



2024-2025 NON-INSTRUMENTALITY SCHOOL COMPLIANCE RECORD

SCHOOL INFORMATION

SCHOOL NAME		GRADE LEVELS	
CONTRACT TERM		CONTRACTED FTE	
SCHOOL CONTACTS	NAME	EMAIL	PHONE NUMBER
CONTACT PERSON - COMPLIANCE			
CONTACT PERSON - FINANCE			
CONTACT PERSON - HR FUNCTIONS			
DUE PRIOR TO 40% PAYMENT (JULY 20 TH)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY
Actual Special Education Reimbursement FY24 (DUE July 24th)			DATE APPROVED
List of School Governing Body			
Nutrition Guidelines (per contract)			
Title I (Title III, if Applicable) Expenditure Claim Report FY24 (DUE July 15th)			
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			
Student / Parent Handbook (Appendix H)			
FY24 Instructional Hours			
FY24 Grades Entered on MPS Student Information System (DUE June 14th)			
Proof of Valid Occupancy Permit for Public School Use			
Proof of Completion of an Asbestos Management Plan (ASHERA Compliance Requirements)			
All Bonds and Certificates of Insurance Uploaded in EXIGIS: EXPIRES: ____ <input type="checkbox"/> Workers Compensation-Statutory Limits <input type="checkbox"/> Employer's Liability-Bodily Injury by Accident \$100,000 per occurrence <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$500,000 policy limit <input type="checkbox"/> Employer's Liability-Bodily Injury by Disease \$100,000 per employee			



<input type="checkbox"/> Commercial General Liability-\$1,000,000 per occurrence/\$2,000,000 aggregate <input type="checkbox"/> CGL-Personal & Advertising Injury Limit \$1,000,000 per occurrence <input type="checkbox"/> CGL-Products -Completed Operations \$2,000,000 aggregate <input type="checkbox"/> CGL Medical Expense \$5,000 <input type="checkbox"/> Auto Liability-Combined Single Limit \$1,000,000 each accident <input type="checkbox"/> Umbrella (excess Liability)-\$4,000,000 per occurrence/\$4,000,000 aggregate <input type="checkbox"/> Fidelity Bond/Crime Insurance-50% Value of Contract <input type="checkbox"/> School Leader's Errors & Omissions-\$1,000,000 per occurrence / \$2,000,000 aggregate (Directors and Officers Insurance may be used in lieu of School Leader's E&O) provided that the Insurance Company shows proof that all employees and volunteers are protected by the coverage. <i>*Note: All policies, with the exception of the School Leader's Errors and Omissions Policy, shall be written on an occurrence form.</i>				
Final FY24 12 th Grade Graduation Data				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO 20% PAYMENT (NOVEMBER 20th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Third Friday September State Aid Enrollment Count (September 20th)				
Single Audit Reports, Prepared in Accordance with the Provisions of the US Office of Management and Budget (OMB) Circular A-133, if Applicable (DUE September 30th)				
Financial Audit (DUE October 30th)				
School Response to Findings from Financial Audit (per Letter from CSS) DUE DATE: _____				
Financial Management Letters (DUE 15 Days after Receipt of Financial Audit)				
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				
Emergency Operations Plan (DUE September 30th)				



Title I (Title III, if Applicable) Preliminary Budget FY25 (DUE September 20 th)				
2025-2026 School Calendar and Calendar Identification Form (DUE 30 Days after MPS Board Approval) DATE APPROVED: _____ DUE DATE: _____				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO 30% PAYMENT (FEBRUARY 20 th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Second Friday January State Aid Enrollment Count (January 10 th)				
Midyear Unaudited Balance Sheet, Financial Narrative and Revenue/Expense Statement (DUE February 20 th or Per Terms of Contract)				
Pupil Academic Achievement Report (PAAR) (DUE Within 30 Days After Receipt of Data) DATE SENT: _____ DUE DATE: _____				
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 (Title III, if Applicable) Expenditure Claim Report (DUE December 15 th)				
Summer School Intent Form (DUE January 31 st , if applicable)				
Summer School Application (DUE February 15 th , if applicable)				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				
Request for Funds Form				



Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
DATE PAYMENT ISSUED / AMOUNT				
DUE PRIOR TO 10% PAYMENT (MAY 20th)	DATE RECEIVED	EXTENSION REQUEST	APPROVED BY	DATE APPROVED
Proposed FY26 Operating Budget (DUE April 30th or per Contract Date) - Appendix F				
FY26 Special Education Form and Reconciliation Worksheet (DUE March 13th)				
FY26 IDEA Options for Special Education Reimbursement (DUE March 13th)				
FY26 Optional Services Calculations Spreadsheet (DUE March 13th)				
Revised FY25 Budget (if Necessary)				
FY26 Transportation Verification Form (DUE April 15th)				
Financial and Performance/Compliance Auditor Identification Form				
Summer Contact Information				
Title I (Title III, if Applicable) Expenditure Claim Report (DUE March 15th)				
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)				
Names of Valedictorian and Salutatorian (DUE May 1st) - HS ONLY				
Preliminary 4 th and 8 th Grade Retention Data				
Performance and Compliance Audit (DUE 60 Days after Receipt of PAAR) DATE SENT: _____ DUE DATE: _____				
School Response to Findings from Performance Audit (per Letter from CSS) DUE DATE: _____				
AHERA Compliance Requirements				
MPS Invoices Verification				
Other Items as Determined by Contracted School Services: <input type="checkbox"/> _____				



MILWAUKEE
PUBLIC SCHOOLS

Office of School Administration
Department of Contracted School Services
5225 W. Vliet Street
Milwaukee, WI 53208
(414) 475-8140 • 587@milwaukee.k12.wi.us
Fax (414) 475-8471

Request for Funds Form				
Notice of Missing Documentation, Incomplete or Inaccurate Documentation Sent to School				
DATE PAYMENT ISSUED / AMOUNT				

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**.