

Pupil Accounting Processes
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Janell explained pupil accounting processes she implemented while at Huron Valley School District:

- Pupil Accounting Handbook
- Timeline
- Enrollment spreadsheets collected each week during four weeks leading up to count day. Spreadsheets are posted to MPAAA.org (Resources), and may be used with permission of Huron Valley with copyright credit to Huron Valley. One district runs similar spreadsheet on a weekly rather than monthly basis.
- Know the programs in your district. As you know what is going on, you may implement program into your timeline.
- Print schedules of work-based students. Make sure training plans and agreements are in place right after school starts.
- Send resources to Janell for posting to MPAAA.org website.

ROUNDTABLE/ISSUES:

1. Alternative schools and smaller districts: What do others do?

Concept is the same. Timeline is still good for one person doing the entire process.

Participant from 3,300 student district creates a timeline as soon as secretaries return. A problem in smaller districts is that one person has many diverse tasks.

A person from a 10,000 student district also uses a timeline, but breaks it up into specific count periods. Meets with pupil accounting staff, special education staff, and principals. Color codes a calendar. Develops two-month calendar for specific count period.

2. Disconnect between high school secretary and counseling secretary. Counseling secretary will not drop students until she receives records requests.

In Huron Valley students are dropped from the rolls if they haven't appeared in 10 days, unless a parent/guardian can be contacted.

Don't use exit code 16 (unknown) unless necessary. It was suggested that they could continually run reports of exit codes 16 and 07 (drop) to check the status of these students with building secretaries. Some districts collect a dropout form from parents, if they are withdrawing students to dropout status.

3. How to get people to fill out enrollment sheet?

To get staff to buy-in, a participant refers to students as "dollars and cents," emphasizing that money means job. They try to make it fun for staff. They must account for every student.

In the big picture, it is better to spend time in an incremented pattern throughout the school year.

4. Auditor having issues with home-based students and districts not knowing whether they should prorate them or count them for a full FTE.

Homebound is for students who are unable to attend school and receiving instruction at home or in a hospital due to a medical condition. This could include mental illness, if the medical statement is signed by a psychiatrist. Homebound is counted for a full FTE.

Home based is for students who are unable to attend school due to a suspension/expulsion and are provided instruction in an alternative educational setting. Home based is a pro-rated FTE, if suspended/expelled due to local board policy, depending on the amount of instruction the student is receiving. If the student is placed in an alternative setting because of a mandatory expulsion, the student is countable for a full FTE.

What if it's in an IEP? The IEP can state it. It has to be in a specific instance, and is not a blanket statement. There are certain things that would need to be in place.

What about a student who was shot and was sent home on homebound. Now he's recovered but he can't leave the house because his life is threatened? This question will be referred to MDE during the MDE session.

5. A district is having problems with a middle school block. Students are not returning to all classes.

One district is trying to get rid of block scheduling. Their secretary keeps a spreadsheet for the A absences and the B absences.

6. Shared time – does everyone have it? This is a student who needs to take a class at the high school.

That is usually defined by an instructional person. A certificated teacher would need to take attendance. Nonpublic students are allowed to take non-core classes, which still includes foreign language in spite of the new high school curriculum requirements.

7. Does anyone deal specifically with center-based SE programs? Question posed by small ISD in the UP that operates a center-based program.

Every student should be reported into SRSD.