

2024-2025 INSTRUMENTALITY CHARTER SCHOOL COMPLIANCE RECORD

2024-2025 INSTRUMENTALITY CHARTER SCHOOL COMPLIANCE RECORD			
SCHOOL NAME		CONTACT PERSON	
CONTACT PERSON EMAIL		CONTACT PERSON PHONE NUMBER	
GRADE LEVELS		CONTRACT TERM	
DUE DATE	COMPLIANCE CHECKLIST ITEMS	DATE SUBMITTED	EXTENSION REQUEST
CARRYOVER	Signed Charter Contract and Appendix A		
PRIOR TO FIRST DAY OF SCHOOL	Parent / Student Handbook (if applicable)		
PRIOR TO FIRST DAY OF SCHOOL	Employee Handbook (if applicable)		
FIRST DAY OF SCHOOL	Alpha List of Instructional Staff and Assignments *Update as changes occur		
FIRST DAY OF SCHOOL	Local Assessment Calendar		
FIRST DAY OF SCHOOL	Local Professional Development Calendar		
FIRST DAY OF SCHOOL	FY25 Operating Budget		
SEPTEMBER 20 TH	State Aid Enrollment Report (September Count)		
SEPTEMBER 30 TH	Charter School Governing Body By-Laws		
SEPTEMBER 30 TH	List of School Governance Council/ School Governing Body (Include names, addresses, and telephone numbers)		
SEPTEMBER 30 TH	Emergency Operations (Crisis) Plan		
OCTOBER 30 TH	Single Audit (if required)		
OCTOBER 30 TH	Financial Audit Report (If School is in its 1 st , 3 rd , or 5 th Year)		
WITHIN 15 DAYS AFTER RECEIPT OF FINANCIAL AUDIT	Financial Management Letter		
PER LETTER FROM CSS	School Response to Findings from Financial Audit DUE DATE: _____		
WITHIN 30 DAYS OF RECEIPT OF DATA	Annual Pupil Academic Achievement Report DATE SENT: _____ DUE DATE: _____		
WITHIN 60 DAYS OF THE PAAR DATA	Annual Performance and Compliance Audit DUE DATE: _____		

PER LETTER FROM CSS	School Response to Findings from Performance Audit DUE DATE: _____		
WITHIN 30 DAYS OF BOARD APPROVAL	2025-26 School Calendar and Calendar Identification Form DATE APPROVED: _____ DUE DATE: _____		
JANUARY 10 TH	State Aid Enrollment Report (January Count)		
FEBRUARY 20 TH	FY26 Proposed Budget		
MAY 20 TH	FY26 Auditor Identification Form		
MAY 20 TH	School Leader Summer Contact Information		
JUNE 13 TH	2024-25 Fire Drill Schedule		
JUNE 13 TH	2024-25 Instructional Minutes Report		
JUNE 13 TH	2024-25 List of all Volunteers and Background Checks (submit copy)		

Please note that if you make any changes to the appendices for your contract during the year, you should promptly send the updated documents to MPS.

Note: All items listed on this checklist may be submitted via email to **Lisa Haar at haarlx@milwaukee.k12.wi.us**