

Adventist Junior Academy
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Dear Parents,

February is around the corner and it is time to start preparing for the application process for the Wisconsin School Choice Program. As noted in a previous letter, there have been changes implemented to the process for the 2026-2027 school year. Some items have remained the same such as income verification for first time applicants and proof of residency for all applicants. The changes include the number of application windows and the time windows for submitting income and residency documents as there will be multiple application periods. As in previous years, seats are limited so early applications are suggested.

In past years, the statewide program provided a single application window which began on the first Monday of February and ended on the third Thursday of April. Beginning this year, there will be multiple open application periods. Our 2026 application windows are February 2-20, March 1-20, April 1-20, May 1-20, August 1-20, and September 1-14. As noted above, seats are limited, so if possible, apply early.

Submittal of a signed copy of the income document (Federal form 1040 first page) for families with first time Choice student applicants using the DPI method, and proof of residency documents for all families MUST BE SUBMITTED EITHER IN PERSON OR VIA EMAIL BY 4:00 PM ON THE 20TH OF THE MONTH YOUR APPLICATION HAS BEEN MADE. If the documents are not received by this deadline, the application will be declined. For submittals via email, please send to office@greenbayaja.org.

For first time students in the Choice program, you have the option of the DOR method or the DPI method. These are explained in the Online Application System.

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Families with returning Choice students who will be sending a new Choice student are required to submit new income documentation. The DPI method is where you will answer questions in the application on line, and then submit a copy of your 2025 Federal 1040 form first page directly to the school. This must be received by the document deadline of 4:00 pm on the 20th of the month the application was submitted. If you choose the DOR method, the Wisconsin Department of Revenue will review your income and deem the application to be eligible or ineligible. If it is deemed ineligible, there is NO appeal process and your student will not be able to participate in the Choice program for the 2026-2027 school year. If the department cannot locate the necessary information, you will be notified and will then have to use the DPI method.

Accepted residency documents are the same as before i.e. utility bills (no cellphone bills}, wage statements, government correspondence, etc. Please go to https://dpi.wi.gov/sites/default/files/imce/parental-education-options/Choice/Student_Application_Webpage/Residency_Documentation_Guidance_for_Parents_25-26.pdf for a full explanation. The change for the 2026 applications is that the document must be dated from 90 days before the first day of the application period, to the 20th of the application period. For example, for applications submitted in the February window, the residency document must be dated from November 2, 2025 to February 20. 2026. For the March window, it must be dated from December 1, 2025 to March 20, 2026, etc.

Please note that if you are eligible for the Choice program and do not apply, you will not be eligible for the AJA financial assistance program.

I know this letter is quite lengthy, however, my purpose is to help you understand the changes and give you the resources to make the application process more efficient.

If you need assistance, I will be glad to help you by appointment. Please either call 920-494-2741 or email me at s.davis@greenbayaja.org and we can arrange a time.

Sincerely,

Scott Davis

Choice Administrator

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