

**Veteran Auditor Round Table**  
MPAAA  
Fall 2011


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**Session Agenda**


- Changes to State Aid Act for 2011-2012
- New Field Audit Scheduling
- Attendance Questions and Issues
- GAD and Exit Codes
- Special Education Students: Less-than-full day and ECSE
- Seat Time Waivers
- Additional Questions from Spring
- Brainstorming and Questions for the Group



## State Aid Act

Instructional Time:

For 2011-2012 still must provide the same number of days as provided in 2009-2010 or 165 days, whichever is greater. For 2012-2013 minimum is 170 days but still no less than 2009-2010.



## State Aid Act Changes

Section 6(4)  
Membership blend changed to 90% fall membership count and 10% of the previous supplemental count.

Section 6(4)(m)  
Allows a special education student with a GED certificated to be counted in membership.

Section 6(4)(r)  
Beginning in 2012-2013, the FTE for a kindergarten pupil will be calculated by dividing the number of hours per year by the hours used to calculate a full FTE for grades 1-12 (1,098). Half-day kindergarten of 549 hours will be .50 FTE.

## State Aid Act Changes

### Section 6(7)(a)

Changes the pupil membership count day to 1<sup>st</sup> Wednesday in October.  
For 2011 = October 5

The change impacts "return to class" dates and data submission deadlines:

#### Return to class:

Unexcused	10/19/2011 (earliest)
Excused	11/4/2011
Suspended	11/19/2011

#### Due Dates:


LEA submit to ISD	11/9/2011
LEA certify in MSDS	11/23/2011
Audited FTE to CEPI	3/14/2012 ???

## State Aid Act Changes

### Section 18(4)e(iii)

Requires ISDs to enter the pupil membership reports (the audit narrative) into the MSDS system no later than November 15. *Practical note – most auditors currently write the narrative when submitting the audited FTE counts.*


For entire Act and in-depth analysis, go to [www.legislature.mi.gov](http://www.legislature.mi.gov). Bill number 4325.



## Field Audit Scheduling

Field audits are to be done on October counts with MDE relying on desk audits only for the February count.

Decision yet to come: Extend the due date for the October field audits to June 30. The narratives, DS4120 and desk audit due dates would not change. Requires an amendment to Section 101 of SAA.




## Attendance Questions and Issues

**If a high school student is absent for 2 of 6 classes, is that student considered absent for 75% purposes?**

*No, unless they are absent during the period the district has selected for calculating their 75% attendance. Some schools calculate that if a student is present at all during the day, they are present for 75% purposes. Some choose a certain class hour to calculate their percentage.*

**In the teacher attendance records (not electronic), students were marked as present on a snow day. Stated this was a mistake. Should I disallow the teacher's entire attendance records?**

*Not necessarily..... Discussion.....*




## GAD and Exit Codes

### 2011-2012 Timelines

LEA: July 18, 2011 – September 15, 2011

- Review 2011, 2010, 2009 cohort status reports for EOY 2011 disposition.
- Use SRM Collection to submit corrections
- Ensure that all end-of-summer graduates have been reported with Exit date no later than August 31
- Submit any necessary student UIC linking requests
- Submit any necessary PEPE change requests
- Submit any necessary cohort change requests for 2010-2011 school year via SRM collection. Other cohorts submit request to auditor.




## GAD and Exit Codes

### 2011-2012 Timelines

ISD Auditor Action in GAD: August 2011


- Review district preliminary graduation and dropout rates for reasonableness. Follow up with LEA on questionable rates.
- October 24, 2011 – December 9, 2011
- Complete the cyclical and outlier exit status audit as per Pupil Auditing Manual
- Submit audit findings in GAD after reviewing all supporting documentation.



## GAD and Exit Codes

Questions from Spring:

- 1.) A special education pupil completes 12<sup>th</sup> grade at LEA, does not graduate but enrolls in ISD operated center program through age 25. How does this effect LEA GAD cohort and graduation rate?
- 2.) When a student is finished at the ISD center program and will be reported as graduated and received diploma from the student's local district is 42 the correct exit code for the ISD to use? *YES*  
Will this prohibit the local district from then enrolling the student so they can be recorded as a graduate from the local? *NO*



## Special Education Students

### SE Students Less-Than-Full-Day Schedule

- ✓ Specified in current IEP
- ✓ Medically or emotionally necessary
- ✓ Certified by physician, psychologist, or school social worker
- ✓ NOT reduced schedule student but still counted for 1.00 FTE
- ✓ New form

## Special Education Students

Updated July 2009

### SE PUPILS WITH LESS-THAN-FULL-DAY SCHEDULE

District:	School Year:
Building/Program:	Count: Oct. <input type="checkbox"/> Feb. <input type="checkbox"/>

Instructions: Complete the report below for all SE pupils who have been scheduled for less than a full day per IEP.

Pupil Name (Last, First, MI)	Grade	IEP in place?		Date of IEP	Modality or delivery format?		FTE Membership Requested
		Y/N	Y/N		Y/N	Y/N	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

I certify that this is a true and accurate list of all SE pupils scheduled for less than a full day of instruction per IEP and reported for FTE membership.

Authorized Representative's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Special Education Students

### ECSE

1.) Services for Rule .1755 students may be provided in an appropriate early childhood community or family setting. Does this allow classroom settings?

*Yes, if services are delivered one-on-one, individualized basis.*

2.) Can children be provided with ECSE services through the age of 5? In other words, are 5-year-olds eligible to be counted in an ECSE program? PAM states students under the age of 5 may be served.

Yes

## Seat Time Waiver

- No new guidelines. All existing requirements hold and all STWs approved for last year continue.
- Question from Spring: Does the 10 log-in within 30 days requirement apply to Supt. Flanagan's Project Relmagine STWs? Our ISD has specific language that says they can login on count day and be counted under the project Relmagine STW which is entirely different than GenNet.
- Allowable for grades 6 – 12 under Relmagine STW. GenNet as well?

## Remaining Questions from Spring

- 1.) PD time for ECSE classroom – calculating FTE and pro-rating PD. ***PD for ECSE is pro-rated based on number of hours in program. Example 450-hour program =  $450/1,098 = .41$***
- 2.) Court placed foster student – no birth certificate. ***Foster placement papers sufficient for counting the student as homeless.***
- 3.) Do we still need homeless paperwork? ***For auditing purposes, only a list of homeless students is required by some auditors.***
- 4.) Do we still need foreign exchange paperwork? **NO**



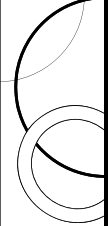
## Remaining Questions from Spring

- 5.) Home Based Special Ed. Student – IEP and manifestation hearing state need for home based education – is it full FTE or pro-rated? **Mandatory expulsion is the only way to count a student as a full FTE no matter what the IEP states.**
- 6.) What documentation outside of a Dr.'s note is sufficient to accept as an excuse for absences due to pregnancy? **For homebound instruction there must be a doctor's note stating the medical need. For other types of absences the documentation can be whatever is allowed in the district's policy: note from parent, call from parent, etc.**
- 7.) 105c Special Education pupil – is the cooperative agreement required to be done each year or just the year the student enters the district? **Each year unless it's stated in the coop. agreement that it covers more than one year.**

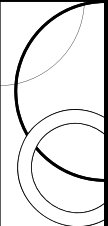


## Remaining Questions from Spring

- 8.) What should I do if I believe a district has falsified documentation? **Call Kathy Weller 517-335-6858**
- 9.) Auditing of special education program codes on the alpha roster – what are others doing? **Discussion to follow at session.**



**Brainstorming**  
Breakout Discussion and Questions



**Brainstorming**  
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