

2025-2026 INSTRUMENTALITY CHARTER SCHOOL COMPLIANCE RECORD

SCHOOL NAME		SCHOOL SITE NUMBER	
GRADE LEVELS		CONTRACT TERM	
CONTACT PERSON		CONTACT PERSON EMAIL	
CONTACT PERSON PHONE NUMBER		SCHOOL REGIONAL	
FY26 AUDITORS	FINANCIAL AUDITOR: PERFORMANCE & COMPLIANCE AUDITOR:		

DUE DATE	COMPLIANCE CHECKLIST ITEMS	DATE SUBMITTED	EXTENSION REQUEST
CARRYOVER	Signed Charter Contract and Appendix A		
PRIOR TO FIRST DAY OF SCHOOL	Parent / Student Handbook (if applicable) - 2025-26 Student/Family Handbook		
PRIOR TO FIRST DAY OF SCHOOL	Employee Handbook (if applicable)		
REOCCURRING	School Governance Meeting Dates, Agendas, and Minutes are posted on website - link is submitted to CSS		
FIRST DAY OF SCHOOL	Alpha List of Instructional Staff and Assignments *Update as changes occur		
FIRST DAY OF SCHOOL	Local Assessment Calendar		
FIRST DAY OF SCHOOL	Local Professional Development Calendar		
FIRST DAY OF SCHOOL	FY26 Operating Budget		
REOCCURRING	Articles of Incorporation filed with Department of Financial Institutions (prior to expiration date) Department of Financial Institutions - File an Annual Report		
SEPTEMBER 19 TH	State Aid Enrollment Report (September Count)		
SEPTEMBER 30 TH	Charter School Governing Body By-Laws		
SEPTEMBER 30 TH	List of School Governance Council/ School Governing Body (Include names, roles, and email addresses)		
SEPTEMBER 30 TH	Emergency Operations (Crisis) Plan		
OCTOBER 30 TH	Single Audit (if required)		



OCTOBER 30 TH	Financial Audit Report (If School is in its 1 st , 3 rd , or 5 th Year)		
WITHIN 15 DAYS AFTER RECEIPT OF FINANCIAL AUDIT	Financial Management Letter		
PER LETTER FROM CSS	School Response to Findings from Financial Audit DUE DATE: _____		
WITHIN 30 DAYS OF RECEIPT OF DATA	Annual Pupil Academic Achievement Report (PAAR) DATE SENT: _____ DUE DATE: _____		
WITHIN 60 DAYS OF THE PAAR DATA	Annual Performance and Compliance Audit DUE DATE: _____		
PER LETTER FROM CSS	School Response to Findings from Performance Audit DUE DATE: _____		
WITHIN 30 DAYS OF BOARD APPROVAL	2026-27 School Calendar and Calendar Identification Form DATE APPROVED: _____ DUE DATE: _____		
JANUARY 9 TH	State Aid Enrollment Report (January Count)		
FEBRUARY 20 TH	FY27 Proposed Budget		
MAY 20 TH	FY27 Auditor Identification Form		
MAY 20 TH	School Leader Summer Contact Information		
JUNE 15 TH	2025-26 Fire Drill Schedule		
JUNE 15 TH	2025-26 Instructional Minutes Report		
JUNE 15 TH	2025-26 List of all Volunteers and Background Checks (submit copy)		
JUNE 30 TH	2025-26 Survey Results - Family, student, staff, and community feedback (DUE June 30th)		

Please note that if you make any changes to the appendices for your contract during the year, you should promptly send the updated documents to MPS.

Note: All items listed on this checklist may be submitted via email to Lisa Haar at haarlx@milwaukee.k12.wi.us