

Copper Country Intermediate School District Pupil Accounting Required Documentation Checklist

For Buildings K-12, 7-12, 9-12

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. 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

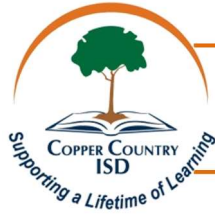
Under the "Member Area" click on "Resources & Downloads"

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

Population III - Required paperwork if applicable. **KEEP THIS PAPERWORK ON FILE. WE WILL ASK TO SEE IT WHEN WE AUDIT.**



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