

**Copper Country Intermediate School District  
BUILDING RISK ASSESSMENT FORM – FOR ISD FIELD USE**

District: \_\_\_\_\_  
 School Year: \_\_\_\_\_  
 Completed by: \_\_\_\_\_

Building: \_\_\_\_\_  
 Count (check):  Fall  Spring  
 Audit Date: \_\_\_\_\_

**Instructions:** This form may be used to document the assessment of risk of those buildings/ programs that will be field audited. Generally, the higher potential for errors, the higher the risk that the pupil membership count is not accurate. Consider the risk factors listed below (High [H], Moderate [M], Low [L]), and place a check in the space beside the factors that significantly influence the risk for the audit area.

	Risk Factor			Comments
	H	M	L	
1. The results of the prior field and desk audits. (Error rates over 5% are high risk.)				
2. The effectiveness of district count procedures and controls (Detailed procedures generally provide a lower risk.)				
3. The experience of district personnel assigned to process pupil count data (per Local District Planning Form.) (Experienced staff generally provides a lower risk.)				
4. The frequency of pupil absenteeism noted during the count period. (High absenteeism generally reflects a higher risk.)				
5. The number of non-conventional pupils attending the building. (Larger population of non-conventional pupils reflects a higher risk.)				
6. Variation of current September or February counts from prior September or February counts. (High variation of current counts from prior counts generally reflects a higher risk.)				

Based on the forgoing considerations, the risk for this building is assessed as follows:	Overall Risk Assessment		
<b>Building Risk Assessment</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
Pop I – Conventional pupils present on count day			
Pop II – Conventional pupils absent on all or part of count day			
Pop III – Non-conventional pupils			

<b>Building Risk Assessment – Percentages</b>	<b>High</b>	<b>Moderate</b>	<b>Low</b>
Pop I – Conventional pupils present on count day	<b>15%</b>	<b>10%</b>	<b>2%</b>
Pop II – Conventional pupils absent on all or part of count day	<b>20%</b>	<b>15%</b>	<b>10%</b>
Pop III – Non-conventional pupils	<b>20%</b>	<b>15%</b>	<b>10%</b>