

CHARTER QUESTIONNAIRE & ASSURANCES

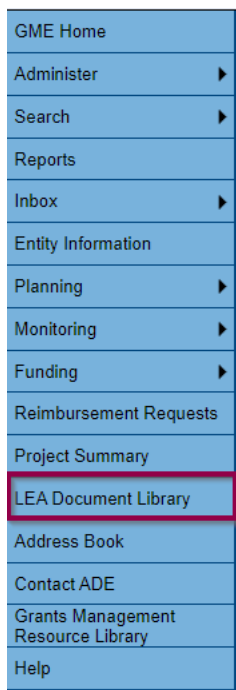
What is the Charter Questionnaire?

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

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

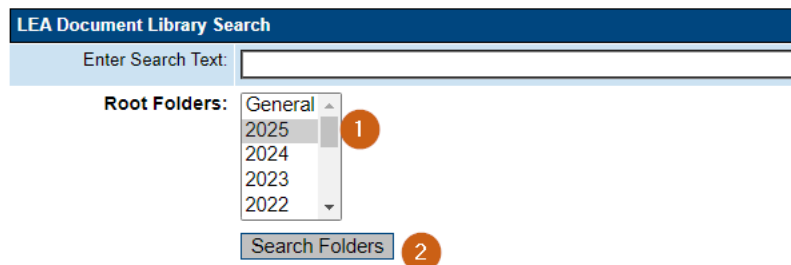
1. Login to Grants Management Enterprise (GME)
2. Access the LEA Document Library using the main GME menu



3. Choose the appropriate Fiscal Year from the ROOT FOLDERS menu and click “Search Folders”

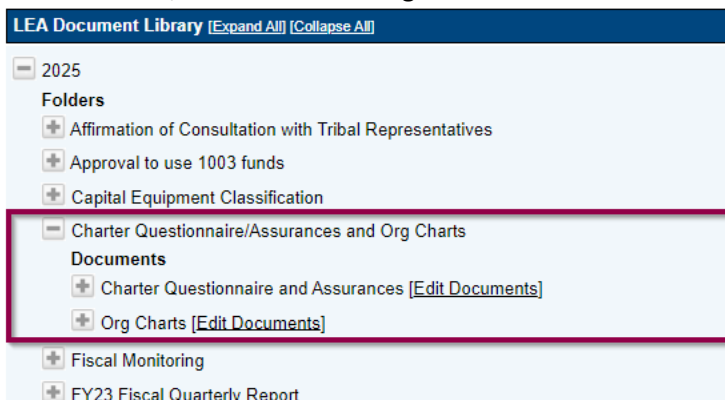
LEA Document Library

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



A screenshot of the LEA Document Library Search interface. It shows a search bar with the text "Enter Search Text:". Below the search bar is a "Root Folders:" dropdown menu. The dropdown menu is open, showing options: General, 2025, 2024, 2023, and 2022. A red circle with the number "1" is next to the "2025" option. Below the dropdown menu is a "Search Folders" button. A red circle with the number "2" is next to the "Search Folders" button.

- 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	Charter Questionnaire and Assurances 1

[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