

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

District _____

Building _____

Year 2007-2008

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(compare to residency on SRSD)***

___ ***Resident district release forms (only students enrolled outside timeframe)***

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

___ ***Attendance policies (including electronic, if applicable)***

— ***Suspension and expulsion log***

- ✓ Verify students are listed on absent report.
- ✓ If expelled, verify homebased documentation is complete.

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).
- ✓ Verify class, meeting times, grade level, teacher.
- ✓ 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.
- ✓ Verify FTE at 2nd district.
- ✓ Attendance at CTE program.

— ***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, training plan, and EDP.
- ✓ Attendance and time verification.
- ✓ Complete spreadsheet for required items.

— ***Work-based education (in-district) Changing for 07-08***

- ✓ Pupils listed on form (or printout from software).
- ✓ Assignment, training plan, approval form, and EDP.
- ✓ Complete spreadsheet for required items.
- ✓ Attendance.

— ***Special education work study plan***

- ✓ Pupils listed on form (or printout from software).
- ✓ Assigned to special education staff.
- ✓ Training agreement, training plan, and IEP.
- ✓ Attendance and time verification.
- ✓ Complete spreadsheet for required items.
- ✓ Listed on Worksheets A or B.

— ***Pupils enrolled in special education transition***

- ✓ Pupils listed on form (or printout from software).
- ✓ Assigned to special education staff.
- ✓ Training agreement, training plan, and IEP.
- ✓ Complete spreadsheet for required items.
- ✓ Attendance records.
- ✓ Listed on Worksheets A or B.

— ***Dual enrolled pupils form***

- ✓ Pupils listed on form (or printout from software).
- ✓ Number of classes at school and college must be noted.
- ✓ FTE calculation.

— ***Part-time pupils form***

- ✓ Pupils listed on form (or printout from software).
- ✓ FTE on list matches SRSD.
- ✓ FTE is less than 1.00.

— ***Homebound/hospitalized program***

- ✓ Pupils listed on form (or printout from software).
- ✓ Physician letter.
- ✓ Instructional service form.
- ✓ Absent on count day.

— ***Homebased program***

- ✓ Pupils listed on form (or printout from software).
- ✓ 1.00 if mandatory and services provided.
- ✓ Prorated if district policy and services provided.
- ✓ Instructional service form.

— ***Virtual Learning***

— ***Independent Study***

— ***McKinney Homeless Form***

