



2025-2026 PARTNERSHIP SCHOOL COMPLIANCE RECORD

SCHOOL INFORMATION

SCHOOL NAME		SITE NUMBER		CONTRACTED FTE	
GRADE LEVELS		CONTRACT TERM			
SCHOOL LEADER		SCHOOL LEADER EMAIL			
CONTRACT TERM		SECONDARY CONTACT			

SCHOOL CONTACTS	NAME	EMAIL	PHONE NUMBER
CONTACT PERSON - COMPLIANCE			
CONTACT PERSON - FINANCE			
CONTACT PERSON - HR FUNCTIONS			

DUE PRIOR TO 40% PAYMENT (JULY 20TH)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Signed Contract				
List of School Governing Body				
Appendix A: Contractor Pupil and Teacher Schedule				
Title I (Title III, if Applicable) Expenditure Claim Report FY25 (DUE July 15th)				
Staff Roster Extension Document (DUE July 11th)				
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				
Appendix B: Contractor Program Description				
Table of Command (Agency Organizational Chart)				
Table of Leadership (School Level Organizational Chart)				
FY25 Grades Entered on MPS Student Information System (DUE June 14th)				
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 Uploaded in EXIGIS: EXPIRES _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workers Compensation-Statutory Limits <input type="checkbox"/> Employer's Liability-Bodily Injury by Accident \$100,000 per occurrence <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$500,000 policy limit <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$100,000 per employee <input type="checkbox"/> Commercial General Liability-\$1,000,000 per occurrence/\$2,000,000 aggregate <input type="checkbox"/> CGL-Personal & Advertising Injury Limit \$1,000,000 per occurrence <input type="checkbox"/> CGL-Products -Completed Operations \$2,000,000 aggregate <input type="checkbox"/> CGL Medical Expense \$5,000 <input type="checkbox"/> Auto Liability-Combined Single Limit \$1,000,000 each accident <input type="checkbox"/> Umbrella (excess Liability)-\$4,000,000 per occurrence/\$4,000,000 aggregate <input type="checkbox"/> Fidelity Bond/Crime Insurance-50% Value of Contract <input type="checkbox"/> School Leader's Errors & Omissions-\$1,000,000 per occurrence / \$2,000,000 aggregate (Directors and Officers Insurance may be used in lieu of School Leader's E&O) provided that the Insurance Company shows proof that all employees and volunteers are protected by the coverage. <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 th 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				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO 20% PAYMENT (NOVEMBER 20 th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Third Friday September State Aid Enrollment Count (September 19th)				
Appendix F: FY25 Annual Budget/Expenditure Report Unaudited (DUE July 31 st)				
Single Audit Report for FY25 and Audited Financial Statements (DUE October 30 th)				
FY26 Budget (DUE August 15 th)				
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				
2026-2027 School Calendar and Calendar Identification Form (Due 30 Days After MPS Board Approval) DATE APPROVED: _____ DUE DATE: _____				
SLP Goals Created/Reviewed/Updated for Each Student				
2025-26 Potential Graduates				
Emergency Operations Plan (DUE September 30 th)				
Title I (Title III, if Applicable) Preliminary Budget FY26 (DUE September 19 th)				
AHERA Compliance Requirements				
MPS Invoices Verification				
ADDITIONAL ITEMS (DUE 1 ST Day of School) <input type="checkbox"/> FY26 Attendance Expectations <input type="checkbox"/> FY26 Behavior Expectations <input type="checkbox"/> FY26 Student / Family Handbook <input type="checkbox"/> FY26 Course Syllabi <input type="checkbox"/> FY26 Semester 1 / Trimester 1 Schedule				
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				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO 30% PAYMENT (FEBRUARY 20 th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Second Friday January State Aid Enrollment Count (January 9 th)				
Semi-Annual Budget Expenditure Report (DUE February 20 th)				
FY26 First Semester Grades Entered on MPS Student Information System				
Pupil Academic Achievement Report (PAAR) (Due Within 30 Days After Receipt of Data) DATE SENT: _____ DUE DATE: _____				
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 (Title III, if Applicable) Expenditure Claim Report (DUE December 15th)				
SLP Goals Created/Reviewed/Updated for Each Student				
2025-26 Potential Graduates (UPDATED)				
AHERA Compliance Requirements				
MPS Invoices Verification				
Updated Semester / Trimester Schedule (DUE at the start of each term)				
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				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO <u>10% PAYMENT</u> (MAY 20 th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Summer Contact Information				
Title I (Title III, if Applicable) Expenditure Claim Report (DUE March 15th)				
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				
SLP Goals Created/Reviewed/Updated for Each Student				
2025-26 Potential Graduates (UPDATED)				
AHERA Compliance Requirements				
MPS Invoices Verification				
Updated Semester / Trimester Schedule (DUE at the start of each term)				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				



**MILWAUKEE
PUBLIC SCHOOLS**

Office of School Administration
 Department of Contracted School Services
 5225 W. Vliet Street
 Milwaukee, WI 53208
 (414) 475-8140 • 587@milwaukee.k12.wi.us
 Fax (414) 475-8471

Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
DATE PAYMENT ISSUED / AMOUNT				

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.