



**2017-2018 Non-Instrumentality Charter School Contract  
 10% Payment Request for Funds Form**

<b>School Name</b>			
<b>Site Number</b>			
<b>The following items must be received and approved by the Office of School Administration, Department of Contracted Services prior to disbursement of 10% payment:</b>		<b>School Official Initials</b>	<b>CSS Initials</b>
Proposed <b>FY19</b> Operating Budget ( <b>Due April 30<sup>th</sup></b> or per contract date)			
<b>FY19</b> Special Education Form and Reconciliation Worksheet ( <b>Due March 17</b> )			
<b>FY19</b> Options for Special Education Reimbursement ( <b>Due March 17</b> )			
Revised <b>FY18</b> Budget			
<b>FY19</b> Transportation Policy ( <b>Due April 15</b> )			
Financial and Performance/Compliance Auditor Identification Form			
Summer Contact Information			
<b>2018-2019</b> Calendar and Calendar Identification Form			
Title I Expenditure Claim Report ( <b>Due 3/23/18</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 to teach assigned classes			
Preliminary 12 <sup>th</sup> Grade Graduation Data ( <b>Due April 1st</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> )			
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 20<sup>th</sup>, 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

\_\_\_\_\_  
Charter Program Officer (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date