



# CHARTER QUESTIONNAIRE & ASSURANCES

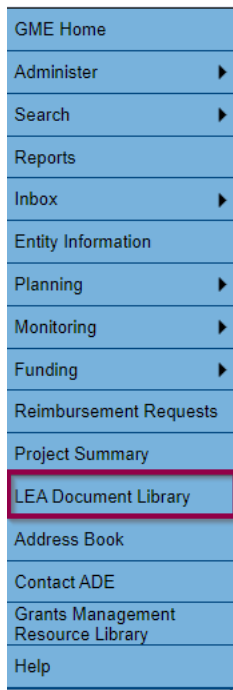
## What is the Charter Questionnaire?

All Charter Districts are required to complete a brief questionnaire and assurance document for Fiscal Year 2025. The following information must be uploaded to your LEA Document Library in the GME System to avoid being placed on a Global Hold:

1. Completed and signed Questionnaire (document should be printed, completed and signed, and then scanned to be uploaded digitally).
2. Charter Organization Chart(s)

## Accessing Charter Questionnaire

1. Login to Grants Management Enterprise (GME)
2. Access the LEA Document Library using the main GME me



3. Chose **2025** from the ROOT FOLDERS menu and click “Search Folders”

**LEA Document Library**

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Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (2025) - F

**LEA Document Library Search**

Enter Search Text:

Root Folders: General ▲  
2025 1  
2024  
2023  
2022 ▼

2



- Expand the Folders as shown in the screenshot below to access the “Charter Questionnaire/Assurances and Org Chart”.

**LEA Document Library** [Expand All] [Collapse All]

- 2025
  - Folders
    - Affirmation of Consultation with Tribal Representatives
    - Approval to use 1003 funds
    - Capital Equipment Classification
    - Charter Questionnaire/Assurances and Org Charts
      - Documents
        - Charter Questionnaire and Assurances [Edit Documents]
        - Org Charts [Edit Documents]
    - Fiscal Monitoring
    - FY23 Fiscal Quarterly Report

- To access the Questionnaire, click “Edit Documents” link.
- Select the Document Template link to download the form (1). Print it, complete the information, have it signed appropriately, and use the “Upload Document” link to submit it to ADE (2).

### Update Documents And Links

Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (2

Document Information	
Document Name	Charter Questionnaire and Assurances
Folder Hierarchy	2025 Charter Questionnaire/Assurances and Org Charts
Upload Begin Date ⓘ	4/16/2024
Upload End Date ⓘ	
Minimum Required Count	0
Maximum Allowed Count	
Document Template	<a href="#">Charter Questionnaire and Assurances</a> <b>1</b>

[Upload Document](#) **2**

**Documents/Links**

- To access the Org Chart, click the “Edit Documents” link.
- Select the “Upload Document” link to submit your Organization Chart (1).

### Update Documents And Links

Arizona Department of Education (000111000) Test District - FY 2024 - Global Hold(s): (20;

Document Information	
Document Name	Org Charts
Folder Hierarchy	2025 Charter Questionnaire/Assurances and Org Charts
Upload Begin Date ⓘ	4/16/2024
Upload End Date ⓘ	
Minimum Required Count	0
Maximum Allowed Count	

[Upload Document](#) **1**

**Documents/Links**