# REQUIRED DOCUMENTATION CHECKLIST

**Elementary Schools** (updated 1-27-20)

***All Forms Must Be Signed by Administration and Dated***

**\* = ONLY** if needed or if applies to your district, everything else is a must

**+ = MUST** be **on file in the school office** for field audit & provided in desk audit **ONLY** if requested by Auditor.

**# = MUST** supply for fall audit, not necessary for spring audit. If not indicated with a #, provide for both audits.

CO= **Central Office** supplies this paperwork

**Please list N/A on the line next to the items that do not apply to your audit or a put a check mark next to the item if you have addressed it; otherwise, I will assume you did not address the item and will request additional information for the item in question.**

**Information provided by Central Office (CO):**

**\_\_\_\_ District Planning Form**

**\_\_\_\_ DS-4061 form from MSDS** (One form for the district, printed after final certification)

**\_\_\_\_ Record Retention Policy**

(Signed statement from CO stating district follows Records Retention/Disposal Schedule for MI Public Schools).

**\_\_\_\_ District wide alphabetized, master teacher list with full legal names in EXCEL. (Fall and Spring Count)**

High light changes since previous count in light blue-use list created in fall of 2019.

 (Include previous names of teachers who have had name change)

 a. May be printed at each building or district wide but must include subject/grade/building(s) they teach at.

 b. The list must include all daily substitutes in place on count day.

**\_\_\_\_ District/Building Calendars** (Calendar should include PD days for instructors)

**\_\_\_\_ Alpha List by grade from MSDS** (confirm totals balance with the alpha list before submitting to auditor)

\_\_\_\_\_ **District participation or non-participation in School of Choice form** (School of Choice Certification form)

**Information provided by Elementary Building:**

**\_\_\_\_ Alpha List** **Verification:** Printed from the SIS/alphabetized by grade/must include a minimum of the following:

**a. Signed and dated by the building principal**

b. District and building name

 c. Indication of each student who was absent on count day, excused or unexcused

 d. Pupil’s legal name

 e. Pupil’s street address, city, state, zip code **(No PO Boxes)**

f. Pupil’s date of birth

 g. District pupil identification number (could be different than the MSDS UIC)

 h. Pupil’s grade level or program classification.

 i. Residency status (resident/nonresident) include name and school code of resident district for nonresident pupils.

j. Total FTE for each pupil, including the breakdown between general education and special education to two decimal places.

k. FTE broken by general and special education and headcount with a total for each grade level and a grand total for the building.

l. POP II and II pupils are identified or provided on separate lists

**\_\_\_\_ Worksheets A/B** (form should include the following-same as in the past)

 a. Teacher’s name and code b. FTE is broken down by grade, general ed and special ed

 c. Resident district has been identified for pupils being educated outside their district of residence.

**\_\_\_\_ Verification statement:** (List only the students for whom you have not received required birth documentation. Signature certifies the district is in compliance with the statements listed on the verification statement.)

**\_\_\_\_ Birth Certificate Verification/Birth Affidavit\*** (This form should only be completed for those students who could not produce a birth certificate and other documentation was accepted.)

a. The documentation used and the affidavit must be attached.

**\_\_\_\_ Kindergarten Waivers: \*** (Provide copy of waivers for K students who are not 5 years of age by Sept. 1, 2019,

 but will be 5 by Dec. 1, 2019.) # (Fall Count Audit Only unless student enrolls between fall and spring count)

**\_\_\_\_ Add/Drop List** (Indicate on SIS generated list, entry or withdrawal and include the entry or withdrawal date)

**\_\_\_\_ Scheduled Days** of Instruction for **Kindergarten** (if different from all other grades in the building)\* CO?

**\_\_\_\_ Scheduled Days** of instruction for **K-12 & Special Education** (may be provided by Central Office)

**\_\_\_\_ Scheduled Hours** of Instruction for **K-12 & Special Education** (separate forms for ½ days and other days) CO?

**\_\_\_\_ Proof of 75% Attendance** (Report can be printed from SIS, signed, and dated. If you submit the computer

 generated form signed and dated, you do not need to submit the proof of 75% attendance form.

**\_\_\_\_ Student Schedules must be printed on Count Day +** (Retain on file & provide to auditor if requested)

**\_\_\_\_ Master Teacher’s building schedule** (full legal names, room numbers, class times, course names, lunch breaks)

**\_\_\_\_ Attendance Policies, board approved** # Fall Count Only (Include electronic policy and excused absence policy)

**\_\_\_\_ Excused Absence on Count Day Documentation** + Retain on file & provide to auditor during the field audit.

Documentation for excused absences should include: (Sample count day documentation form on IRESA website)

a. Pupil’s name b. Building, grade, program if applicable

c. Course name and number (hour) d. Date of absence

e. Name/relationship of person reporting the absence f. Reported reason for absence

g. Date of the report h. Signature of administrator or designated staff

 i. Count day sign-in and sign-out sheet

**\_\_\_\_ Count Day Absence List** (count day absence form applicable for your school indicating when students returned)

**\_\_\_\_ Home Based Pupil List/Signed Home Based Teacher Log (5-C-1)** \*

 a. Signed teacher logs

 b. Parent signed excused absence documenting reason for excused for any service not provided during

**\_\_\_\_ Homebound & Hospitalized Pupils List (5-D-1) \* (include the following documentation)**

a. Signed teacher logs

b. physician (MD/DO-only) letter stating medical need for homebound services

 (physician’s name should be typed or printed next to signature)

c. IEP, section 7 indicating required service

d. Parent signed excused absence documenting reason for excused for any service not provided during

**\_\_\_\_ Nonpublic and Home Schooled Pupils List (5-E-1)** **\***

**\_\_\_\_ Part-Time Pupils List (5-F-1) \***

 \_\_\_ a. Include the reason why they are part time on the form.

 \_\_\_ b. Daily arrival and departure times should be included on the form.

 \_\_\_ c. Include on the form math calculations used to determine the daily and annual hours the student attended.

**\_\_\_\_ Shortened School Day for Special Education IEP Students List (5-H-1) \***

\_\_\_ a. Include a doctor note signed by a licensed physician (M.D./D.O.) or a licensed physician assistant documenting the medical or emotional reason the pupil cannot attend a full school day. The signature must be accompanied by the typed or printed name of the doctor or physician assistant who signed the note for identification purposes.

\_\_\_ b. IEP documenting the above medical/emotional need and the student’s schedule.

 \_\_\_ c. Daily arrival and departure times should be included on the form.

 \_\_\_ d. Include on the form math calculations used to determine the daily and annual hours the student attended.

**\_\_\_\_ Schools of Choice Pupils List (5-I-1) \***

 \_\_\_ a. The SOC form must identify all newly enrolled SOC students for this count and include a copy of their

 enrollment forms.

 \_\_\_ b. Cooperative agreement forms for all newly enrolled 105C, special education students must be included

 with the form. 105C: A school of choice student who is transferring in from a contiguous ISD. One copy at initial

 time of enrollment.

**\_\_\_\_ Split Schedule Pupils List (5-M-1) \***

 \_\_\_ a. Daily arrival and departure times should be included on the form.

 \_\_\_ b. Include on the form math calculations used to determine the daily and annual hours the student attended.

**\_\_\_\_ Suspended Students (returning within 45 days with no service) and Expelled Pupil List (5-N-1/page 1-5) \***

The attendance book of the teacher of record must show the pupil was absent from class due to suspension.

**\_\_\_\_ Suspended Students** (**in-school short term suspension** with supervision) Pupil List (Can be printed from SIS) \*

 Teacher of record shows student absent due to suspension and pupil was supervised by a certificated staff member with attendance taken where the pupil was served.

**\_\_\_\_ Distance Learning & Independent Studies (5-O-A-1) \***

This does not apply to students taking advanced course work in a classroom daily with a certified teacher.

**\_\_\_\_ Virtual Learning Options Pupils List (5-O-D-1) \***

(Do students in the building participate in virtual learning? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If yes, provide a sample copy of the parental consent form for virtual learning along with the list of virtual learning students form.)

**\_\_\_\_ List of Homeless Students**

**Return this form with your required paperwork. If an item does not pertain to your building, you should note “NA” next to that item. Each line item should contain either a “check mark” or “NA”. The principal’s signature verifies that all required forms have been submitted and that the line items marked as “NA” do not apply to this program.**

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**Principal’s Signature Date**