

The PI-1207 Private School Report data collection application opens Monday, September 19, 2022. The PI-1207 application allows you to quickly enter the required PI-1207 private school data online and submit it directly to the Department of Public Instruction (DPI). Completion of the PI-1207 private school report is a requirement of Wis. Stat. Sec. 115.30(3) and affirms that your school meets all of the criteria listed in Wis. Stat. Sec. 118.165(1). **You must submit the PI-1207 data through the web-based application by October 15, 2022**, to be considered an open, active school per the DPI School Directory. This [document](#) provides you with a list of the data elements that will be collected through the PI-1207 private school data application.

Please note that this is a Wisconsin requirement and not tied to any federal private school reporting or data collection. This is a separate process and must be completed by each private school that wishes to be recognized by DPI as an operating private school in Wisconsin. If you are receiving this announcement and the private school you represent has closed, please inform DPI as soon as possible through the [School Closure / Modification form](#).

To complete the PI-1207 Data Collection application, users need to have access to log into the application through [WISEhome](#). If your private school existed prior to FY 2021-2022, there should be an account already established and you will be able to log in directly from WISEhome using your WAMS account and complete the application for the current 2022-2023 school year. If you do not yet have access, follow these access steps.

#### **New Private, Non-Choice School Users:**

1. The first step is to get a WAMS ID. Setting up a WAMS account involves four simple steps:
  1. Go to the [WAMS homepage](#).
  2. Select "Self Registration."
  3. Provide the required information.
  4. **IMPORTANT:** When you receive a confirmation email from the WAMS system, follow the link given to log in and verify your account.
2. Next, log into [WISEhome](#) using your WAMS ID.
3. Select **Request Access** at the top of the screen.
4. On the Request Access screen, select **Private**.
5. Then select your school, enter your job title, and select **School Directory** in the Applications menu.
6. Click **Request Access** to finish the access request. A member of the Customer Services team will review your access request and grant your WAMS account access to the PI-1207 application.

**New Choice Private School Users:**

Choice school security administrators should provide users with the *Directory Update* role for the School Directory application in WISEsecure. For complete instructions on assigning user roles in WISEsecure, refer to the [Assign Access to WISEhome Applications](#) page.

Once users have access to the application, they can begin entering and submitting PI-1207 data starting September 19. For step-by-step instructions, users can refer to the [Submit PI-1207 Data Online](#) page.

Additionally, please make school year 2022-2023 contact updates through the [School Directory](#) application. DPI uses the information saved in this application to send announcements and other important correspondence to private schools. If you need additional guidance, please reach out to us by submitting a [Help Desk Ticket](#).