



2024-2025 PARTNERSHIP 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	DATE APPROVED
Signed Contract				
List of School Governing Body				
Appendix A: Contractor Pupil and Teacher Schedule				
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				
Appendix B: Contractor Program Description				
Table of Command (Agency Organizational Chart)				
Table of Leadership (School Level Organizational Chart)				
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 (AHERA 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)				
Appendix F: FY24 Annual Budget/Expenditure Report Unaudited (DUE July 31st)				
Single Audit Report for FY24 and Audited Financial Statements (DUE October 30th)				
FY25 Budget (DUE August 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				
2025-2026 School Calendar and Calendar Identification Form (Due 30 Days After MPS Board Approval) DATE APPROVED: _____ DUE DATE: _____				



SLP Goals Created/Reviewed/Updated for Each Student				
2024-25 Potential Graduates				
Emergency Operations Plan (DUE September 30th)				
Title I (Title III, if Applicable) Preliminary Budget FY25 (DUE September 20th)				
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 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"/> _____				



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
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				
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"/> _____				
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.