



# State of Wisconsin / Educational Approval Board

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Scott Walker  
Governor

David C. Dies  
Executive Secretary

## RENEWAL LOGIN INFORMATION – «SCHOOLSTATUS»CTIVE SCHOOLS

<b>School Name:</b>	«SchoolName»
<b>User ID:</b>	«UserID»
<b>Password:</b>	«Password»
<b>EAB Contact:</b>	«StaffName»
<b>Phone Number:</b>	«PrimaryPhone»
<b>Email:</b>	«Email»

July 2016

This letter contains important information about the Educational Approval Board’s (EAB) school renewal process for calendar year 2017. In accordance with EAB 4.01(4), all EAB-approved schools must apply for renewal of their approval by September 1, 2016. As the compliance officer for your school, you are the designated person responsible for receiving this information and for overseeing the renewal process.

### RENEWAL LOGIN

The EAB’s school renewal process is completed using an online application. **Beginning on Tuesday, July 12 at 12:00 p.m. CDT, your school will be able to start the renewal process by logging into the EAB’s renewal website using the User ID and Password provided above.** The renewal website may be accessed directly at <<http://eab.state.wi.us/apps/renewal/login.asp>>, or by visiting the EAB’s homepage and using one of the two renewal links. If you experience problems with the login process or completing the online renewal application, please contact your assigned school administration consultant using the above listed contact information.

### RENEWAL FEES

The annual renewal fee for an inactive school is \$100 due September 1, 2016. **Checks should be made payable to the Educational Approval Board and submitted to the address contained in this letterhead via U.S. Mail or courier.** *In accordance with EAB 4.10 (2)(f), schools who submit their renewal materials and/or make payment after the deadline will be assessed a late fee the greater of \$50 or 1.5% of the outstanding balance per month.*

### ELECTRONIC ACKNOWLEDGEMENT CERTIFICATION & SUBMISSION CONFIRMATION

Schools will electronically sign the renewal application in the *Acknowledgement Certification* section. After your school has successfully completed the annual renewal process, it will receive an automatically-generated email confirming submission of the renewal. By default this email will be sent to the school compliance officer on record with the EAB. Prior to submission, there will be an option to add the email address of another school official who should also receive confirmation of the submission.

Sincerely,

David C. Dies  
Executive Secretary

c: EAB Staff



# INVOICE

## Wisconsin Educational Approval Board

*Improving Students Lives by Ensuring Schools are Effective*

431 Charmany Drive, Suite 102  
Madison, WI 53719

DATE: JULY 12, 2016  
INVOICE TYPE: «SCHOOLSTATUS»CTIVE

TO «FirstName» «LastName»  
«Title»  
«SchoolName»  
«CompEmail»

1 <sup>ST</sup> PAYMENT RENEWAL 2016	LATE FEES	TOTAL FEES	DUE DATE
\$100.00	\$0.00	\$100.00	September 1, 2016

SUMMARY OF FEES	
1ST PAYMENT RENEWAL FEES FOR CALENDAR YEAR 2017	
First Payment Renewal 2016:	\$100.00
Late Fees:	\$0.00
TOTAL BALANCE DUE:	\$100.00
<p>Payment is considered as having been received if postmarked by September 1, 2016, or earlier. Payments not received by this date will be considered delinquent. An additional late payment fee (the greater of \$50 or 1.5% of the respective overdue fee per month) will be due.</p> <p>If you have any questions, please contact your school administration consultant, «StaffName», at «PrimaryPhone» or by email at eabmail@eab.wisconsin.gov.</p>	

For Office Use Only	
Date Received: _____	By: _____
Receipt #: _____	Check #: _____

Make all checks payable to Wisconsin Educational Approval Board.  
**REMIT CHECKS TO ABOVE ADDRESS. THANK YOU!**