



**2025-2026 NON-INSTRUMENTALITY CHARTER SCHOOL CONTRACT  
 10% PAYMENT REQUEST FOR FUNDS FORM  
 MAY 20<sup>TH</sup>**

<b>SCHOOL NAME</b>			
<b>SITE NUMBER</b>			
<b>THE FOLLOWING ITEMS MUST BE RECEIVED AND APPROVED BY THE DEPARTMENT OF CONTRACTED SERVICES PRIOR TO DISBURSEMENT OF 10% PAYMENT.</b>	<b>SCHOOL OFFICIAL INITIALS</b>	<b>CSS INITIALS</b>	
Proposed <b>FY27</b> Operating Budget ( <b>Due April 30<sup>th</sup></b> or per Contract Date) – 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> <a href="#">Transportation Verification Form</a> ( <b>Due April 15<sup>th</sup></b> )			
Financial and Performance/Compliance <a href="#">Auditor Identification Form</a>			
<a href="#">Summer Contact Information</a>			
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> )- <b>HS ONLY</b>			
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"/> _____			

\*Please note that any requests for extensions must be made in writing to the Department of Contracted School Services.

\*\*Also, please be advised that until further notice all payments will be made via U.S. Mail. Personal pickup or check exchanges will not be permitted.

**SIGNATURE REQUIRED BELOW**

I certify that the items initialed above are complete and accurate and have been submitted to CSS. I further understand that, although per the terms of the Contract, payment is due by May 20<sup>th</sup> and I understand that failure to submit all of the required documentation or incomplete or inaccurate documentation may result in delay in payment as payment is based upon not only receipt, but also CSS approval of all necessary documentation. In the event that payment is delayed due to missing, incomplete or inaccurate documentation, CSS will provide Charter School with written notification of deficiencies.

\_\_\_\_\_  
School Representative (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracted School Services (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This checklist, along with accompanied documents, may be submitted via email to Lisa Haar at [haarlx@milwaukee.k12.wi.us](mailto:haarlx@milwaukee.k12.wi.us).**