

# AZ Charter Schools Program

## Checklist Monitoring Handbook

SY2024-2025

School Name

Address

Site Visit Date

## Checklist for Subgrantee Monitoring

As part of the Charter School Programs (CSP) grant requirements for state entities (SEs), grantees must allocate at least 90% of their funds to subgrantees and perform subgrantee monitoring to ensure proper use of funds. AZCSP grant-awarded schools in their first year of operation should expect to participate in a checklist monitoring to ensure certain policies and procedures are in place. This checklist is not comprehensive and AZCSP staff/contractors may monitor and review subgrantees on additional factors beyond this checklist. All other AZCSP monitoring procedures remain in place and as posted on its website.

<b>A. Verifications (some may be done during the application process)</b>	
1. <input type="checkbox"/>	The charter holder for the school provided an approved contract with its authorizer.
2. <input type="checkbox"/>	The school's website and/or promotional materials state(s) it does not charge tuition.
3. <input type="checkbox"/>	The school's website states the school will admit students based on a lottery if more students apply than can be accommodated and provides a link to the school's lottery policy and process.
<b>B. Check Subgrantee has these Policies</b>	
1. <input type="checkbox"/>	The school provided conflict of interest policies aligned with <i>34 CFR § 75.525</i> .
2. <input type="checkbox"/>	The school provided a school closure plan that includes the transfer of student records.
3. <input type="checkbox"/>	The school provided a policy for disposition of assets aligned with <i>2 CFR § 200.313</i> .
4. <input type="checkbox"/>	The school provided a purchasing/procurement policy aligned with <i>2 CFR § 200.317</i> .
<b>C. Review Approved Application Against Current Reality</b>	
1. <input type="checkbox"/>	The school provided the number of grades currently being served versus the number proposed in its application.
2. <input type="checkbox"/>	The school provided the number of students currently enrolled versus the number proposed in its application.
3. <input type="checkbox"/>	The school provided the number of seats still available in each grade level.
4. <input type="checkbox"/>	The school provided the number of faculty/staff versus the number proposed in its application.
5. <input type="checkbox"/>	The school provided the percentage of educationally disadvantaged students (in its selected category) currently enrolled.
6. <input type="checkbox"/>	The school provided benchmark assessment results.
7. <input type="checkbox"/>	The educational program/grant activities observed matches the grant application description. (This item will be determined through classroom observations.)
<b>D. Other Documents to Review</b>	
1. <input type="checkbox"/>	The school provided its two most-recent board meeting agendas and minutes.
2. <input type="checkbox"/>	The school provided its school calendar and daily schedule for SY2024-2025.
3. <input type="checkbox"/>	The school provided student recruitment samples.
4. <input type="checkbox"/>	The school provided CMO/Operator contract (if applicable).
5. <input type="checkbox"/>	The school provided evidence of activity related to its submitted/approved Logic Model.
6. <input type="checkbox"/>	The school provided examples of how it engages/gathers input from families/community.

(This document is aligned with Arizona charter law, AZCSP application, and AZCSP monitoring documents/processes.)



The National Charter School Resource Center was instrumental in providing guidance on the content of AZCSP's checklist.

## Checklist Monitoring Process

- Early in the first year of a grant-funded school's operation, AZCSP staff will notify the appropriate school personnel and schedule an information meeting to be held on the school site that will include a discussion of the checklist monitoring requirements and expectations.
- School personnel will submit documentation electronically to AZCSP staff to demonstrate compliance with checklist requirements AND/OR will submit a plan to provide any or all of the outstanding documentation at a later date.
- Once documentation has been received and reviewed, the school will receive feedback from AZCSP staff as to the status of compliance. A Corrective Action Plan (CAP), including a due date, may be assigned if required documentation is missing or problematic. A copy of the CAP will be forwarded to the AZCSP Project Director.

## Checklist Monitoring Resources

Link to [AZCSP School Closure Procedure](#)

Link to [Statute and Regulations](#)

Charter Schools Program [Nonregulatory Guidance](#)