

Copper Country Intermediate School District Pupil Accounting Required Documentation Checklist

For Buildings Pre K

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

Worksheet A & B: Special Education

PACKET 3

- _____ Teachers name, district name, code, building name
- _____ Center Program Box checked and Reimbursement Code circled
- _____ FTE in correct grade level, last age at birthday
- _____ Resident districts identified
- _____ Early Childhood Special Education Program
- _____ Certified Alpha list signed by building administrator
- _____ Add/Drop List

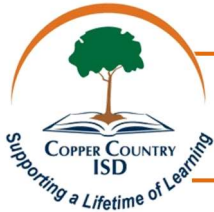
Please fill out the attached
PUPIL ACCOUNTING ELECTRONIC COUNT DAY PACKET
CERTIFICATION PAGE
before you submit this electronic packet to us.

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 for your building 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



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