



**2024-2025 NON-INSTRUMENTALITY CHARTER SCHOOL CONTRACT  
30% PAYMENT REQUEST FOR FUNDS FORM  
FEBRUARY 20<sup>TH</sup>**

<b>SCHOOL NAME</b>		
<b>SITE NUMBER</b>		
<b>THE FOLLOWING ITEMS MUST BE RECEIVED AND APPROVED BY THE DEPARTMENT OF CONTRACTED SERVICES PRIOR TO DISBURSEMENT OF 30% PAYMENT:</b>	<b>SCHOOL OFFICIAL INITIALS</b>	<b>CSS INITIALS</b>
Second Friday January State Aid Enrollment Count ( <b>January 10<sup>th</sup></b> )		
Midyear Unaudited Balance Sheet, Financial Narrative and Revenue/Expense Statement ( <b>Due February 20<sup>th</sup> or Per Terms of Contract</b> )		
Pupil Academic Achievement Report (PAAR) ( <b>Due Within 30 Days After Receipt of Data</b> ) <b>DATE SENT:</b> _____ <b>DUE DATE:</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		
Title I ( <b>Title III, if Applicable</b> ) Expenditure Claim Report ( <b>Due December 15<sup>th</sup></b> )		
<a href="#">Summer School Intent Form</a> ( <b>DUE January 31<sup>st</sup>, if applicable</b> )		
<a href="#">Summer School Application</a> ( <b>DUE February 15<sup>th</sup>, if applicable</b> )		
AHERA Compliance Requirements		
MPS Invoices Verification		
Other Items as Determined by Contracted School Services:  <input type="checkbox"/> _____		

**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 February 20<sup>th</sup> 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](mailto: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.