



**2025-2026 NON-INSTRUMENTALITY SCHOOL COMPLIANCE RECORD**

**SCHOOL INFORMATION**

<b>SCHOOL NAME</b>		<b>SCHOOL LEADER</b>	
<b>SCOOl SITE NUMBER</b>		<b>GRADE LEVELS</b>	
<b>CONTRACT TERM</b>		<b>CONTRACTED FTE</b>	
<b>SCHOOL CONTACTS</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE NUMBER</b>
CONTACT PERSON - COMPLIANCE			
CONTACT PERSON - FINANCE			
CONTACT PERSON - HR FUNCTIONS			
FY26 AUDITORS	<b>FINANCIAL AUDITOR:</b> <b>PERFORMANCE &amp; COMPLIANCE AUDITOR:</b>		

<b>DUE PRIOR TO <a href="#">40% PAYMENT</a> (JULY 20<sup>TH</sup>)</b>	<b>DATE RECEIVED</b>	<b>EXTENSION REQUEST</b>	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
Actual Special Education Reimbursement <b>FY25 (DUE July 23<sup>rd</sup>)</b>				
List of School Governing Body				
School Governance Meeting Dates, Agendas, and Minutes are posted on website - link is submitted to CSS				
Nutrition Guidelines (per contract)				
Title I ( <b>Title III, if Applicable</b> ) Expenditure Claim Report <b>FY25 (DUE July 15<sup>th</sup>)</b>				
Staff Roster Extention Document ( <b>DUE July 11<sup>th</sup></b> )				
Current Staff List with Background Checks for all Employees and Volunteers				
Current and Appropriate License or Permit Issued by the Wisconsin Department of Public Instruction				
Student / Parent Handbook (Appendix H) - <b>2025-26 Student/Family Handbook</b>				
<b>FY25</b> Instructional Hours				
<b>FY25</b> Grades Entered on MPS Student Information System ( <b>DUE June 14<sup>th</sup></b> )				



FY25 Survey Results - Family, student, staff, and community feedback (DUE June 30th)				
Proof of Valid Occupancy Permit for Public School Use				
Proof of Completion of an Asbestos Management Plan (AHERA Compliance Requirements)				
<p>All Bonds and Certificates of Insurance <b>Uploaded in EXIGIS: EXPIRES: ____</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers Compensation-Statutory Limits</li> <li><input type="checkbox"/> Employer's Liability-Bodily Injury by Accident \$100,000 per occurrence</li> <li><input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$500,000 policy limit</li> <li><input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$100,000 per employee</li> <li><input type="checkbox"/> Commercial General Liability-\$1,000,000 per occurrence/\$2,000,000 aggregate</li> <li><input type="checkbox"/> CGL-Personal &amp; Advertising Injury Limit \$1,000,000 per occurrence</li> <li><input type="checkbox"/> CGL-Products -Completed Operations \$2,000,000 aggregate</li> <li><input type="checkbox"/> CGL Medical Expense \$5,000</li> <li><input type="checkbox"/> Auto Liability-Combined Single Limit \$1,000,000 each accident</li> <li><input type="checkbox"/> Umbrella (excess Liability)-\$4,000,000 per occurrence/\$4,000,000 aggregate</li> <li><input type="checkbox"/> Fidelity Bond/Crime Insurance-50% Value of Contract</li> <li><input type="checkbox"/> School Leader's Errors &amp; Omissions-\$1,000,000 per occurrence / \$2,000,000 aggregate (Directors and Officers Insurance may be used in lieu of School Leader's E&amp;O) provided that the Insurance Company shows proof that all employees and volunteers are protected by the coverage.</li> </ul> <p><i>*Note: All policies, with the exception of the School Leader's Errors and Omissions Policy, shall be written on an occurrence form.</i></p>				
Final FY25 12 <sup>th</sup> Grade Graduation Data				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
<b>DATE PAYMENT ISSUED / AMOUNT</b>				
DUE PRIOR TO <a href="#">20% PAYMENT</a> (NOVEMBER 20 <sup>th</sup> )	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Third Friday September State Aid Enrollment Count ( <b>September 19<sup>th</sup></b> )				
Single Audit Reports, Prepared in Accordance with the Provisions of the US Office of Management and Budget (OMB) Circular A-133, if Applicable (DUE <b>September 30<sup>th</sup></b> )				
Financial Audit (DUE <b>October 30<sup>th</sup></b> )				



School Response to Findings from Financial Audit (per Letter from CSS) <b>DUE DATE:</b> _____				
Financial Management Letters ( <b>DUE 15 Days after Receipt of Financial Audit</b> )				
Current Staff List with Background Checks for all Employees and Volunteers				
Current and Appropriate License or Permit Issued by the Wisconsin Department of Public Instruction				
Emergency Operations Plan ( <b>DUE September 30<sup>th</sup></b> )				
Title I ( <b>Title III, if Applicable</b> ) Preliminary Budget FY26 ( <b>DUE September 19<sup>th</sup></b> )				
<b>2026-2027 School Calendar and Calendar Identification Form (DUE 30 Days after MPS Board Approval)</b> <b>DATE APPROVED:</b> _____ <b>DUE DATE:</b> _____				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
<b>DATE PAYMENT ISSUED / AMOUNT</b>				
<b>DUE PRIOR TO <a href="#">30% PAYMENT</a> (FEBRUARY 20<sup>th</sup>)</b>	<b>DATE RECEIVED</b>	<b>EXTENSION REQUEST</b>	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
Second Friday January State Aid Enrollment Count ( <b>January 9<sup>th</sup></b> )				
Mid-year Budget Unaudited Balance Sheet, Financial Narrative and Revenue/Expense Statement ( <b>DUE February 20<sup>th</sup> or Per Terms of Contract</b> )				
Pupil Academic Achievement Report (PAAR) ( <b>DUE Within 30 Days After Receipt of Data</b> ) <b>DATE SENT:</b> _____ <b>DUE DATE:</b> _____				
Current Staff List with Background Checks for all Employees and Volunteers				
Current and Appropriate License or Permit Issued by the Wisconsin Department of Public Instruction				



Title I ( <b>Title III, if Applicable</b> ) Expenditure Claim Report ( <b>DUE December 15<sup>th</sup></b> )				
Summer School Intent Form ( <b>DUE January 31<sup>st</sup>, if applicable</b> )				
Summer School Application ( <b>DUE February 15<sup>th</sup>, if applicable</b> )				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
<b>DATE PAYMENT ISSUED / AMOUNT</b>				
DUE PRIOR TO <a href="#">10% PAYMENT</a> (MAY 20 <sup>th</sup> )	<b>DATE RECEIVED</b>	<b>EXTENSION REQUEST</b>	<b>APPROVED BY</b>	<b>DATE APPROVED</b>
Proposed <b>FY27</b> Operating Budget ( <b>DUE April 30<sup>th</sup> or per Contract Date</b> ) - Appendix F				
<b>FY27</b> Special Education Form and Reconciliation Worksheet ( <b>DUE March 11<sup>th</sup></b> )				
<b>FY27</b> IDEA Options for Special Education Reimbursement ( <b>DUE March 11<sup>th</sup></b> )				
<b>FY27</b> Optional Services Calculations Spreadsheet ( <b>DUE March 11<sup>th</sup></b> )				
Revised <b>FY26</b> Budget (if Necessary)				
<b>FY27</b> Transportation Verification Form ( <b>DUE April 15<sup>th</sup></b> )				
Financial and Performance/Compliance Auditor Identification Form				
Summer Contact Information				
Title I ( <b>Title III, if Applicable</b> ) Expenditure Claim Report ( <b>DUE March 15<sup>th</sup></b> )				
Current Staff List with Background Checks for all Employees and Volunteers				
Current and Appropriate License or Permit Issued by the Wisconsin Department of Public Instruction				
Preliminary 12 <sup>th</sup> Grade Graduation Data ( <b>DUE April 1<sup>st</sup></b> )				
Names of Valedictorian and Salutatorian ( <b>DUE May 1<sup>st</sup></b> ) - HS ONLY				



Preliminary 4 <sup>th</sup> and 8 <sup>th</sup> Grade Retention Data				
Performance and Compliance Audit ( <b>DUE 60 Days after Receipt of PAAR</b> ) <b>DATE SENT:</b> _____ <b>DUE DATE:</b> _____				
School Response to Findings from Performance Audit (per Letter from CSS) <b>DUE DATE:</b> _____				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
<b>DATE PAYMENT ISSUED / AMOUNT</b>				

*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.