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

2025-2026 PARTNERSHIP SCHOOL CONTRACT
10% PAYMENT REQUEST FOR FUNDS FORM
MAY 20TH

SCHOOL NAME	
SITE NUMBER	

THE FOLLOWING ITEMS MUST BE RECEIVED AND APPROVED BY THE DEPARTMENT OF CONTRACTED SERVICES PRIOR TO DISBURSEMENT OF 10% PAYMENT.	**SCHOOL OFFICIAL INITIALS**	**CSS INITIALS**
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: ☐ _____		

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 20th 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.

***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.**