



**2018-2019 Non-Instrumentality Charter School Contract
10% Payment Request for Funds Form**

School Name			
Site Number			
The following items must be received and approved by the Office of School Administration, Department of Contracted Services prior to disbursement of 10% payment:	School Official Initials	CSS Initials	
Proposed FY20 Operating Budget (Due April 30th or per contract date)			
FY20 Special Education Form and Reconciliation Worksheet (Due March 17)			
FY20 Options for Special Education Reimbursement (Due March 17)			
FY20 Optional Services Calculations Spreadsheet (Due March 17)			
Revised FY19 Budget			
FY20 Transportation Verification Form (Due April 15)			
Financial and Performance/Compliance Auditor Identification Form			
Summer Contact Information			
2019-2020 Calendar and Calendar Identification Form			
Title I Expenditure Claim Report (Due March 23)			
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 to teach assigned classes			
Preliminary 12 th Grade Graduation Data (Due April 1)			
Preliminary 4 th and 8 th Grade Retention Data			
Performance and Compliance Audit (Due 60 days after receipt of PAAR)			
AHERA Compliance Requirements			
MPS Invoices Verification			
Other Items as determined by Contracted School Services: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			

SIGNATURE ON NEXT PAGE

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, 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

CSS Program Supervisor (Print)

Signature

Date