

# Copper Country Intermediate School District Pupil Accounting Required Documentation Checklist

For Buildings K-5, K-6, K-8, 6-8

Please send copies of all documentation to Loret Roberts, CCISD by:  
**Wednesday, November 30, 2011**

**Pupil Membership Count Day:** October 5, 2011  
**MSDS Submission Deadline:** November 9, 2011  
**MSDS Certify Date:** November 23, 2011

**When submitting the FTE data to the CCISD: RED FLAG ISSUES.**

\_\_\_ COMPLETE Pop 3 lists. Please make sure to have separate lists of all of your Pop III students. Population III students consist of: Schools of Choice, Alternative Education, Reduced Schedule, Home based, Homebound-Hospitalized, Part-time, Suspended & Expelled, Virtual High School, Distance Learning, Cooperative Education, Work based. Etc. We can't stress this enough.

\_\_\_ The forms that we provide have all of the necessary information that we need to conduct a desk audit. If you choose to use your own forms, please make sure all of the necessary information is added before submission.

**Please use updated forms. You may use sample forms from this packet or your own forms as long as the required information is on them.**

**PACKET 1** Consider loss of documents submitted results in error. Error rates over 5% are high risk.

- \_\_\_\_\_ Copy of your Attendance Policy
- \_\_\_\_\_ Student Alpha List from CEPI (Must be signed by building administrator).
  - \_\_\_ All exit dates if applicable
  - \_\_\_ FTE total for each grade level.
- \_\_\_\_\_ SRSD Unaudited FTE Summary Report-DS-4061 (after certifying your data)
- \_\_\_\_\_ Schedule Days of Instruction Form
- \_\_\_\_\_ Scheduled Daily Clock Hours Forms – Partial and Full Days
- \_\_\_\_\_ Scheduled Clock Hours Professional Development
- \_\_\_\_\_ Local District Planning Form
- \_\_\_\_\_ 75% Attendance Documents
- \_\_\_\_\_ Count Day Absence List - 10/30 Rule
  - \_\_\_ Return date must be entered
  - \_\_\_ Excused / unexcused must be noted
- \_\_\_\_\_ Add & Drop Record
- \_\_\_\_\_ Birth Certificate Affidavit and/or Verification

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**Population III** - Required paperwork if applicable. **KEEP THIS PAPERWORK ON FILE. WE WILL ASK TO SEE IT WHEN WE AUDIT.**

**PACKET 2**

- \_\_\_\_\_ School of Choice listing / Verification Form
- \_\_\_\_\_ Home-Based
- \_\_\_\_\_ Homebound & Hospitalized
- \_\_\_\_\_ Non-Public Part-Time Pupils (Homeschooled)
- \_\_\_\_\_ Part-Time Pupils
- \_\_\_\_\_ Postsecondary/Dual Enrollment
- \_\_\_\_\_ Reduced Schedule Pupils (Grades 9-12 Only)
- \_\_\_\_\_ Nonresident Pupils Worksheet/Residency – Schools of Choice
- \_\_\_\_\_ Special Education Pupil Transition Services
- \_\_\_\_\_ Split Schedule
- \_\_\_\_\_ Homeless Students

**Worksheet A & B: Special Education**

**PACKET 3**

- \_\_\_\_\_ Teachers name, district name, code, building name
- \_\_\_\_\_ Center Program Box checked and Reimbursement Code circled
- \_\_\_\_\_ FTE in correct grade level, last age at birthday
- \_\_\_\_\_ Resident districts identified
- \_\_\_\_\_ Early Childhood Special Education Program

Authorized Representatives Signature: \_\_\_\_\_

Signee is required to have knowledge of all paperwork submitted.

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form with your required paperwork. Check off items as you complete them. If an item does not pertain to your building or your building does not fit the criteria you can note N/A. Each item should contain either a “check mark” or “N/A” so that no paperwork is missed.**

**If all proper paperwork for your building is not submitted in accordance with State Guidelines, the file will be considered incomplete.**

**Loret Roberts**  
**Pupil Accounting Auditor**  
**Copper Country Intermediate School District**

**906-482-0331**  
**loret@copperisd.org**