

K-12: Pupil Accounting Required Documentation Desk Audit Checklist

District: _____ Building: _____ School Year: _____

Please send copies of all documentation to MARESA (ATTN: Nick Vajda) by March 31st, 2025.

Pupil Membership Count Day: **February 12th, 2025**

_____	CERTIFIED Student Alpha List from MSDS/CEPI (<i>Signed and dated on last page</i>)	C-AL
_____	Copy of SIS Alpha List (<i>Printed alpha from PowerSchool/Skyward/MISD if you have no SIS</i>)	SIS-AL
_____	2-B: Local District Planning Form	2-B
_____	Copy of Attendance Policy (<i>For all grade levels</i>)	ATT
_____	Board Approved Calendar, Classes List, Graduation Requirements	BA
_____	Unaudited Certified FTE Summary Report from MSDS/CEPI (<i>DS-4061</i>)	DS
_____	Special Education Agreement _____ School of Choice 105/105c _____ Cooperative Agreement	AG
_____	FTE Comparison Report with explanation (<i>Printed in MSDS <u>after</u> Certification</i>)	FTE
_____	Non-Resident List (<i>Macomb MISD Program</i>)	NRL
_____	3-E: Scheduled Days of Instruction	3-E1
_____	3-E: Scheduled Daily Clock Hours of Instruction Forms	3-E2
_____	Teacher's Master Schedule from SIS (<i>Master Schedule in PowerSchool & Skyward</i>)	MS
_____	75% Required Attendance Form-11/2/2024 – 3/14/2025 (<i>PowerSchool or Skyward 75% Report</i>)	75%
_____	1-F: Count Day Absence Forms (<i>PowerSchool MI 10/30 Day Report by Period</i>)	1-F
_____	5-K: ECSE Absence Forms	5-K
_____	1-G: Add and Drop Form – 1/27/2025 – 3/14/2025 - (<i>Available on PowerSchool & Skyward</i>)	1-G
_____	5-A: Alternative Education Programs Pupil List	5-A1
_____	5-A: Alternative Education Grand Totals and Certification	5-A2
_____	5-B: Cooperative Education Programs List of Pupils	5-B1
_____	5-B: Cooperative Education Program Calendar	5-B2
_____	5-C: Home-Based Education Pupil List	5-C
_____	5-D: Homebound-Hospitalized Pupil List	5-D
_____	5-E: Non-Public Shared-Time and Home Schooled At Public School Pupil List and Schedules	5-E
_____	5-F: Part-Time Pupil List and Schedules	5-F
_____	5-G-A: Postsecondary (Dual) Enrollment Pupil List	5-G-A
_____	5-G-B: Early-Middle College Pupil List	5-G-B1
_____	5-G-B: Early-Middle College Documentation > 1.00 FTE	5-G-B2
_____	5-G-C: Postsecondary Gifted and Talented Pupil List	5-G-C
_____	5-H: Reduced Schedule Pupil List and Schedules	5-H1
_____	5-H: SE Pupils Less Than Full Day Schedule Per IEP	5-H2
_____	5-I: School of Choice Certification (<i>First Semester/Trimester</i>)	5-I
_____	5-L: Special Education Transition Services Pupil List	5-L
_____	5-M: Split Schedule Pupil List and Schedules	5-M
_____	5-N: Suspended and Expelled Pupil List	5-N
_____	5-O-A: Distance Learning and Independent Study Pupil List	5-O-A
_____	5-O-B: Offline Seat Time Waiver Pupil List	5-O-B
_____	5-O-D: Virtual Learning Pupil List	5-O-D
_____	5-P: Work-Based Education General Ed Pupil List	5-P1
_____	5-P: Work Based Learning for Special Education Pupil List	5-P2
_____	5-Q-A: Section 23a Dropout Recovery Program Pupil List	5-Q-A
_____	6-A: Experiential Learning Courses Pupil List	6-A
_____	6-B: Peer-to-Peer Pupil List	6-B
_____	4-A: Worksheet A (<i>Easy IEP or PowerSchool Signed and Dated by Instructor</i>)	4-A1
_____	4-A: Worksheet B (<i>Easy IEP or PowerSchool Signed and Dated by Instructor</i>)	4-A2

Authorized Representatives Signature: _____

Title: _____ Date: _____

Please return this form with your required paperwork. If an item does not pertain to your building you can note "NA" next to that item. Each line item should contain either a "check mark", "DL" or "NA". (DL = District Level)