

**REQUIRED DOCUMENTATION FOR PUPIL MEMBERSHIP AUDIT  
ISD/ESA/RESD REVIEW**

District

Building

Year \_\_\_\_\_

Count:       Sept. Count

Feb. Count

\_\_\_ ***District Planning Form*** (file in district's overall folder)

\_\_\_ ***Alpha List verification:***

- ✓ Contains pupil's name, address, birthdate, grade, and FTE claimed.
- ✓ All pupils, except special education pupils but including alternative education pupils, must not have attained the age of 20 as of September 1 of the school year.
- ✓ Pupils enrolled and receiving instruction in a special education program approved by the Department must not have attained the age of 26 by September 1 of the school year.
- ✓ Pupils enrolled in alternative education programs operated through adult education must have attained the age of sixteen as of December 1, if they are educated with participants.
- ✓ Signed and dated.
- ✓ Building FTE totals match the totals on the SRSD un-audited summary report.
- ✓ Pop. II and III pupils are identified or provided on separate lists.
- ✓ Grade levels are totaled.
- ✓ Names are not duplicated and FTE does not exceed 1.00.

\_\_\_ ***Worksheets A & B***

- ✓ Worksheet A is **only** for court-placed pupils.
- ✓ All information has been completed (teacher's code, age, special education FTE, general education FTE, resident district).
- ✓ Verify FTE is not greater than 1.00.
- ✓ FTE on worksheet matches SRSD.

\_\_\_ ***Verification Sheet***

\_\_\_ ***Add/Transfer/Drop List***

\_\_\_ ***District/building calendars (including Kindergarten schedules)***

\_\_\_ ***Daily Clock Hours form***

- ✓ Verify accuracy of calculation.
- ✓ All days other than full days must have a separate form if different schedule.

\_\_\_ ***Proof of 75% required attendance form***

- ✓ Note any days below 75%.

\_\_\_ ***List of non-resident pupils and FTE***

\_\_\_ ***Resident district release forms***

\_\_\_ ***Master schedule of teachers with room numbers, class times, lunch breaks***

\_\_\_ ***Attendance policies (including electronic, if applicable)***

\_\_\_ ***Suspension and expulsion log***

## **Population II Documentation**

### **\_\_\_ *Count day absence form***

- ✓ Contains required information, especially return date.

## **Population III Documentation**

### **\_\_\_ *Nonpublic shared-time pupils form***

- ✓ Pupils listed on form (or printout from software).
- ✓ FTE on list matches SRSD.

### **\_\_\_ *Cooperative education programs (pupils educated in another district)***

- ✓ Pupils listed on form (or printout from software).
- ✓ FTE on list matches SRSD.
- ✓ FTE does not equal more than 1.00 between districts.

### **\_\_\_ *Reduced schedule pupils***

- ✓ Pupils listed on form (or printout from software).
- ✓ Reduced schedule request and approval form.
- ✓ FTE on list matches SRSD.

### **\_\_\_ *Split-schedule pupils form***

- ✓ Pupils listed on form (or printout from software).
- ✓ FTE on list matches SRSD.
- ✓ FTE does not equal more than 1.00.

### **\_\_\_ *Work-based education forms (out-of-district)***

- ✓ Pupils listed on form (or printout from software).
- ✓ Training agreement and Training plan.
- ✓ Attendance and time verification.

### **\_\_\_ *Work-based education (in-district)***

- ✓ Pupils listed on form (or printout from software).
- ✓ Assignment, training plan, and approval form.
- ✓ Attendance.

### **\_\_\_ *Special education work-study plan***

- ✓ Pupils listed on form (or printout from software).
- ✓ Assigned to special education staff.
- ✓ FTE calculation.
- ✓ Listed on Worksheets A or B.

