



**2024-2025 PARTNERSHIP SCHOOL CONTRACT
 30% PAYMENT REQUEST FOR FUNDS FORM
 FEBRUARY 20TH**

SCHOOL NAME			
SITE NUMBER			
THE FOLLOWING ITEMS MUST BE RECEIVED AND APPROVED BY THE DEPARTMENT OF CONTRACTED SERVICES PRIOR TO DISBURSEMENT OF 30% PAYMENT:	SCHOOL OFFICIAL INITIALS	CSS INITIALS	
Second Friday January State Aid Enrollment Count (January 10th)			
Semi-Annual Budget Expenditure Report (DUE February 20TH)			
FY25 First Semester Grades Entered on MPS Student Information System			
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 15th)			
SLP Goals Created/Reviewed/Updated for Each Student			
2024-25 Potential Graduates (UPDATED)			
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 20th 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.

*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.