

AZ Charter Schools Program

Checklist Monitoring Handbook

AY2025-2026

School Name

Address

Site Visit Date



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 virtually or 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

[AZCSP School Closure Procedure](#)

[Statute and Regulations](#)

Charter Schools Program [Nonregulatory Guidance](#)

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.

A. Verifications (some may be done during the application process)	
1. <input type="checkbox"/>	The charter holder for the school provided an approved charter/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. Check Subgrantee has these Policies	
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> .
C. Review Approved Application Against Current Reality	
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.)
D. Other Documents to Review	
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 AY2025-2026.
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 monitoring documents/processes, and Non-regulatory Guidance).