency (FTE)**

**5 year old Kindergarten**

**General Aid Membership**

**Special Education**

**State Schools**

- **Which terms are you most familiar with, least familiar with?**
- **Turn and talk with your colleagues at your table**



# **Pupil Count Dates for determining Membership Reporting Purposes (PI-1563)**

- **3rd Friday in September**  
Used to determine Revenue Limit, Per Pupil Aid and State Equalization Aid
- **2nd Friday in January**  
Used to determine state equalization aid
- **Summer/Interim Membership**  
Included when reporting the September Count  
FTE valued at 100% for Equalization Aid and 40% for Revenue Limit
- **Challenge Academy (PI-1563 YCA)**  
Completed September and March



# Residency and Membership



**Which student FTEs are included in your Revenue Limit and/or Aid Membership?**

A key source of guidance is our “Membership Information and Reporting” [DPI SFS Membership Reporting](#) webpage.



# Residents Who May Be Included in Membership (Revenue Limit, Equalization Aid, or Both)

**Four (4) Criteria:** (For students enrolled in a public school)

- 1. Eligible age residents - regular and special education.**
- 2. Financial Responsibility**
- 3. Attending on the Count Date**
- 4. The other categories: Part-time pupils – Homebased & Private, Summer and Interim Sessions & Open Enrollment**



# Determining Who is a Resident

- **Not defined in statute, Board attendance policy**
- **Case law – Thayer Ruling**
- **Identify where the child lives (up-to-date address information)**
- **Identify the district where property taxes are paid (municipal clerk records or county data base)**





# Financial Responsibility

- Resident pupils in your seats, taught by your teachers and meeting the age limitations.
- Full-time resident pupils in attendance elsewhere, but your district is paying for their education.
  - Open Enrollment
  - Tuition Agreements
  - Cooperative Programs
  - CESA programs
  - Tuition Waivers



# Counting 3-Year-Old Students Attending Programs in Your District

- **Preschool-Special Education – Included in count**
- **Title One Funded Preschool - Not included in count**
- **School-Operated Head Start – Not included in count**
- **3-Year-Old Programs – these non-special education students will not be included in the pupil count and do not impact the district's revenue limit calculations and related aid calculations. However, costs in Fund 10 associated with 3-Year-Old Programs will reduce the district's shared cost in the General Equalization aid calculation.**

[Counting three-year-old SFS Website](#)

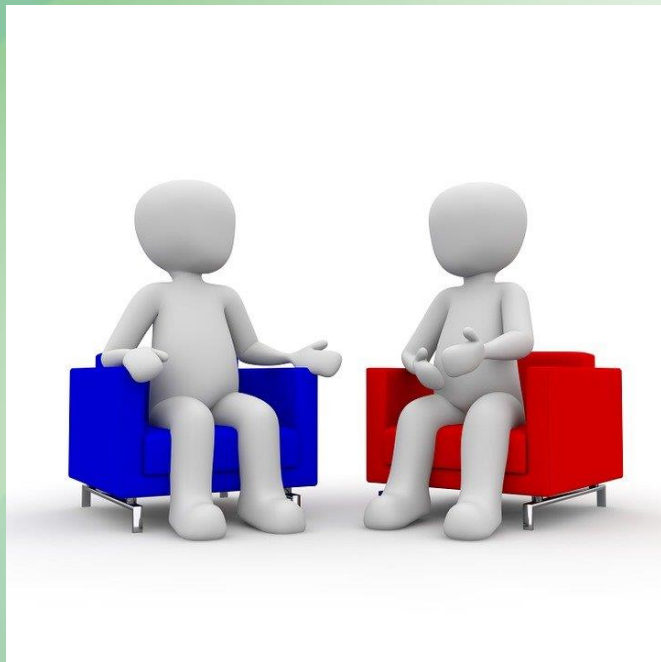


# Counting Non-residents When Completing the PI-1563

Completing the PI-1563 is a process, not just a matter of counting residents. It also includes non-resident students attending your schools

- You include non-resident students in seats in your district
- Subtract non-residents in those seats
- Adjust for Part-time students
- The non-resident students will not be in adjusted head count used to calculate the district's membership FTEs.





## Talk and Turn

**What residency and membership requirements for counting children are most challenging for school district staff to verify while completing the PI-1563 counting process?**



***Let's talk about Full Time Equivalency  
(FTE) and Head Count.***



# Full Time Equivalency (FTE)

- **FTE** - The result of a computation that divides the amount of time for a less than full - time activity by the amount of time normally required in a corresponding full - time activity.
- **Membership - Resident enrollment adjusted for full time equivalency (FTE) as noted in the following groups:**
  - Pre - School - Special Education = .5 FTE
  - 4-Year-Old Kindergarten = .5 or .6 FTE
  - 5-Year-Old Kindergarten = .5 - 1 FTE
  - Summer ADM Equivalent = FTE Calculated by taking the total minutes of instruction divided by 48,600.



# FTE for Revenue Limit Purposes

- FTE generated from the PI-1563 pupil count report from September Count only.
- FTE generated from the September Challenge Academy Report.
- 40% of FTE identified in the Summer/ Interim Membership FTE report.



# Challenge Academy (CA)

- **Separate report used to account for cadets.**
- **Residency is determined by the cadet home address**
- **Both fall and spring CA reports must be completed.**
- **If student is in the Fall CA count, do not count in PI-1563**
- **By answering questions regarding the regular pupil count data, the Spring report will determine how to count the pupil.**





# **FTE for Equalization Aid that will be used for the following school year**

- **FTE calculations from September & January pupil count reports.**
- **FTE tabulated from the September & January Challenge Academy Reports.**
- **100% of the FTE from the Summer Membership report.**
- **Adjustment for Part-time Private or Home-based Students.(Step 3)**
- **Adjustment for Part-time Private non-resident Students.(Step 5)**
- **Adjustment for certain foster/group home students.**
- **Adjustment for Private School Voucher students.**



# Online FTE Reports

- [Introduction](#)  
A note from the Director
- [Status & Due Dates](#) ! ■ ■ ■ ■ ■  
Information on district data entry and upcoming deadlines
- [Financial Data Home](#)  
Includes the PI-1505 Full Financial Report
- [Non-Financial Data Home](#)  
Pupil Count (Summer, September, January), Pupil Transportation, School Calendar, School Census, Challenge Academy
- [FTE Reports](#)
- [PI-1500 Contacts Report](#)  
Identify specific district staff for report submission authorization
- [District Contact History](#)  
Report Submission History
- [Auditor](#)  
Information on the auditor and audit firm of the district  
Special Education Licensure information for auditors

 Shows the resident adjusted FTE that will be used for for Membership

# Online FTE Reports

## FTE Reports

Effective September 18, 2020: The information provided on this SAFR webpage has a "new" look. When you click on a link for 2016-17, 2017-18, 2018-19 or 2019-20 or 2020-21 school year and moving forward, you will see more information.

Pop-up screens can be accessed to show how the value in that location was determined. These upgrades are designed to assist the viewer in understanding how pupil count information is converted to Full Time Equivalency (FTEs).

The equalization aid and revenue limit calculations use district submitted pupil count data that is then converted to full time equivalency (FTE). A district's calculated FTE is referred to as membership. Below are links to the district's memberships for the equalization aid and revenue limit calculations.

Because of auditing and timing issues, these memberships may not be final. However, they are designed to assist school district staff acquire an understanding of how the district's pupil count is converted to membership. Questions should be directed to [school finance consultant](#) staff.

- [FY 2020-2021 Aid Calc FTE](#) - Data used to calculate aid paid in the 2021-2022 fiscal year
- [FY 2020-2021 FTE Conversion for 2020-2021 Revenue Limit Calculation](#)
- [FY 2019-2020 Aid Calc FTE](#) - Data used to calculate aid paid in the 2020-2021 fiscal year
- [FY 2019-2020 FTE Conversion for 2019-2020 Revenue Limit Calculation](#)

**Shows the FTE that will be used for Revenue Limit Membership and Equalization Membership purposes**





***Name three membership counts used  
for public school's revenue limit  
formula?***



# Summer Membership Reporting

Fees

Fees

**Completing the PI-1804 Excel Workbook**

**Report for the On-line Report in SAFR**

Fees

Fees



# Summer Membership Reporting-W1804

- **Summer and Interim Sessions occur outside of the school year**
- **School districts use the PI-1804/PI-1804-1805 excel worksheet, results are submitted via SAFR**
- **The PI-1804/1805 will be reviewed by membership auditors**



# Summer and interim Session Fees

- **The fee must fund an item that is legally permitted and purchased for summer school use**
- **The fee may not be used to subsidize the cost of any other classes, students or administration**
- **The fee must be based upon the actual cost of the applicable item(s) the student received**
- **Membership auditors will review summer school FTE and any associated summer school fees**



# Summer and Interim Session Fees

## DPI SFS Team's School Fee Website





# Summer and Interim Session Fees

## **Are school districts allowed to charge a fee for laptop computers or tablets, etc.?**

- This is newer territory for many districts and there are many questions:
- Can we charge for cost of the device (e.g., laptop, iPad)?
- Can we charge a general technology fee (e.g., \$50/year) and let the pupil keep the device after X years to encourage proper treatment of the device and/or offset insurance costs?
- Can we charge “rent” (e.g., \$50/year)? (like renting a textbook)

**The SFS team position is that a plain reading of the statutes surrounding fees and the state constitution strongly suggests that if a district is going to require pupils to acquire and use the device, such fees would not be permitted under current law.**



# Summer and Interim Session Fees

## Turn and Talk:

**Are school districts allowed to charge a fee for the use of electronic workbooks/websites for student learning?**



# Membership Audits



**Who, What, When**



# District Selection Process

- The state superintendent is required annually to select at least 25 percent of school districts to have membership audits.
  - Random Selection
    - From a "four-year cycle" pool
    - From an "annual selection" pool
  - District audited in the prior year having a net error rate in excess of 1% from the reported membership, for either count date.
  - Pupil Count report was not received on time.
- Districts announced in February and due May 1st



# Reconciliation Worksheet

## RECONCILIATION OF SEPTEMBER COUNT TO JANUARY COUNT

- ✓ All districts are required to explain (reconcile) membership changes that occur between the September and January counts.
- ✓ The process involves identifying and documenting the specific membership additions and subtractions that have happened in each category (ex. 4YK - 524.5 hours) between the 2 count dates.
- ✓ The completed reconciliation is to be kept on file at the district office and available for DPI and your independent auditor upon request.
- ✓ Supporting documentation should also be kept on file and available upon request.



# Summer Membership - Audit

- Review of Fees for summer school are part of this auditing process.
  - Review DPI Guidance.
  - Review fees
  - Complete the fee reconciliation in the PI 1804 - You may need to refund the overcharge.
  - To avoid the consequences of overcharging, adequate refunds must be made before the October 1st.
- Enrollment and Withdrawal Records (ADM)
- Attendance Records (ADM)
- Course Descriptions
- Board Policy Regarding Attendance and Enrollment Status



# Membership Counting Resources

[DPI SFS Team's Counting Children Website](#)

[DPI Open Enrollment Website](#)



# DPI School Financial Service Team

## General Contact Information:

[SFS Website](#)

[SFS Team Directory](#)

**(608) 267-9114**

[dpifin@dpi.wi.gov](mailto:dpifin@dpi.wi.gov)







# *Addenda*



# 5 Steps where data is entered in the PI-1563 portal

**Step 1: Head Count – (Record all Resident and Non-Resident students to whom the district is directly providing educational services)**

**Step 2: Non-Resident Reductions- (Record students in your seats that are residents of another district)**

**Step 3: Resident Reductions- (Record resident students who are included in the head count but are not eligible to be counted full-time for state aid purposes)**

**Step 4: Resident Additions – (Record resident students your district is financially responsible for that attend another school)**

**Step 5: Part time Home-Schooled (Record Non-Resident Home-Schooled students attending your school)**



# September Pupil Count

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Families & Students Schools & Educators Libraries Data & Media Search site

SFS Home » School Financial Services

### School Financial Services

Accounting, Auditing & Financial Management

State & Federal Aid

Counting Children

Reporting to SFS

Revenue Limits

Calendars & Communications

Statistical

Presentations & Tutorials

Welcome to School Financial Services

#### What We Do

The School Finance Team provides information and support to district administrators and fiscal staff, CESA/CCDEB administrators, legislators, public interest groups, taxpayers, researchers and media.

#### Reporting Portals

- SFS Reporting Portals
- PI 1500 District Contacts Rpt
- PI 1500 Instructions
- Transfer of Service

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home Families & Students Schools & Educators Libraries Data & Media Search site

SFS Home » Reporting to SFS » School Finance Reporting Portals

### School Finance Reporting Portals

Annual Reports

PI-1504 Budget Report

Entering Long Term Debt into SAFR

Referendum Information

Reporting Census Data Instructions

Transportation Data Reporting

Additional Reporting Instructions

Chapter 220 Membership Reporting

School Calendar - Days and Hours of Instruction

SFS/DPI-1500 District Contacts Report

#### Portal User Group Login Links

[Log In to View or Submit Data](#)

These links will allow the user to log in to the portal using the ID and Password created for them by the PI 1500 District Contacts report to view or to enter and submit data to the department. After entering the new ID and Password, district staff can proceed to the reports for which they have been authorized to file data. Navigation to the district reports is the same as before. Just click "Continue."

As a note, the 2008-09 ID and Password will no longer allow district staff to enter data.

[Public View Submitted District Data](#)

This link will allow the user to view any district data that has been officially submitted to the department. It looks very much like the current portal screen except that the user cannot access areas which require a password.

[Auditors Log In to Submit Data](#)

District auditors will use their previously assigned SAFR ID and Password to enter and submit data to the department.

Start by clicking on the "SFS Reporting Portals"

Login from here. Do not bookmark any portal pages beyond this one.

# School Finance Reporting Portal



## Go To

- [District Home](#)
- [Financial Data](#)
- **Non-Financial Data**
- [Change District](#)

## People

- [PI-1500 Contacts](#)
- [Contact History](#)

## Alma (0084)

### Non-Financial Data Home

Non-financial data, such as **headcounts** or the **number of students**, are collected in the following categories:

- [Pupil Count - Summer](#) (PI-1804)
- [Pupil Count - September](#) (PI-1563)
- [Pupil Count - January](#) (PI-1563)
- [Challenge Academy - September](#) (PI-1563-CA)
- [Challenge Academy - January](#) (PI-1563-CA)
- [Pupil Transportation](#) (PI-1547)
- [Pupil Transportation Summer](#) (PI-1547-SS)
- [School Calendar](#) (PI-1505-Calendar) **!**
- [School Census](#) (PI-1505-Census)

Under “Non-Financial Data Home” you will find a link to the “Pupil Count September” portal.












# PI-1563 Pupil Count Process, Step 1.1 Physically Present and Step 1.2 Absentees (same as shown below)


Identify all Resident and Non-Resident students to whom the district is directly providing educational services. (Non-resident public school students taking 1 or 2 courses under PTOE are included here in Step 1, and then backed out in Step 2.) Excluding:

- 1: A resident student who is Open Enrolled out on a full - time basis, and returns to take 1 or 2 courses under Wis. Stat. [§118.52](#) Part-time Open Enrollment (PTOE) is excluded from Step 1, as that student can only be counted in Step 4.
- 2: Do not count any Non-resident home school pupils taking courses in a school in your district under Wis. Stat. [§118.53](#) in Step 1. Each will be reported in Step 5.

NOTE: These students must have been PHYSICALLY PRESENT on the count date.

The SFS team will be continue to collect the counting of 9<sup>th</sup> graders for the "Personal Electronic Computing Devices Grant" as required by Wis. Stat. 115.438(4)(a)1.

Preschool - Special Education 	<input type="text"/>
4 year-old kindergarten (437 hours) 	<input type="text"/>
4 year-old kindergarten (524.5 hours) 	<input type="text"/>
5 year-old kindergarten (1/2 day) 	<input type="text"/>
5 year-old kindergarten (3 full days) 	<input type="text"/>
5 year-old kindergarten (4 full days) 	<input type="text"/>
5 year-old kindergarten (5 full days) 	<input type="text"/>
5 year-old kindergarten (blended) 	<input type="text"/>
Grades 1 - 12 	<input type="text"/>

Special Education for birth through age 2	<input type="text"/>
Title I Funded Preschool	<input type="text"/>
School-Operated Head Start	<input type="text"/>
Other	<input type="text"/>
3 year-old programs 	<input type="text"/>

**The number of 9th graders included in Grades 1-12:**

9th Graders	<input type="text"/>
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**Step 1 – Head Count - Identify all Resident and Non-Resident students to whom the district is directly providing educational services.**

# PI-1563 Pupil Count Process

## Step 2 Summary

Category	Open Enrollment	Tuition Waivers	Section 66.0301	CESA Program	Tuition	9-18 Weeks S. Tuition	Outside Aid Eligibility	Chapter 220	CCDEB	Incarcerated / Hospital	Total
Preschool Special Education											0
4 YK - 437 Hours											0
4 YK - 524.5 Hours											0
5 YK - Half Day											0
5 YK - 3 Full Days											0
5 YK - 4 Full Days											0
5 YK - 5 Full Days											0
5 YK - Blended											0
Grades 1 - 12											0
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9th Graders in Step 2:											0

**Step 2 – Non-Resident Reductions- (Students in your seats that are residents of another district)**



# PI-1563 Pupil Count Process - Part-time Resident (Step 3 – Reductions)

Resident student - less than Full-Time Enrollment attends:

- any grade in a public school in the district under s. 118.53 is eligible for state aid up to a maximum of two courses per pupil per semester.
- high school in the district under s. 118.145(4) is eligible for state aid up to a maximum of two courses per pupil per semester.
- the district less than full-time as defined by s. 118.15(1). *Private school* students who attend grades other than high school are included in this area.
  - ❑ Student attends another district through Open Enrollment but returns to resident district for up to two classes under s. 118.25 – were not to be counted in Step 1 as they will be added in Step 4.
- See *PI-1563 Membership Definitions*



# Non-Public Part-time Attendance

Home-based Private Education  
§118.53  
§ 121.004(7)(em)

Non-Parochial, Parochial, Tribal  
§ 118.145(4)  
§121.004(7)(e)

Resident

- ✓ Any Grade (K-12)
- ✓ Up to 2 Courses Per Semester
- ✓ Can Count - FTE Computed on Hours Attended

Non-Resident

- ✓ Any Grade (K-12)
- ✓ Up to 2 Courses Per Semester
- ✓ Can Count - .25 FTE for Each Course, .50 FTE Max

- ✓ Grades 9-12
- ✓ Residents Only
- ✓ Up to 2 Courses Per Semester
- ✓ Can Count - FTE Computed on Hours Attended

---> Only for General Aid Purposes, NOT Revenue Limit <---





# Counting Part-time Pupils

- District of *attendance* may count non-resident, home-based pupils enrolled part-time
- Different method to count resident vs. non-resident part-time pupils


Pupil comes from:	RESIDENT	NON-RESIDENT
Home School [All grades]	# PT Pupil Hours / FT Hours for Grade = FTE	0.25 FTE per course (max of 2 courses)
Private School [Grade 9-12]	# PT Pupil Hours / FT Hours for Grade = FTE	<del>Cannot be counted</del>





# PI-1563 Pupil Count Process - Part-time Resident (Step 3 – Reductions)


**FY 2020-2021 Pupil Count - September**


**Step 3.1: Resident Reduction - Part-Time - Home Schooled**


4 year-old kindergarten (437 hours) - Residents 


4 year-old kindergarten (524.5 hours) - Residents 


5 year-old kindergarten (1/2 day) - Residents 

5 year-old kindergarten (3 full days) - Residents 

5 year-old kindergarten (4 full days) - Residents 

5 year-old kindergarten (5 full days) - Residents 

5 year-old kindergarten (blended) - Residents 

Grades 1 - 12 - Residents 

**FY 2020-2021 Pupil Count - September**

**Step 3.2.1: Part-Time 9th Graders - Private School - 9th Grade**

How many Resident 9th graders are attending part-time from a private school?

How many **total hours of instruction** during the first semester are scheduled for the 9th graders identified in the question above? This is an aggregate of all minutes converted to hours. Use a maximum of two classes for each student in the calculation.

After this screen, for each grade, a follow up screen will need to be completed, with same basic questions seen for the 9<sup>th</sup> graders shown to the right.

**When entering Part-Time – Private School students, a different screen will be provided for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades.**

**The more students in the 1<sup>st</sup> box, the higher the value needed in the 2<sup>nd</sup> box.**



# PI-1563 Pupil Count Process

## Summary of Step 3: Resident Reductions

Category	<u>Part-Time Home School</u>	<u>Part-Time Private School</u>	<u>Outside Age Eligibility</u>	Total
Preschool Special Ed	0		0	0
4 YK - 437 Hours	0		0	0
4 YK - 524.5 Hours	0		0	0
5 YK - Half Day	0		0	0
5 YK - 3 Full Days	0		0	0
5 YK - 4 Full Days	0		0	0
5 YK - 5 Full Days	0		0	0
5 YK - Blended	0		0	0
Grades 1 - 12	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9th Graders in Step 3:	0	0	N/A	0

**Step 3 – Resident Reductions-** (Resident students who are included in the head count but are not eligible to be counted full-time for state aid purposes)



# PI-1563 Pupil Count Process

## Step 4 Summary

Category	Open Enrollment	Tuition Waivers	Section 66.0301	CESA Program	Tuition	Chapter 220	E. C. C. P.	Youth Apprentice	\$118.15 Contracts	Partnership School	Residential Treatment	Total
Preschool Special Education												0
4 YK - 437 Hours												0
4 YK - 524.5 Hours												0
5 YK - Half Day												0
5 YK - 3 Full Days												0
5 YK - 4 Full Days												0
5 YK - 5 Full Days												0
5 YK - Blended												0
Grades 1 - 12												0
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9th Graders in Step 4:												0

**Step 4 – Resident Additions – (Residents your district is financially responsible for that attend another school)**



# PI-1563 Pupil Count Process

## Summary of All Steps

Final Summary

Category	<u>Step 1: Starting Count</u>	<u>Step 2: Less Non-Resident Reductions</u>	<u>Step 3: Less Resident Reductions</u>	<u>Step 4: Plus Resident Additions</u>	<b>Total</b>
Preschool Special Education	0	0	0	0	0
4 YK - 437 Hours	0	0	0	0	0
4 YK - 524.5 Hours	0	0	0	0	0
5 YK - Half Day	0	0	0	0	0
5 YK - 3 Full Days	0	0	0	0	0
5 YK - 4 Full Days	0	0	0	0	0
5 YK - 5 Full Days	0	0	0	0	0
5 YK - Blended	0	0	0	0	0
Grades 1 - 12	0	0	0	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9th Graders:	0	0	0	0	0

## Final Summary – Review Data

Provides a Summary of Pupils by Steps 1 - 4



# PI-1563 Pupil Count Process - (Step 5, Non-Resident Additions)

## Part Time Home-Schooled, Non-Resident Pupils

A school district can count, for General Aid (but not Revenue Limit) purposes, a non-resident, home-school pupil (but not a non-resident private-, parochial- or tribal-school pupil) taking courses in the district under §118.53, in an amount equal to *0.25 FTE per course, up to two courses per semester* (i.e., district could count a maximum of 0.50 FTE per non-resident, home-school pupil). [see §121.004(7)(em)]

Part time Home-Schooled, Non-Resident Pupils are collected in Step 5 of the PI-1563 wizard.



# PI-1563 Pupil Count Process - (Step 5. Non-Resident Additions)

## Step 5.1: Non-Resident Additions

Please distribute the pupils enrolled in a home-based private educational program taking either 1 or 2 courses.

	1 Course	2 Courses		1 Course	2 Courses
4 year-old kindergarten (437 hours) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 1 - Non-Residents	<input type="text"/>	<input type="text"/>
4 year-old kindergarten (524.5 hours) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 2 - Non-Residents	<input type="text"/>	<input type="text"/>
5 year-old kindergarten (1/2 day) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 3 - Non-Residents	<input type="text"/>	<input type="text"/>
5 year-old kindergarten (3 full days) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 4 - Non-Residents	<input type="text"/>	<input type="text"/>
5 year-old kindergarten (4 full days) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 5 - Non-Residents	<input type="text"/>	<input type="text"/>
5 year-old kindergarten (5 full days) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 6 - Non-Residents	<input type="text"/>	<input type="text"/>
5 year-old kindergarten (blended) - Non-Residents <i>i</i>	<input type="text"/>	<input type="text"/>	Grade 7 - Non-Residents	<input type="text"/>	<input type="text"/>
			Grade 8 - Non-Residents	<input type="text"/>	<input type="text"/>
			Grade 9 - Non-Residents	<input type="text"/>	<input type="text"/>
			Grade 10 - Non-Residents	<input type="text"/>	<input type="text"/>
			Grade 11 - Non-Residents	<input type="text"/>	<input type="text"/>
			Grade 12 - Non-Residents	<input type="text"/>	<input type="text"/>



# PI-1563 Pupil Count Process

[Review Your Answer](#)

## Comparison to Prior Data

Comparison Summary				
Category	Adjusted Count Sept	Last Year Sept	Change from Last Year	Percent Difference
Preschool Special Education	6	1	+5	500%
4 YK - 437 Hours	0	0		N/A
4 YK - 524.5 Hours	16	11	+5	45.45%
5 YK - Half Day	0	0		N/A
5 YK - 3 Full Days	0	0		N/A
5 YK - 4 Full Days	0	0		N/A
5 YK - 5 Full Days	16	15	+1	6.67%
5 YK - Blended	0	0		N/A
Grades 1 - 12	175	182	-7	-3.85%
<b>Totals:</b>	<b>213</b>	<b>209</b>	<b>+4</b>	<b>1.91%</b>

Back

Next

## Review Resident Student Count Data

## Compare Current Year Data to Prior Year Data





# Review Your Answers

## Helpful Links

### Help

- [How to Use this Wizard](#)
- [Program Definitions](#)
- [Student Categories](#)
- [Examples](#)

### Review Answers

- [Step 1 - Headcount](#)
- [Step 2 - Non-Resident Reductions](#)
- [Step 3 - Resident Reductions](#)
- [Step 4 - Resident Additions](#)
- [Step 5 - Non-Resident Additions](#)

### Submit

- [Submit to DPI](#)
- [Certification / Signature Page](#)

### Summaries

- [Summary of Step 1 - Headcount](#)
- [Summary of Step 2 - Non-Resident Reductions](#)
- [Summary of Step 3 - Resident Reductions](#)
- [Summary of Step 4 - Resident Additions](#)
  
- [Summary of Preschool-Special Education](#)
- [Summary of 4 YK \(437 Hours\)](#)
- [Summary of 4 YK \(524.5 Hours\)](#)

- [Final Summary](#)
- [Comparison to Prior Data](#)

### Auditing

- [Audit Trail: All](#)
- [Auditor Changes: Summary](#)
- [Auditor Changes: Detail](#)

**Links on this screen help you move around in the PI-1563 to review the data (Step 6) and Locating Help Information**



# PI-1563 Pupil Count Process

Ready to Submit to DPI?

There is one remaining step...

If the data has been completely entered and you have reviewed it for correctness and completeness, please click on the 'Submit to DPI' button below. This will signal DPI that they may start reviewing the data. You may still return and change the data, but you will need to return here after your changes and indicate again that you are done.

When you click the button, we'll make one last check on the data to ensure its accuracy.

Pupil Count - September	
Category	September Count
Preschool Special Education	6
4 YK - 437 Hours	0
4 YK - 524.5 Hours	16
5 YK - Half Day	0
5 YK - 3 Full Days	0
5 YK - 4 Full Days	0
5 YK - 5 Full Days	16
5 YK - Blended	0
Grades 1 - 12	175
Totals:	213

(Adjusted) HEAD  
COUNT

Submit to DPI

## Step 7 – Submit Completed Report

# Early Learners; Preschool, 4K

- New 4K programs need to be approved by DPI.
- 4-Year-Old Kindergarten must be universal and open to all age eligible children in the district.
- Pupil must be at least 4 years old by Sept 1<sup>st</sup>.
- Preschool and Special Education
  - If pupils are enrolled in both 4K and Preschool Special Education, count in 4K. Do not count in more than one category/program.



# Membership and 3, 4, and 5-Year Olds

- Have to be public school students in order to count for membership.**
- Non-Special Education 3-Year Olds participating in district programs are counted separately in PI-1563 Step 1.1 and Step 1.2. from Special Education 3-Year Olds students you serve**
- Count children in the program they are attending.**



# Membership and 3 Year Olds

- Please see the session handout provided in these links:
- Student Membership three-, four- or five-year-olds
- [Revised Student Membership-3-4\\_or-5-Year-Olds5.xlsx](#)
- This document will be a good resource when working with determining the assignment of students being served under the age of six.



# Special Education

- **Begins at age three.**
- **For three- and four-year-old children not in a 4k program, count as .50 FTE regardless of the special education program time in attendance.**
  - **Speech and Language**
  - **Early Childhood (Pre-School)**
  - **Other Services**
- **Students who turned 20, prior to the first day of class, may enroll any time during the year.**



# Counting Students Who Are 20 and 21 Years Old

- If a special education student is 20 prior to the first day of classes according to the school calendar, the student can enroll any time during the year, even after turning 21, and the district must provide services and can count the student.
- If a regular education student is 20 when he/she enrolls and receives instruction, the district must provide services and can count the student. If a student turns 21 prior to enrolling and receiving instruction, the district is not required to provide services and cannot count the student. If a student enrolls prior to turning 21, but turns 21 before attending classes, the district is not required to provide services and the student cannot be counted.



# Other

- **Tuition Waivers**
  - **These situations involve children moving out/in of a district mid-year. Sometimes, you still can count a pupil in the year they have moved out of your district....and, sometimes you can't count a new pupil that recently moved in. Contact an SFS Consultant to discuss these unique situations.**



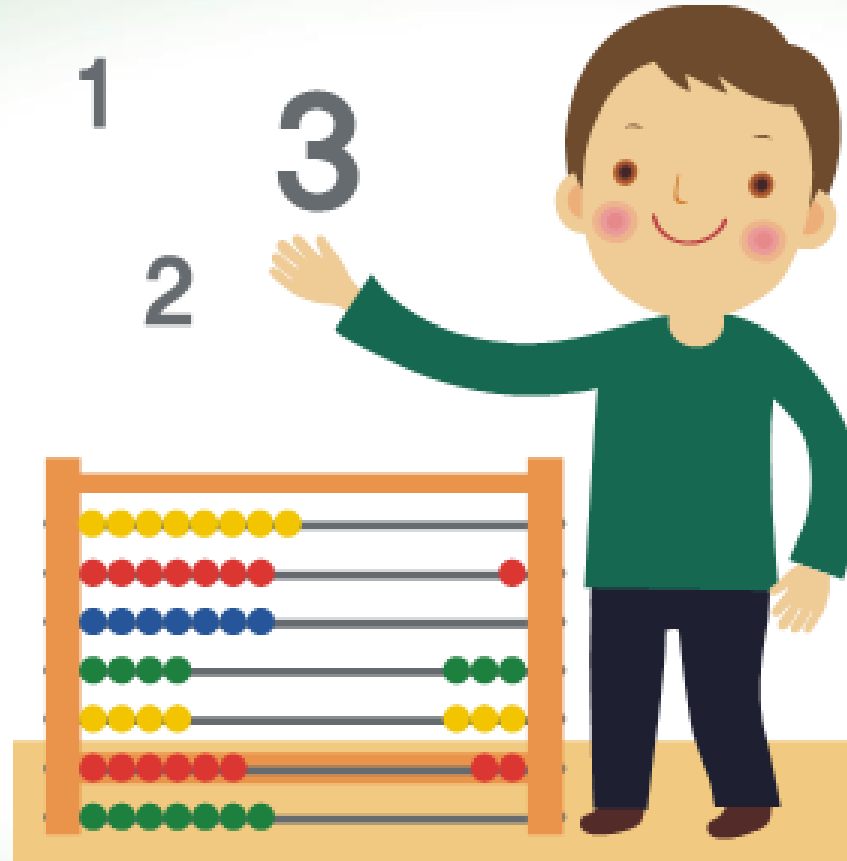


# Reconciliation Worksheet

District Number	Alma					
	84					
<b>RECONCILIATION OF SEPTEMBER COUNT TO JANUARY COUNT</b>						
<b>Fiscal Year 2020-21</b>						
<p><b>IMPORTANT:</b> You might see a Security Warning above this worksheet just under the toolbar. Click on "Enable this Content". This will refresh your data pulling in the most recent pupil counts from the live district SAFR PI-1563 pupil counts. (Both September and January)</p>						
	<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>
	<i>Pupil Count</i>				<i>Pupil Count</i>	
	<i>September, 2019</i>			<i>Adjusted</i>	<i>January, 2020</i>	
	<i>Total</i>	<i>Additions</i>	<i>Subtractions</i>	<i>Total</i>	<i>Total</i>	<i>Difference</i>
Preschool Special Education	1	0	0	1	1	0
4YK - 437 hours	0	0	0	0	0	0
4YK - 524.5 hours	10	0	0	10	10	0
5YK - half day	0	0	0	0	0	0
5YK - 3 full days	0	0	0	0	0	0
5YK - 4 full days	0	0	0	0	0	0
5YK - 5 full days	21	0	0	21	23	2
5YK - blended	0	0	0	0	0	0
Grades 1-12	191	0	0	191	189	(2)
<b>Totals</b>	223	0	0	223	223	0
<p>- <i>Columns 1 and 5</i>: The data in these 2 columns is pulled live from the "Total" column in the "Summary of All Steps" for each district's PI 1563 Pupil Count Report on file with DPI.</p>						



**Accurate Pupil Counts provide opportunities to maximize the resources available to support the education of children in your district.**



Your role in completing the PI-1563 is important in the lives of children.



# Pupil Count Pilot Program

The “Pilot Program for Membership Pupil Count Collection” through WiSFiP launched with a small number of districts in the 2022-23 school year.

More test districts have been added for year 2 of the pilot.



# Pupil Count Pilot Program

*What's different?*

- Ease of data collection – LEAs will no longer manually enter pupil counts. Data will be pushed from your student information system.
- New module will allow DPI to pre-fill counts for most pupil count categories. A very small amount of data will be entered manually.



# Pupil Count Pilot Program

## *Timeline:*

- 2023-24 – Phase 2 of Pilot. Select LEAs and SIS vendor participants only.
- 2024-25 – Dual reporting in SAFR (PI-1563) and WiSFiP Pupil Count Module
- 2025-26 – PI-1563 retired. All collection via WiSFiP Pupil Count Module and additional WiSFiP reporting.



# Pupil Count Pilot Program

*What should my district do before the PI-1563 application is retired?*

- Be sure data in your SIS is clean!
- Review Enrollment Type (Primary, Coursework, Membership)
- Review Residency data (Resident vs. non-resident)
  - If non-resident, in which district does the student reside?
  - Include status begin and end dates.
- Review Full Time Equivalency (FTE) status



# Pupil Count Pilot Program

For more information, go to:

[https://dpi.wi.gov/wise/data-  
elements/pupil-count-pilot-program](https://dpi.wi.gov/wise/data-elements/pupil-count-pilot-program)

