

BUILDING FIELD AUDIT ON-SITE AUDIT PROCEDURES

District: _____ School Year: _____ Sept. Count

Building Program: _____ Date & Time Audit Started: _____ or Date & Time Audit Completed: _____ Feb. Count

I. Review Official Attendance Records
 _____ Reviewed _____ % of Records

II. Verified Nonresident Releases
 _____ % Verified

III. Verify Days and Hours of Instruction
 _____ Days scheduled for current year
 _____ Hours scheduled for current year
 _____ Days provided for current year
 _____ 75% Attendance is documented

Auditor Comments:

IV. Determine Populations & Audit Sample Sizes:

Head Count In:
 Bldg/Program _____
 Population I _____
 Population II _____
 Population III _____
TOTAL

Number of Students										
%	Samp.	Error	%	Samp.	Error	%	Samp.	Error	100%	Error

V. POPULATION I – Audit Procedures

Verified: # of Errors
 _____ Class Schedules _____
 _____ Attendance Records _____
 _____ Birthdate _____
 _____ FTE Computation _____
 _____ Enrollment _____
 _____ No Diploma or GED _____

Auditor Comments:

VI. POPULATION II – Audit Procedures

Verified: # of Errors
 _____ Class Schedules _____
 _____ Attendance Records _____
 _____ Birthdate _____
 _____ 10/30 Day Rule _____
 _____ FTE Computation _____
 _____ Enrollment _____
 _____ No Diploma or GED _____

Auditor Comments:

**BUILDING FIELD AUDIT
ON-SITE AUDIT PROCEDURES –continued**

VII. POPULATION III – continued

WORK-BASED EDUCATION (non-spec. ed.) # of Errors

_____ Written training agreement (external placements) _____

_____ Training Plan _____

_____ Pupil Attendance Records _____

_____ High School Credits _____

_____ Worksite hours within district policy _____

_____ Concurrently enrolled in related class _____

_____ Employed 15 or more hours/week _____

_____ Certified teacher monitoring work _____

HOMEBOUND/HOSPITALIZED # of Errors

_____ Physical certification _____

_____ Instructional hours provided _____

_____ Absent on count date in enrolled classes _____

WORK-BASED EDUCATION (spec. ed.)

_____ Work-study plan _____

_____ Coordinator monitored work _____

_____ Concurrently/previously enrolled in related class _____

_____ Pupil attendance records _____

_____ Worksite hours within district policy _____

_____ District monitored job site every 20 days _____

HOMEBASED

_____ Statement of Need _____

_____ FTE calculation _____

_____ Attendance records _____

IN-DISTRICT PLACEMENT

_____ Written training plan _____

_____ Attendance verified _____

_____ Credit earned _____

_____ Certified monitor _____

SPECIAL ED. PUPIL PRESCHOOL PROGRAMS

_____ Count date IEP _____

_____ Pupil enrolled in bona fide program _____

_____ FTE calculation _____

POST-SECONDARY ENROLLMENT

_____ Enrolled in both district & post-secondary classes _____

_____ Pupil not met graduation requirements _____

_____ District-paid tuition and fees _____

_____ FTE calculation _____

SPECIAL ED. PUPIL TRANSITION SERVICES

_____ Pupil enrolled and assigned to staff _____

_____ Attendance under direction of certified teacher _____

SECTION 105/105C SCHOOLS OF CHOICE

_____ Complied with timelines _____

_____ Conducted random draw _____

_____ Did not refuse enrollment due to disability or discrimination _____

Work Activity Center

_____ IEP _____

_____ Approved spec. ed. teacher _____

_____ Wage deviation _____

_____ 51% of time in instruction _____

VIRTUAL HIGH SCHOOL CLASSES

_____ Credit granted _____

_____ Maximum 2 courses _____

_____ Counted in traditional course _____

_____ On-site mentor teacher _____

_____ Attendance requirement _____

_____ Tuition paid by district _____

_____ FTE computation _____

ADJUSTMENTS: Any changes to membership claims made by this bldg./program due to this audit are itemized on the "FTE Adjustment" form.

APPEALS: An appeal to any finding resulting from this audit may be made **ONLY** over the signature of

Pupil Accounting Contact Person or the Superintendent: _____

(signature)

Auditors:	
Bldg. Rep. Signature	Exit Interview Date:

Field Audit Summary and Comments		School Year:		<input type="checkbox"/> Sept. <input type="checkbox"/> Feb.		
District:		Building:				
REQUIRED DOCUMENTATION		Completed/Received			Comments:	
		Yes	No	N/A		
I. SPECIAL EDUCATION						
A. Bldg. Totals by grade balance with alpha list						
B. Other						
II. ALPHA LISTS OF PUPILS						
A. Signed by Principal						
B. Satisfactory font size and spacing						
C. FTE (with Gen. Ed & Spec. ED)						
D. Building totaled by grade						
E. Page break by grade						
F. Grade totals match DS4061						
G. Other						
III. ATTENDANCE RECORDS						
A. All records were available						
B. Records signed by teachers(s)						
C. Record includes complete dates						
D. Include all needed class info.						
E. Excused documentation on file						
F. Other						
IV. NONRESIDENT INFORMATION						
A. Accurate information provided						
B. Other						
V. NONCONVENTIONAL PUPILS (Pop III)						
A. Nonpublic shared-time						
B. Cooperative education						
C. Reduced schedule						
D. Split schedule						

REQUIRED DOCUMENTATION	Completed/Received			Pg. 2 of 2
	Yes	No	N/A	Comments:
V. NONCONVENTIONAL PUPILS (Pop.III) cont.				
E. Work-based education				
1. In-district placement (aides)				
2. Work experience				
F. Postsecondary enrollment				
G. Part-time				
H. Homebound/Hospitalized				
I. Homebased				
J. Special Ed. Pre-School				
K. Transition programs				
L. Virtual classes				
M. Other				
VI. DAYS & HOURS CALCULATIONS				
A. Required minimum met:				
1. Hours calculations				
2. Days calculations				
B. Verify 75% attendance log				
C. Other				
SUMMARY:				
<p>As the auditor for Tuscola ISD, I am responsible for verifying the accuracy of membership reporting for your district. This audit was performed in accordance with the procedures determined appropriate by the Michigan Dept. of Education Membership Accounting and Auditing Manual. Please contact Sally Washington, Tuscola ISD Auditor, at 989-673-2144 ext. 426, if you have any questions.</p>				
Auditor Name (Signature)		Date		
PLEASE FORWARD A COPY OF THIS SHEET TO YOUR DISTRICT PUPIL ACCOUNTING OFFICIAL.				