



**2017-2018 Partnership 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	
Single Audit Report and Audited Financial Statements for January 1 - December 31 (Calendar Year Schools) (Due April 30)			
Summer Contact Information			
2018-2019 Calendar and Calendar Identification Form			
Title I Expenditure Claim Report (Due 3/23/18)			
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 1st)			
SLP goals created/reviewed/updated for each student			
AHERA Compliance Requirements			
MPS Invoices Verification			
Other Items as determined by Contracted School Services: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			

I certify that the items initialed above are complete and accurate and have been submitted to CSS. I 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 the school with written notification of deficiencies.

_____	_____	_____
School Representative (Print)	Signature	Date
_____	_____	_____
Program Officer (Print)	Signature	Date