

## **Auditing Going Green**



**Presented by:**

**Barbette Lane  
Wexford-Missaukee ISD**

**Monday, September 19, 2011  
Harris, Michigan**

## **Electronic Pupil Accounting Notebook**



- **Secured Websites**
- **Separate Login/Passwords**
- **Can only see Pupil Accounting Notebooks that are required for their building**
- **Forms/Reports required by building grade levels**

# Electronic Pupil Accounting Notebooks

**Alphabetized Membership List:**  
This report must be saved as a PDF on count day from Powerschool.

This report must include:

- District and Building Name
- Pupil's Name
- Street Address
- Date of Birth
- Current Grade
- Student Identification Number
- Residency status and resident district code
- FTE (Three columns, GE, SpEd and Total)

From Powerschool you can generate the Alphabetized Membership List.

1. Login to PowerSchool
2. Under 'Data Tables' select 'All Under Brwse Students'
3. Under 'Select a function for this group of students' select 'Print Report'
4. In 'Which report would you like to print' select 'By - MISC - Alpha List'
5. In 'In what order?' select 'By Grade and Alphabetical'
6. Click 'Refresh'
7. Click 'View'
8. Once 'View' is opened save the file as a PDF
  1. File
  2. Print
  3. Select 'Add as PDF'
  4. OK
  5. Select the file and folder location you wish to save the file to
    1. ES070\_memptr\_membership\_2-9-2011
    2. File
9. Click 'View'
10. Upload file to website

**Required Documentation Check List must be completed for each audit.**

- To use, click on 'New' and then complete each section
- You must include your District Name and Building Name
- Each section has check boxes and you may check more than one
- The form may be modified throughout the count period
  - o To modify Required Documentation Check List
    - Click on File
    - Select 'Edit Item'
    - Make necessary changes
    - Select 'OK'

**Required Documentation Check List**

There are no items to show in the view of the 'Required Documentation Check List' list. To create a new item, click 'New' above.

**Print Audit Documentation**

There are currently no favorite links to display. To add a new link, click 'Add new link' below.

# Electronic Pupil Accounting Notebooks

## Seat Time Waiver List:

The **Seat Time Waiver List** must be completed showing all classes the student is enrolled. A STW student must have a full class schedule (same as students attending school) in order to collect 1.00 FTE. The student(s) must be assigned to a certificated mentor teacher. This certificated mentor teacher must communicate with each student a minimum of once per week. This communication must be a two way conversation and documented on the **Mentor Time Sheet**. (Face to Face, email, phone)

### Requirements for Counting Membership:

The following requirements must be met to count pupils enrolled in a seat time waiver program for membership purposes:

1. The pupil must meet pupil membership eligibility requirements pursuant to section 6(4) of 1979 PA 94 (MCL 388.1606(4)). (See Section 3 of this manual - Pupil Membership Count Requirements)
2. The pupil shall be enrolled in the participating district and attending on the pupil membership count day or the supplemental count day pursuant to section 6 (8) and 6a of 1979 PA 94 (MCL 388.1606(8) and MCL 388.1606a). Attendance will be determined by the following:
  1. The pupil having a class schedule for an entire year.
  2. The pupil logging into at least one program-sponsored online course on each count day. The district must provide the class schedule, login and other online activity reports available to the pupil accounting auditor within five (5) business days of request.
3. A full-time pupil shall be measured by logging into at least one program-sponsored online course on each count day and for 19 additional calendar days during the 30-calendar day count period. The school district claiming a pupil under a seat time waiver must produce log-in records for count day and the log-in records during the 30 calendar day window period. If a pupil does not log in on the count day and 19 additional calendar days, a partial FTE shall not be granted. The district shall keep a login record for each pupil and make available to the pupil accounting auditor within five (5) business days of the request.
4. Each course shall count as one class on the pupil's class schedule and will generate that portion of an FTE membership that a comparable on-site course offered by the district would generate.
5. The teacher-of-record must be identified. For purposes of pupil accounting, the teacher of record must be a certified Michigan teacher employed by the district. The teacher-of-record shall be identified for each pupil enrolled in a seat time waiver program.
6. An on-site mentor must be assigned to the pupil and shall be available for assistance and to monitor the pupil's progress. The on-site mentor may or may not be the teacher of record. The on-site mentor shall be a certificated Michigan teacher employed by the district. The mentor must meet or contact the pupil weekly with the assigned seat-time waiver pupil.

Type	Name	Modified By
There are no items to show in this view of the "Independent Study Student List" document library. To create a new item, click "Add new document" below.		
<input type="button" value="Add new document"/>		

# Required Documentation Checklist

The screenshot shows a web application interface for a 'Document Check List: New Item'. The header includes the school name 'Mesick Jr./Sr High School' and contact information. The form is divided into several sections with checkboxes and text input areas:

- Attach File:** Includes a 'Spelling...' button and a note '\* Indicates a required field'.
- District Name:** A text input field.
- School Name:** A text input field.
- Counsel Date:** A text input field.
- Date Completed:** A text input field with the value '5/3/2011'.
- Alphabetized Membership List:** A text area with a rich text editor toolbar.
- Alphabetized Membership List Notes:** A text area with a rich text editor toolbar.
- Birth Certificate Verification:** Includes checkboxes for 'N/A', 'Uploaded Birth Certificate Verification Form', 'Faxed Birth Certificate Verification Documentation', and 'Birth Certificate Verification Documentation in School Office'.
- Birth Certificate Verification Notes:** A text area with a rich text editor toolbar.
- Board Approved Classes - High School Only:** Includes checkboxes for 'N/A - Elementary/Middle School Only', 'Uploaded Classes that have been School Board approved', 'Faxed Classes that have been School Board approved', and 'Classes that have been School Board approved in Office'.
- Board Approved Classes Notes:** A text area with a rich text editor toolbar.

## Auditing Procedure

- All documents are saved as PDFs
- Highlighted according to POP (I, II or III)
- Add notes – attached to student

# Audits

# Audits

**Non-Public Shared Time Students**

<b>DISTRICT:</b>		<b>School Year:</b>		<b>2010-2011</b>	
<b>BUILDING / PROGRAM:</b>		<b>Count Day:</b>		<b>September</b>	
				<b>February</b>	

I certify that this is a true and accurate list of pupils enrolled as a Non-Public Shared Time Student on the count day.

Authorized Representative Signature				Title				Date
Class Name				Strings A	Strength & Cond	Computers 8	Strings 8A	
Class Hour				1st	2nd	1st	2nd	
Class Time				8:00-9:12	9:17-10:29	8:00-9:12	9:17-10:29	
List Days Class Meets				M-F	M-F	M-F	M-F	
First Name	Last Name	Grad <sup>4</sup>						FTE
		9		X	X			0.40
		8				X	X	0.40
Strings Strength/Conditioning and Algebra I - Cannot claim Algebra I Computers and Strings Full class load is five (5) classes								
<b>Total FTE Claimed</b>								<b>0.80</b>



# Alpha Roster

School Year: 2011  
Count Date: 3/9/2011

OFFICIAL MEMBERSHIP REPORT  
ALPHA ROSTER BY GRADE

wegrndroostped.rpt  
Zangle Report

Page 6 of 9  
Time: 9:39:01AM  
Date: 03/14/11

GRADE 12

STUD NUM	LAST	FIRST	S M	F N	BIRTH	STREET	CITY	ENTRY DATE	NC	GEN FTE	SP FTE	TOTAL FTE	GR	LD	OD CO	OUT FTE
+			M	7	07/16/93			08/27/03		1.00	0.00	1.00	12			
+	A	M	2	12/31/92				09/08/99		1.00	0.00	1.00	12			
+	N	F	2	05/03/93				09/09/09	O	1.00	0.00	1.00	12	I	82155	
+	N	F	2	10/28/93				09/01/98		1.00	0.00	1.00	12			
+	M	2	06/13/93					08/31/99		1.00	0.00	1.00	12			
+	J	M	2	11/04/92				09/03/97		1.00	0.00	1.00	12			
+	S	M	2	07/11/92				09/08/99	F	0.83	0.17	1.00	12	I	82300	
+	T	M	2	09/15/93				11/14/05		1.00	0.00	1.00	12			
+	C	F	2	11/27/93				09/10/98		1.00	0.00	1.00	12			
+	N	F	2	01/10/93				09/09/98	O	0.67	0.33	1.00	12	I	82090	
+	J	M	2	03/04/93				08/27/02		1.00	0.00	1.00	12			
+	F	M	2	01/25/93				09/01/98		1.00	0.00	1.00	12			
+	M	F	2	10/01/93				09/01/98		1.00	0.00	1.00	12			
+	S	M	2	10/13/93				08/20/02	O	1.00	0.00	1.00	12	I	82090	
+	E	M	2	03/01/93				09/09/98		1.00	0.00	1.00	12			
+	K	F	2	01/24/93				09/01/04	O	1.00	0.00	1.00	12	I	82250	
+	V	M	2	11/12/92				09/15/06	O	1.00	0.00	1.00	12	I	82090	
+	C	M	2	11/16/92				09/03/97		1.00	0.00	1.00	12			
+	A	M	2	08/17/93				09/09/98		1.00	0.00	1.00	12			
+	S	M	2	03/28/92				08/28/01		1.00	0.00	1.00	12			
+	B	F	2	11/20/92				08/28/00		1.00	0.00	1.00	12			
+	R	M	2	05/28/92				09/03/97		1.00	0.00	1.00	12			
+	M	F	2	07/16/93				09/09/98	O	1.00	0.00	1.00	12	I	82405	
+	A	M	2	12/27/92				09/01/98		1.00	0.00	1.00	12			
+	S	F	2	07/01/93				09/09/98		1.00	0.00	1.00	12			
+	M	2	01/11/93					08/31/99		1.00	0.00	1.00	12			
+	L	F	2	04/23/93				09/09/98		1.00	0.00	1.00	12			
+	E	F	2	01/24/93				09/09/98	O	1.00	0.00	1.00	12	I	82090	
+	M	2	09/01/93					01/06/98		1.00	0.00	1.00	12			
+	C	F	2	05/19/93				09/07/05	D	1.00	0.00	1.00	12			
+	A	M	2	10/25/93				09/10/98		1.00	0.00	1.00	12			
+	M	2	11/24/91					08/31/99		0.67	0.33	1.00	12			
+	J	M	2	05/07/93				09/09/98		0.83	0.17	1.00	12			
+	M	F	2	09/10/93				09/09/98		1.00	0.00	1.00	12			

# Student Schedule

Printed 04/13/2011 11:33

Student Schedule as of 02/09/2011

Page 1

Student	Grade	Gender	Track	Advisor		
	12	F	T			
Course-Sec	Course Title	Period	Term	Day(s)	Room	Teacher
01601-1	Botany	1	S2H	C	B113	
01315-1	Per Finance	2	S2H	C	A320	
01133-4	Gen. English 12	3	S2H	C	A231	
01239-1	Great Trials	4	S2H	C	A310	
01221-3	Global Events	5	S2H	C	A335	
01431-1	Entrepreneur	6	S2H	C	A112	

### Attendance History

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Printed: 04/13/2011 11:32:09 Attendance History - [Redacted] Page 1

Student: [Redacted] Grade: 12 Gender: F Birthdate: [Redacted] Entry: 09/07/2010  
 Track: [Redacted] Advisor: [Redacted] Age: 17 Exit:

02/01/2011 - 02/28		Month	2 2																											
Per Course	Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
1 Botany	E ** . . . . .																													
2 Per Finance	E ** . . . . .																													
3 Gen. English 12	E ** . . . . .																													
4 Great Trials	E ** . . . . .																													
5 Global Events	E ** . . . . .																													
6 Entrepreneur	E ** . . . . .																													

**Period totals for date range / Legend**  
 12 \*\* Non School Day    87 . Present    15 E Excused by parent    5 T Tardy    1 Z School Function

### Attendance Audit Report

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[Redacted] Track: [Redacted]  
 Class: 01103-9 (English 9) Teacher: [Redacted]

Student	Attend Date	Period	Change Date	Att Code	Posted By	Not Tchr
[Redacted]	02/09/2011	5	02/09/2011 12:11:28 PM	E	[Redacted]	***
[Redacted]	02/09/2011	5	02/09/2011 12:52:23 PM	T	[Redacted]	
[Redacted]	02/09/2011	5	02/09/2011 12:52:23 PM	U	[Redacted]	

## Questions or Comments



## Contact Information

**Barbette Lane**

Wexford-Missaukee Intermediate School District  
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