

Wisconsin Charter Schools Program Monitoring Protocol

Year 1 – Desk Review

Requirements	Due By	Date Completed
Grant Revisions Completed – 5-Year Budget	July 31	
Grant Revisions Completed – Approved Performance Measures	Prior to accessing funds*	
Participation in DPI’s Grantee Technical Assistance Sessions	Monthly	
Authorizer Assurance of Readiness Completed and Submitted	Prior to accessing funds and at least two weeks before the first day of school – Planning and Implementation Subgrantees have until May 31	
Signed Contract Filed	Prior to accessing funds* – Planning and Implementation Subgrantees have until April 30	
Non-Stock Corporation Paper Filed	Prior to accessing funds*	
Lottery and Admission Procedures and Governance Board Roster	Prior to accessing funds* - Planning and Implementation Subgrantees have until January 31	
Annual Wisconsin Resource Center for Charter Schools Conference	July or August	
Independent Financial Audit	December 1 – For non-district authorized charter schools in operation during the previous school year	
Annual Authorizer Report Received	December 1	

Mid-Year Performance Report	January 31	
Draft Contract Submitted– Planning and Implementation Subgrantees and Subgrantees in a Renewal Year Only	February 28	
Revisions Completed and Signed Contract Filed – Planning and Implementation Subgrantees and Subgrantees in a Renewal Year Only	April 30	
Meet Mentor Program Requirements	Last weekday in August	
Earn minimum number of competencies through the Wisconsin Resource Center for Charter Schools in the areas of charter school development, authorizer development and charter governance board development.	Last weekday in August	
Year-End Performance Report – Including student achievement data (Implementation, Expansion, and Replication grantees)	July 31	
On-site Visit Scheduled for Following School Year	By the end of July, if applicable	
Final Claims Submitted	September 30	

*Because schools are required to submit a claim by January 31, these requirements must be met prior to that date.

Years 2 through 5 – Desk Review and On-site Visit(s)

Requirements	Due By	Date Completed
Participation in DPI’s Grantee Technical Assistance Sessions	Monthly	
Meet Mentor Program Requirements	Last weekday in August	
Earn minimum number of competencies through the Wisconsin Resource Center for Charter Schools in the areas of charter school development, authorizer development and charter governance board development.	Last weekday in August	

Annual Wisconsin Resource Center for Charter Schools Conference	July or August	
On-site Visit – See On-site Monitoring Visit Guide On-site visit for all schools during the second or third grant year. Additional on-site visits as determined by DPI.	August, September, October, or November, if applicable	
Independent Financial Audit	December 1 – For all subgrantees in operation during the previous school year	
Annual Authorizer Report Received	December 1	
Mid-Year Performance Report	January 31	
Draft Contract Submitted– Subgrantees in a Renewal Year Only	February 28	
Revisions Completed and Signed Contract Filed – Subgrantees in a Renewal Year Only	April 30	
Year-End Performance Report - Including Student Achievement Data	July 31	
On-site Visit Scheduled for Following School Year	By the end of July, if applicable	
Final Claims Submitted	September 30	

Specific programs such as Title 1 and IDEA have their program monitoring requirements, which are in addition to the CSP monitoring.