

**Copper Country Intermediate School District
Pupil Accounting Required Documentation Checklist**

District: _____ Building: _____ Year: _____

Fall General Count Collection

Pupil Membership Day: October 5, 2022
MSDS Initial Certification Deadline: November 9, 2022
MSDS Recertification Deadline: November 16, 2022
Count Day Packet Deadline: November 23, 2022

Spring Supplemental Collection Count:

Pupil Membership Day: February 8, 2023
MSDS Initial Certification Deadline: March 15, 2023
MSDS Recertification Deadline: March 22, 2023
Count Day Packet Deadline: March 31, 2023 (tentative)

Packet 1

- _____ PUPIL ACCOUNTING ELECTRONIC COUNT DAY PACKET CERTIFICATION PAGE (**For Green Auditing only-attached 2nd page**)
- _____ Student Certified Alpha List from CEPI (**Must be signed by building administrator if not green auditing**).
- _____ Unaudited FTE Summary Report-DS-4061 (after certifying your data)
- _____ Electronic Attendance Certification Page (teacher signature dates must be at the end of the 6-week count period)
- _____ Copy of Attendance Policy (including a section defining an excused absence and unexcused absence) (**FALL COUNT ONLY**)
- _____ School of Choice Verification Form (This is needed for Fall and Spring Count)
- _____ 75% Daily Attendance Documents
- _____ Copy of Graduation Requirements (**FALL COUNT ONLY, Secondary**)
- _____ Copy of Board Approved Courses or Curriculum Guide (**FALL COUNT ONLY**)
- _____ School Calendar (**FALL COUNT ONLY**)
- _____ Master Teacher Schedule for all buildings in district (**FALL COUNT ONLY, unless there are changes for Spring Count**)
(Teacher's **First and Last Name**, Room Locations, Course Names, Schedule Days and Times of classes)
**If using a 3rd party MI certified teacher to satisfy the Teacher of Record requirements for virtual learning, a sub permit is required. Include a list of these teachers with their PIC #s. MI Virtual is the only exception to this.*
- _____ Schedule Days of Instruction Form (**Must be signed by building administrator if not green auditing**). (**FALL COUNT ONLY**)
- _____ Scheduled Daily Clock Hours Forms (**Must be signed by building administrator if not green auditing**). (**FALL COUNT ONLY**)
- _____ PD Towards Instructional Time Form (**Must be signed by building administrator if not green auditing**). (**FALL COUNT ONLY**)
- _____ Local District Planning Form – signature page must be included.
- _____ Count Day Absence List - 10/30 Rule. Return date must be entered.
- _____ Add & Drop Record (Fall Audit-Start of school to Fall count day. Spring Audit- Day after Fall count day to Spring count day)
- _____ Non-Resident Form
- _____ Sp Ed Worksheet A and/or B---Verify the accuracy between the Worksheet and the Alpha List before submitting

Packet 2

Population III – Please check all those that apply. POP III Pupil Lists still required at Desk Audit. Supporting documentation will need to be available at the Field Audits.

- _____ Alternative Education
- _____ Cooperative Education
- _____ Home-Based
- _____ Homebound and Hospitalized
- _____ Non-public Shared Time & Homeschooled
- _____ Homeschool Partnership
- _____ Part-Time Students
- _____ Postsecondary Enrollment / Dual Enrollment
- _____ Early Middle College
- _____ Reduced Schedule
- _____ School of Choice (Non-Resident Form-same form from Packet 1)
- _____ Sp Ed Early Childhood
- _____ Sp Ed Transition Services
- _____ Split Schedule
- _____ Suspended and Expelled
- _____ Virtual Learning 5-O-D
- _____ Work-Based Learning/ Apprenticeships/Internships
- _____ Dropout Recovery (23a)
- _____ Experiential Learning Courses
- _____ Peer-to-Peer Elective Course
- _____ Distance Learning/Independent Studies
- _____ Visa Program
- _____ Future Proud Michigan Educator Explore Program

For those districts ONLY doing Green Auditing in Moodle

Please fill out the attached

PUPIL ACCOUNTING ELECTRONIC COUNT DAY PACKET

CERTIFICATION PAGE

before you submit this electronic packet to us.

This document must be uploaded in your electronic pupil accounting count day packet with actual signatures (not typed) and dates.

COUNT DATE: _____

DISTRICT NAME: _____ **DISTRICT CODE:** _____

BUILDING NAME: _____ **BUILDING CODE:** _____

I HEREBY CERTIFY THAT THE PUPIL ACCOUNTING FORMS AND SUPPORTING DATA UPLOADED IN THE ELECTRONIC PUPIL ACCOUNTING COUNT DAY PACKET IS TRUE AND ACCURATE.

*Building Pupil Accountant Responsible
for Electronic Count Day Packet*

Signature

Date

Building Principal

Signature

Date

Superintendent

Signature

Date