

# Copper Country Intermediate School District Pupil Accounting Required Documentation Checklist

Alternative Education

District: \_\_\_\_\_ Building: \_\_\_\_\_ School Year: \_\_\_\_\_

Please send copies of all documentation to Loret Roberts, Copper Country ISD  
**We are encouraging Green Auditing so you may send your packet electronically to [pupilaudits@copperisd.org](mailto:pupilaudits@copperisd.org). But we will still accept paper copies.**

## \_\_\_ General Collection Count

Pupil Membership Day: October 5, 2016  
MSDS Submission Deadline: November 9, 2016  
MSDS Certify Date: November 16, 2016  
COUNT DAY PACKET DUE: November 23, 2016

## \_\_\_ Supplemental Collection Count

Pupil Membership Day: February 8, 2017  
MSDS Submission Deadline: March 15, 2017  
MSDS Certify Date: March 22, 2017  
COUNT DAY PACKET DUE: March 29, 2017

When submitting the FTE data to the CCISD: **RED FLAG ISSUES.**

- \_\_\_ All Alpha Lists must be certified and signed by building administrator before submission.
- \_\_\_ When submitting any Seat Time Waiver paperwork, please make sure the Mentor Log and student schedule is provided. The mentor must meet with the student one time per week and document it.

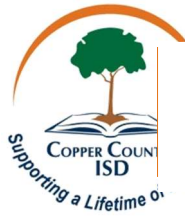
Please use updated forms. I encourage you to use the forms on the MPAAA site. [www.mpaaa.org](http://www.mpaaa.org)

Under the "Member Area" click on "Resources & Downloads"  
When the screen changes, scroll down the page to "Pupil Auditing" and "Pupil Accounting".

**PACKET 1** Consider loss of documents submitted results in error. Error rates over 5% are high risk.

- \_\_\_ Copy of your Attendance Policy
- \_\_\_ Master Teacher Schedule for all buildings in district
- \_\_\_ Student Certified Alpha List from CEPI (Must be signed by building administrator).
  - \_\_\_ All exit dates if applicable
  - \_\_\_ FTE total for each grade level.
- \_\_\_ SRSD Unaudited FTE Summary Report-DS-4061 (after certifying your data)
- \_\_\_ Schedule Days of Instruction Form - **FALL COUNT ONLY** (Must be signed by building administrator).
- \_\_\_ Scheduled Daily Clock Hours Forms - **FALL COUNT ONLY** (Must be signed by building administrator).
- \_\_\_ Local District Planning Form – signature page must be included.
- \_\_\_ 75% Attendance Documents
- \_\_\_ Count Day Absence List - 10/30 Rule
  - \_\_\_ Return date must be entered
  - \_\_\_ Excused / unexcused must be noted
- \_\_\_ Add & Drop Record – please use the form provided on the CCISD / Pupil Accounting website
- \_\_\_ Birth Certificate Affidavit and/or Verification





Loret A. Roberts  
Pupil Auditor  
loret@copperisd.org

## PUPIL ACCOUNTING ELECTRONIC COUNT DAY PACKET CERTIFICATION PAGE

This document must be uploaded in your electronic pupil accounting count day packet with actual signatures (not typed) and dates.

**COUNT DATE:** \_\_\_\_\_

**DISTRICT NAME:** \_\_\_\_\_ **DISTRICT CODE:** \_\_\_\_\_

**BUILDING NAME:** \_\_\_\_\_ **BUILDING CODE:** \_\_\_\_\_

**I HEREBY CERTIFY THAT THE PUPIL ACCOUNTING FORMS AND SUPPORTING DATA UPLOADED IN THE ELECTRONIC PUPIL ACCOUNTING COUNT DAY PACKET IS TRUE AND ACCURATE.**

\_\_\_\_\_  
**Building Pupil Accountant Responsible  
for Electronic Count Day Packet**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Building Principal**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**