## Copper Country Intermediate School District Pupil Accounting Required Documentation Checklist

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

District: \_\_\_\_\_School Year: \_\_\_\_\_

We are encouragi	ng Green Auditing so	you may send your packet el	ectronically to							
pupilaud	pupilaudits@copperisd.org. But we will still accept paper copies.									
General Collection Count		Supplemental Collection Count								
Pupil Membership Day:	October 5, 2016	<b>Pupil Membership Day:</b>	February 8, 2017							
MSDS Submission Deadline:	November 9, 2016	<b>MSDS Submission Deadline:</b>	March 15, 2017							
MSDS Certify Date:	November 16, 2016	MSDS Certify Date:	March 22, 2017							
COUNT DAY PACKET DUE:	November 23, 2016	COUNT DAY PACKET DUE:	March 29, 2017							
When submitting the FTE	data to the CCISD: RED FL	AG ISSUES.								
	<del>_</del>	by building administrator before submis								
		perwork, please make sure the Mentor I	<del>-</del>							
is provided. T	he mentor must meet with the	student one time per week and docume	nt it.							
Please use undated forms	: Lencourage vou to use t	he forms on the MPAAA site, was	uu mnaaa org							
·	<del>-</del> -	he forms on the MPAAA site. ww & Downloads"	w.mpaaa.org							
Under the "Me	ember Area" click on "Resources a									
Under the "Me	ember Area" click on "Resources a	& Downloads"								
Under the "Mo When the scre	ember Area" click on "Resources of een changes, scroll down the page	& Downloads"	n.							
Under the "Mo When the screen the	ember Area" click on "Resources of een changes, scroll down the page loss of documents submitted re Attendance Policy	& Downloads" to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig	n.							
Under the "Mo When the screen the	ember Area" click on "Resources of een changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in c	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig	n.							
PACKET 1 Consider  Copy of your  Master Teach Student Certi	ember Area" click on "Resources over changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in cated Alpha List from CEPI (Must	& Downloads" to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig	n.							
Under the "Mo When the screen PACKET 1 Consider Copy of your Master Teach Student Certinal	ember Area" click on "Resources of een changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in c fied Alpha List from CEPI (Must I exit dates if applicable	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig	n.							
Under the "Mo When the screen PACKET 1 Consider Copy of your Master Teach Student Certir Al	ember Area" click on "Resources of een changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in of fied Alpha List from CEPI (Must I exit dates if applicable Et total for each grade level.	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).	n.							
PACKET 1 Consider Copy of your Master Teach Student Certi Al FT SRSD Unaudit	ember Area" click on "Resources a en changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in c fied Alpha List from CEPI (Must I exit dates if applicable E total for each grade level.	& Downloads" to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator). 61 (after certifying your data)	". gh risk.							
PACKET 1 Consider Copy of your Master Teach Student Certi Al SRSD Unaudit Schedule Day	ember Area" click on "Resources of the changes, scroll down the page loss of documents submitted researched and policy are Schedule for all buildings in capital field Alpha List from CEPI (Must I exit dates if applicable is total for each grade level. are free Summary Report-DS-406 is of Instruction Form - FALL CO	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  51 (after certifying your data) UNT ONLY (Must be signed by building a	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certir Al SRSD Unaudit Schedule Day	ember Area" click on "Resources a een changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in o fied Alpha List from CEPI (Must l exit dates if applicable E total for each grade level. eed FTE Summary Report-DS-406 s of Instruction Form - FALL CO ily Clock Hours Forms - FALL CO	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certi Al SRSD Unaudit Schedule Day Local District	ember Area" click on "Resources are changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in capied Alpha List from CEPI (Must I exit dates if applicable is total for each grade level. ited FTE Summary Report-DS-406 is of Instruction Form - FALL CO ily Clock Hours Forms - FALL CO Planning Form - signature page	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certir Al FT SRSD Unaudit Schedule Day Scheduled Da Local District 75% Attendar	loss of documents submitted re Attendance Policy er Schedule for all buildings in of fied Alpha List from CEPI (Must I exit dates if applicable E total for each grade level. E total for each grade level. E of Instruction Form - FALL CO ily Clock Hours Forms - FALL CO Planning Form - signature page ance Documents	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certi Al SRSD Unaudit Schedule Day Scheduled Da Local District 75% Attendar	ember Area" click on "Resources are changes, scroll down the page loss of documents submitted re Attendance Policy er Schedule for all buildings in cried Alpha List from CEPI (Must lexit dates if applicable is total for each grade level. and FTE Summary Report-DS-406 is of Instruction Form - FALL CO ily Clock Hours Forms - FALL CO Planning Form - signature page nce Documents is sence List - 10/30 Rule	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certi Al SRSD Unaudit Schedule Day Scheduled Da Local District 75% Attendar Count Day Ab	ember Area" click on "Resources are changes, scroll down the page loss of documents submitted reacted and the page of the schedule for all buildings in case of the schedule for all buildings for all case of the schedule for all buildings for all case of the schedule for all buildings for all case of the schedule for all buildings for all case of the schedule for all buildings for all case of the schedule for all buildings in case of the schedule	& Downloads" to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a DUNT ONLY (Must be signed by building must be included.	". gh risk. administrator).							
PACKET 1 Consider Copy of your Master Teach Student CertirAlFTSRSD UnauditSchedule DayScheduled DaLocal District75% AttendarCount Day AbReEx	ember Area" click on "Resources are changes, scroll down the page loss of documents submitted reacted Attendance Policy er Schedule for all buildings in offied Alpha List from CEPI (Must lexit dates if applicable E total for each grade level. and FTE Summary Report-DS-406 is of Instruction Form - FALL CO illy Clock Hours Forms - FALL CO Planning Form - signature page nce Documents is sence List - 10/30 Rule eturn date must be entered cused / unexcused must be not	& Downloads" e to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a DUNT ONLY (Must be signed by building must be included.	". administrator). administrator).							
PACKET 1 Consider Copy of your Master Teach Student Certi Al SRSD Unaudit Schedule Day Scheduled Da Local District 75% Attendar Count Day Ab Add & Drop R	ember Area" click on "Resources are changes, scroll down the page loss of documents submitted reacted Attendance Policy er Schedule for all buildings in offied Alpha List from CEPI (Must lexit dates if applicable E total for each grade level. and FTE Summary Report-DS-406 is of Instruction Form - FALL CO illy Clock Hours Forms - FALL CO Planning Form - signature page nce Documents is sence List - 10/30 Rule eturn date must be entered cused / unexcused must be not	& Downloads" to "Pupil Auditing" and "Pupil Accounting sults in error. Error rates over 5% are hig district be signed by building administrator).  61 (after certifying your data) UNT ONLY (Must be signed by building a DUNT ONLY (Must be signed by building must be included.	". administrator). administrator).							

	<b>(ET 2</b> - Please list the Pop	alation in you have	ii youi bu			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
			_			
oot.	A & B: Special Education	on				
		<u>011</u>				
PACK	KET 3					
	Toachare name district	name, code, buildir	g name			
	reachers name, district	manne, code, banan				
	Center Program Box che		ement Co	de circled		
		ecked and Reimburs		de circled		
	Center Program Box che	ecked and Reimburs el, last age at birthd		de circled		

# Please fill out the attached PUPIL ACCOUTING ELECTRONIC COUNT DAY PACKET

#### **CERTIFICATION PAGE**

before you submit this electronic packet to us.

Please return this form with your required paperwork. Check off items as you complete them. If an item does not pertain to your building or your building does not fit the criteria you can note N/A. Each item should contain either a "check mark" or "N/A" so that no paperwork is missed.

If all proper paperwork <u>for your building</u> is not submitted in accordance with State Guidelines, the file will be considered incomplete.

Loret Roberts
Pupil Accounting Auditor
Copper Country Intermediate School District

906-482-0331 loret@copperisd.org

8/12/16



## **PUPIL ACCOUTING 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:	BUIL	DING CODE:		
I HEREBY CERTIFY THAT THE PUPIL THE ELECTRONIC PUPIL AC	L ACCOUNTING FORMS AND SI COUTING COUNT DAY PACKET			
Building Pupil Accountant Responsible for Electronic Count Day Packet		 Date		
Building Principal	Signature	 Date		
 Superintendent		 Date		