

Milwaukee Parental Choice Program Shining Star

Please read the information below regarding the application process for the Milwaukee Parental Choice Program at Shining Star:

- Applications are not complete until written documentation is at Shining Star.
- Documents must be brought before the end of the enrollment period in which you filled out the online application.

**Enrollment Periods: 1st - 20th of every month
(Except September and January)**

Applications are now online:

<https://dpi.wi.gov/sms/choice-programs>

Documents you will need to apply:

- Proof of Residency
- Proof of Income
- Original Birth Certificate (all K4, K5, or 1st grade students)

These documents MUST be brought to the Main Office at either campus between 7:30am - 3:30pm Monday through Friday.

Before you start please do the following:

- Have your residency paperwork by you (use the exact name and address that is on your residency paperwork when you enroll online) - see page 2 for what is acceptable residency.
- If your child has not been in the choice program before (includes all K4 students), have your proof of income paperwork by you. (See page 2 for what is acceptable proof of income.)

What to do?

- Sometime between the 1st and 20th of each month go to the choice website and enroll your child online: <https://dpi.wi.gov/sms/choice-programs>
- After you complete the enrollment you will receive an email explaining what documentation you need to submit to the school.
- This documentation must be at the school during the same period in which you enrolled your child. (For example, if you enrolled during the Feb 1-20th enrollment period your documentation must be at Shining Star by Feb 20th.) Your app will not be complete until all the documents are submitted to the school.

Then what happens?

- All families who applied for the program will be notified in writing whether they are accepted, not accepted, or placed on a waiting list at Shining Star. Please allow 60 days from the end of the enrollment period to be notified in writing.

Acceptable Proof of Residency in the City of Milwaukee:

- Water bill
- Gas/electric bill
- Cable/satellite bill
- Landline phone bill (**Cell phone bills are not acceptable**)
- Current wage statement in the name of the parent/guardian on the application
- Recent government correspondence:
 - Supplemental Security Income letter
 - Wisconsin Works W2 Cash Benefits letter
 - Temporary Assistance for Needy Families (TANF) letter
 - Food Share "Food Stamps" letter
 - Housing Assistance letter

**Note - The address on the proof of residency must be in the parent/guardian's name and match the address on the application!*

Acceptable Proof of Income Documentation:

- Copy of your previous year's Federal Income Tax Return (form 1040)
- W-2(s) for the previous year
- If you do not file for income tax you **MUST** provide other proof of income for the previous year:
 - Social Security statements
 - Unemployment Compensation statements
 - W-2 statements
 - Food Share statements