

New Pupil Accounting Training MPAAA Spring Conference

**Tuesday, September 16,
2008
Session 1**

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Outline of Presentation

- First let's discuss a few things to get you started.
 - Organization Techniques
 - Communication Techniques
 - Terminology
- Second we will discuss the nuts & bolts of pupil accounting requirements – I know you're excited!!
- Lastly, we will outline resources and have Q&A.
 - Tips & Tricks for Identification of Populations

What Did I Get Myself Into?



- Get Organized
 - Read the Pupil Accounting Manual
 - It is under constant revision
 - Put it in a notebook w/tabs – Make your notes in it!
 - Insert other related documentation
 - Get to know your programs & contacts
 - In Manual, write questions & answers, attach emails for future reference
 - In Manual, identify programs that apply to you (director names & contact)
 - Introduce yourself to directors / coordinators (email / in person), communicate items that you will need for pupil accounting Get to know your board policy as it relates to pupil accounting issues
 - If you're really feeling confident, familiarize yourself with State Aid Act and Revised School Code

Pupil Accounting is a Year Round Process



• Educate & Communicate with staff:

- You are now coordinating a major project... one very important to the livelihood of your district!
 - Create Time-lines
 - Establish a communication campaign prior to count periods to pass along needed information
 - Through this correspondence, deadlines & expectations are communicated.
 - DO NOT FEAR! Ask for help!

Organization & Communication Tips

• Email Campaign

- Delayed delivery / Send email on each area of time line
- Keep check list of contacts to check off who have/have not responded to your inquiries.

• Set up Meetings

- Example: In-service and subsequent meetings through year?

• Provide Documentation

Terminology



- **Count Day:** Official day students are counted for membership in an LEA/PSA/ISD.
 - Official Count (Fall) is always the 4th Wednesday after Labor Day
 - Supplemental Count (Spring) is always the second Wednesday in February.
 - For 08/09 Fall: September 24th, 2008 - Supplemental: February 11, 2009
 - For districts who have a mid-winter break during the supplemental count, the School Aid Act permits a supplemental count (only) on the immediately preceding day on which the district is in session with state superintendent approval.
- **Count Period:** The six weeks surrounding a count week
 - The week prior to count, count week, and the four weeks following count.
 - 00/09 Fall count = Week of September 15 through week of October 24, 2008.
 - Supplemental Count = Week of February 2 through week of March 13, 2009
- **FTE: Full Time Equated:**
 - Never > 1.00. FTE is a numeric representation of actual student instruction to required instruction to qualify for full FTE (1.00 = 1098 Instruction Hours).
 - Any student receiving less than the required instructional hours; FTE will = < than 1.00 for a prorated foundation allowance (exceptions apply).

More Terminology

- What's a Pupil Accounting "Population"?
 - Population 1:
 - Pupils present on count day and eligible for full FTE
 - Population 2:
 - Any pupil absent (all or part) during count day.
 - Population 3:
 - Non Conventional pupils as stated in pages 5a – 5p and Section 6 of the PA Manual
 - Work Based, Homebound, Part Time, etc.
 - Heaviest source of documentation

I promise this is the last of Terminology (for now...)

- **DS-4061** – Non-Audited FTE Membership Report
- **DS-4120** – Audited FTE Membership Report
- **DS-4168** – Report of Days and Clock Hours of Pupil Instruction
- **DS-4168a** – Report of Planned Days and Clock Hours of Pupil Instruction
- **IEP** – Individualized Educational Plan for special education students
- **IEPT** – Individualized Educational Planning Team
- **OMR** – Official Membership Report (Alpha List, Membership List)
- **MDE** – Michigan Department of Education
- **SRSD** – Single Record Student Database
- **REP** – Registry of Educational Personnel
- **SID** – School Infrastructure Database
- **SCM** – School Code Master
- **CEPI** – Center for Educational Performance & Information
- **UIC** – Unique Identifier Code in SRSD
- **PSA** – Public School Academy
- **LEA** – Local Educating Agency
- **ISD** – Intermediate School District (aka RESA, ESA)

REQUIREMENTS

Nuts & Bolts....



District Level Requirements

- **District Building Calendar**
 - Indicates scheduled days and hours of instruction
- **Attendance Policy**
 - Board approved criteria for excused/unexcused absences (10/30 day rule)
- **Graduation Requirements**
 - Board approved courses which grant credit & count toward graduation
- **List of Approved Classes**
 - Courses that generate credit for determining state aid
- **Records Retention**
 - Districts should have a schedule for retention of records to substantiate membership for 3 yrs + current year (updated schedule September 2007)

Building / Program Level Requirements

- **Alpha List (Membership List: Lists pupils eligible for FTE)**
 - Data includes: Pupil Legal Name, Address, ID Number, DOB, Residency, Name and Code of Resident & Educating District, Grade, Total FTE, Absent on count day indicator
- **Non Traditional Pupils**
 - Buildings must identify these "Population 3" pupils (outlined later)
- **Attendance Records**
 - The official attendance record is reviewed, signed and dated by the teacher of record.
 - Determines eligibility to count pupil in membership
 - Is the one and only "OFFICIAL PROOF" of student attendance
- **Excused Absence Documentation**
 - Document Count Day absences: Shows name, class, date, reason, Building & Grade/Program Name, Signature of appropriate staff making contact, name and relation of person making contact.

Individual Pupil Level Requirements

- **Enrollment Record (enroll form) are to indicate**
 - Legal Name, Address & Birth Date (verify against certified Birth Certificate).
 - Pupil ID number (district)
 - District of residence
 - Grade
 - Indication of last enrollment
 - Enrollment in another district.
 - Parent/Guardian name & address (if <18)
 - Signature
 - Date of enrollment

Attachments:

- Immunization records
- **Proof of Age & Identity** - Certified Birth Certificate or
 - Other reliable proof as defined in board policy w/affidavit
 - Indication that residency status was reviewed

Pupil Requirements – *continued...*

- Michigan Missing Children's Act (MCL 380.1135)
 - Requires first time enrollees / person enrolling pupil to provide:
 - Certified copy of the birth certificate **or** Other reliable proof (per BD Policy)
 - Parent can request a copy by mail or on line at
This is for students born in Michigan. There is a fee of \$20.00.
 - An affidavit accompanying the other reliable proof; explaining the inability to produce the certified birth certificate.
 - Parent's Failure to comply with above (PA Manual 1-6):
 - Notify person in writing of the 30 days warning to comply
 - After 30 days, "districts shall notify the local law enforcement agency"
 - A district should never expel or deny enrollment of a pupil because the parent did not produce a birth certificate.
 - State Law on Request and Transfer of Official Student Records (CA60)
 - Upon enrollment of a transfer in – 14 days, official request for records sent
 - Upon receipt of request – 30 days, send records to receiving school
- Class Schedules: *Secondary Schedules are to be printed on count day*
 - Included: Name, ID #, Course Name & #, Teacher of Record, Scheduled Days and times.

Pupil Requirements – *continued...*

- To count a pupil in membership:
 - 5 years old on or before December 1
 - Less than 20 years old by September 1
- Special Education Pupils:
 - 26 & under by September 1 AND have not received diploma

Note: a *special education certificate of completion* is not a high school diploma

Membership Lists Requirements

- Contains information on your membership:
 - Pupil Legal Name
 - Street Address, City State & Zip (No PO Box!)
 - Pupil ID Number (from SIS)
 - Residency Status (Resident, Non resident)
 - DOB
 - Grade
 - Name & Code of Resident & Educating District
 - General Ed, Special FTE
 - Absent on Count Day indicator

Special Education Membership Lists

- Special Ed students have additional membership lists:
 - Worksheet A (section 52 SE Students – Juvenile Detention Students)
 - Worksheet B (Section 53 SE Students)
 - Worksheet C (Aggregate detail by Building)
 - All List same info: Student Name, Age and Grade, District, Building and Teacher Name, GE and SE FTE, Resident District
 - Note: a student may only be claimed in the category that the special education instructor is certified to teach

Days and Hours Requirements

- Grades K-12 & Alternative Education: No “Day” requirement
 - Does not apply to some Special Ed. programs! (PAL)
- Grades1-12: Hours requirement = 1098
 - includes Alternative Ed unless a waiver was obtained
 - Professional Development can be applied towards hours of instruction (38 hours)
 - 30 Hours of forgiven time for cancellations (inclement weather, building issues)
- Kindergarten: Hours requirement = 549
 - Professional Development can be applied at prorated rate
 - E.g. 36 hours provided, 18 can be counted in the kindergarten program
 - 30 hours of forgiven time can be applied at a prorated rate (15 hours)
- An additional 30 hours of scheduled instruction that is not provided after April 1 due to conditions out of the control of the district can be applied to meet the 1098 requirement (Application and Approval Process).
 - Must apply to the State Superintendent
 - Cannot be used for cancelled Professional Development

Days & Hours - continued...

- Monitor daily 75% attendance
 - Districts must have a procedure in place for capturing 75% attendance
 - Based on pupils enrolled & scheduled compared to those in attendance each day
 - Enrolled and scheduled pupil attendance must be 75% > to avoid state aid deduction
- Counting qualified “PD” time
 - Must be part of the school fiscal year and conducted on non-scheduled instructional days
 - Should be a recognizable group of teachers (grade level, building, district)
 - PD is focused on: Achieving AYP / accreditation, Highly Qualified and or maintaining teacher certification.

Pupil Membership Count Requirements

- Pupil was enrolled on or before count day.
 - Enrollment defined as where a student attends or seeks (with the intent) to attend.
 - If a student enrolled but did not physically attend before count day:
 - If student is unexcused absent, the student may not be counted in membership
 - If a student is excused absent, the student may be counted in membership so long as they physically attend all classes within the 30 day rule
- Pupil meets age requirements
 - Students 6 to 16 required to attend school; except under limited circumstances (nonpublic/home school)
- Students age and identity verified
 - Discussed verification requirements (Birth Certificate/Other Proof)

Pupil Membership Count Requirements

- Pupil is a resident of your district –
 - Defined as the district in which student Parent(s)/Guardian(s) reside.
Resident that can be counted in membership:
 - Parents in separate districts – student considered a resident in both districts
 - Pupil (without parents) lives with relative or family lives with friends or family to secure a suitable home (notarized affidavit)
 - Pupil is 18/emancipated minor and resides within the district
 - Pupil resides in licensed home placed by court order (foster)
 - F1 Visa – pupil resides in district (I20 approved schools)
 - J1 Visa – foreign exchange; living with host parents residing in district.
 - Homeless children

Pupil Membership Count Requirements

- Pupil is NOT a resident of your district – Defined as the district in which student Parent(s) / Guardian(s) resides out of district boundaries and does not meet the criteria for resident pupils. Non Residents that can be counted in membership:
 - Pupil is enrolled in a Public School Academy or University School
 - Pupil is enrolled in Michigan Virtual High School
 - Pupil is approved to attend under Section 105 and 105c rules (includes ISD 105(c))
 - Pupil's resident district signs release
 - Cooperative Education Programs
 - Alternative Education Pupils
 - Moved after fall count
 - Non Public Shared Time(home or private school attendee eligible to take non-core courses)
 - Split Schedule
 - Victim of sexual or other serious assault
 - Pupils educated through ISD
 - Pupil educated at MI School for the Deaf & Blind
 - Special Education Center Programs
 - Children of School District Employees (Board policy must opt-in to this exception)
 - Homeless Children
 - Expelled from other districts

Recapping....

- Pupils Considered Population 1
 - Present and in attendance in all periods on count day & receives 1.0 FTE
 - Meet criteria for Resident Students who can be counted in membership
 - Are **NOT** receiving "non-conventional" educational program instruction
 - (Hopefully) Most of your pupils fall into this category!
 - Require typical documentation
 - Enrollment records (form, residency etc.)
 - Student appears on signed and dated teacher official attendance
 - Enrolled in courses with certified teacher taking attendance, as well as conducting grade assessments – this must be a board approved course with credit applied toward graduation or advancement.

Recapping....

- Pupils Considered Population 2
 - Absent for all or part of count day
 - Residents & Non Residents
 - May also be in the population 3 category
 - (Hopefully) You have the least amount of absences to track!
 - Require typical and additional documentation such as:
 - Identification of student names & grade
 - Date (count date) and period(s) of absence(s)
 - Whether absence(s) are excused or unexcused (w/documentation)
 - Date of return
 - With documentation (teacher record showing return)
 - FTE (full or pro-rated)

Recapping.....

- Pupils Considered Population 3
 - Eligible for count, absent or present on count day, Resident/Non resident, receiving instruction on count in a non-conventional program.
 - Requires typical and heaviest source documentation

Population 3 Non-Conventional Students

Includes:

- Alternative Education – 5A
- Cooperative Education – 5B
- Home-based Instruction – 5C
- Homebound/Hospitalized – 5D
- Non-Public Shared-Time and Home Schooled – 5E
- Part Time – 5F
- Post Secondary (Dual) Enrollment – 5G
- Reduced Schedule – 5H
- Non-Residents (Schools of Choice – 105 & 105C) – 4, 5I
- Special Education Early Childhood – 5K
- Special Education Transition – 5L
- Suspended and Expelled – 5N
- Michigan Virtual High School and Distance Learning – 5O
- Work-based Education – 5P
- Experiential Learning Courses – Section 6

Alternative Education Program – 5A

- Alternative Education Program Pupils
 - Instances for enrollment include:
 - Board Policy/Mandatory Expulsion
 - If a mandatory expulsion, the student has to be kept separate from the general population
 - If a board policy expulsion, the student may attend another school district w/out a reinstatement from the expelling school district, as long as they are enrolled under the non-resident exemptions, or are considered a resident student
 - Court Referred
 - Pregnant or is a parent
 - Dropout or at risk of dropping out
 - If attending from another district, and has dropped out of that district, a release is not needed
 - Pupil identified as more academically successful in a non-traditional setting.

Alternative Education Program – cont.

- Must meet requirements as any other pupil as discussed including:
 - 75% attendance
 - Pupil Attendance Documentation (count day)
 - 1098 hours of scheduled instruction
 - Can apply for a waiver to reduce required hours by application and approval process (PA Manual 5a-4)
 - Enrollment Requirements Apply

Cooperative Education – 5B

- Students who attend classes outside the resident district and a cooperative agreement is in effect.
 - Example: Career & Technical Education Programs
 - Secondary Education for pupils from a non K-12 district
- FTE can be claimed by more than 1 district, but cannot be greater than 1.00 FTE between districts.
- Travel time (up to 3 hrs/week) can be counted toward instruction
 - Travel waivers are available if travel time is the sole reason for keeping the student below 1.00 FTE (loss of travel time if cannot meet hrs w/full travel)
- Non-public students may be counted for FTE under a Cooperative Agreement, even if not physically attending your school
 - Pupil must be a resident of your school district (priv. school student @tech)
 - FTE must be pro-rated based on the time spent at the cooperative program

Home Based – 5C

- Expelled/Long Term Suspension under Local Board Policy
 - Instruction may occur at the pupil's home or other neutral site
 - Materials must be provided by the district
 - Certified teacher must provide the instruction
 - At least two (2) non-consecutive instructional hours per week
 - Attendance must be taken
 - Credit is earned, awarded and placed on pupil's transcript
 - FTE is pro-rated based on a % of the 1098 required hours
 - Example: 2 hours per week provided on a 1098 calendar = .07 FTE

Home Based – 5C

- Expelled under Mandatory State Law i.e. – weapons, arson, sexual assault, physical assault against a school employee
 - Instruction may occur at the pupil's home or other neutral site
 - Materials must be provided by the district
 - Certified teacher must provide the instruction
 - At least two (2) non-consecutive instructional hours per week
 - Instruction must occur with one pupil only during this time
 - Attendance must be taken
 - Credit is earned, awarded and placed on pupil's transcript
 - These students may be counted for a full FTE if the above requirements are met

Homebound / Hospitalized – 5D

- The pupil is unable to attend school for health reasons
 - Written documentation from a physician must be provided – it should state that the student is confined to the home or hospital for more than 5 days for a medical reason
 - Physician is an M.D. or D.O., not psychologists, chiropractors, dentists etc.
 - Pregnancy alone does not qualify a student for these services
- The school district must make arrangements to provide these services w/in three days of the request

Homebound / Hospitalized – 5D

- Conditions for claiming a full FTE:
 - Materials must be provided by the district
 - Attendance must be taken
 - Credit is earned, awarded and placed on pupil's transcript
 - The student must have the ability to receive the service
- General Education Students
 - A certified teacher must provide a minimum of two (2) 45-minute periods of instructional service per week – can be consecutive
- Special Education Students
 - A certified teacher must provide a minimum of two (2) one-hour periods of instructional service per week – non consecutive

Non-Public Shared-Time and Home Schooled – 5E

- Requirements
 - The non-public school or home school student must be located w/in the boundaries of the public school district or a contiguous district with a cooperative agreement
 - The instruction is being provided by an employee of the school district claiming the FTE
 - The courses must also be offered at the public school that is providing the instruction
 - Only non-essential elective courses may be provided and claimed for FTE (Kindergarten is ineligible)
 - The FTE is computed by dividing the sum of instructional hours provided by 1098

Part Time – 5F

- A pupil in grades 1-12 who is scheduled for fewer than 1098 hours, and does not qualify as a reduced schedule student
 - Example: partial schedule seniors
- Non-public shared time students are not considered part time students
- Claiming for FTE
 - Must be regularly enrolled in your school district for at least one class
 - Hours actually provided divided by 1098 for prorated membership claim

Post Secondary (Dual) Enrollment – 5G

- Students who are taking one or more courses at an eligible postsecondary institution – State Universities or Community Colleges

Note: a school district may choose not to offer dual enrollment; however, the option must be offered to students in grades 11 and 12 if the student has taken all of the MEAP and has received endorsement in the subject areas the pupil wishes to be dually enrolled in; and that subject is not offered through the local school district.

- A student is considered a full FTE if they are participating in the same number of courses that other (non dual) students are completing – actual hours of instruction do not need to be computed
- A 5th year High School student may only take 2 college courses at any given time & must not exceed 4 courses within the school year.

Post Secondary (Dual) Enrollment – 5G

- District Requirements:
 - Local school districts **must** provide general information to all pupils enrolled in grade 8 or higher by March 1 of each school year.
 - The postsecondary course(s):
 - must be academic in nature or applicable to career preparation;
 - course taken must be one not offered by the high school; or a schedule conflict must exist
 - must normally apply toward satisfaction of degree requirements;
 - may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.
 - The school district **must** pay tuition and mandatory course fees, material fees and registration fees up to the pro-rated foundation

Post Secondary (Dual) Enrollment – 5G

- Student Requirements:
 - The pupil cannot have already earned a diploma
 - The pupil must have MEAP endorsements in the subject area taken at the college
 - The pupil cannot participate in intercollegiate athletics while at the post secondary institution
 - A dually enrolled pupil **must be enrolled and attending at least one high school course at a public school district**

Reduced Schedule – 5H

- Students who are not completing the required 1098 hours of instruction at the request of the parent(s)
- Students are eligible for full membership if:
 - Students with less than full schedules, but are in school at least 80% of the time (75% for 4-block schedules)
 $1098 * 80\% = 878.40$ hours/year
 $1098 * 75\% = 823.50$ hours/year
- Reason for the schedule reduction must be a family, economic, or educational need in the best interest of the student
- Not allowed:
 - A student only needs a few classes to graduate
 - A student with less than a full schedule due to lack of attendance

Schools of Choice (Section 105 &/or 105C) – 5I

- Participation approved by School Board annually
 - 105 and/or 105C
 - First and second semester participation
 - Open Enrollment
 - or
 - Available slots
 - By building, grade, and program
- Previous and continuously enrolled students/families should reaffirm annually – and are given preference over newly applied

Schools of Choice (Section 105 &/or 105C) – 5I

Limited

- Notice to the public of the slots available and application period - can only be 15 calendar days
- The school district may enroll from the waiting list up to the end of the first week of school

Unlimited

- Notice to the public of the application period - may be longer than 15 calendar days
- The school district may continue to accept applications and enroll students up to the end of the first week of school

Special Education Early Childhood – 5K

- Requirements for Claiming:
 - Must receive instruction from certificated special education teacher per IEP that is on file and effective as of count day
 - Must be enrolled in a bona fide special education preschool program that provides minimum number of days and hours of instruction (waivers may be obtained through MDE)
 - Classroom programs under Rule 340.1754
Minimum required hours = 360
Minimum required days = 144
 - Classroom programs under Rule 340.1755
Minimum required hours = 72
Minimum required days = within the scheduled school year
Minimum required hours per week = 2
 - Attendance can be documented

Special Education Early Childhood – 5K cont.

- Classroom Program:
 - Class meets 2.5 hrs/day for 180 days
= 450 hrs / 450 hrs = 1.00 FTE
 - Class meets 2.5 hrs/day for 144 days
= 360 hrs / 450 hrs = .80 FTE
- Non-classroom Program:
 - Pupil receives 2.5 hrs, 2 days per wk for 36 wks
= 180 hrs / 180 hrs = 1.0 FTE
 - Pupil receives one hr, 2 days per wk for 36 wks
= 72 hrs / 180 hrs = .40 FTE
- Speech, Occupational Therapy, Psychological, or Social Work services may not be counted for FTE

Special Education Transition – 5L

- Individuals with Disabilities Education Act (IDEA) Definition:
 - A coordinated set of activities for a student, designed with an outcome-oriented process, that promotes movement from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community preparation.”

Special Education Transition – 5L cont.

- Claiming for Membership
 - Enrolled and in attendance during count period
 - Assigned to and under the meaningful direction and supervision of a special education teacher employed by the educating district
 - A pupil receiving Work Activity Center Services is assigned to a special education teacher, and is counted for special education membership (can only be less than 50% of school time)
 - Must meet the 1098 hours requirement in order to be counted for 1.00 FTE

Split Schedule – 5M

- A student who attends more than 1 school within the same district
- FTE may be split between buildings, or not
 - Attendance needs to be kept in the building where FTE is being claimed
- Travel time is not countable towards instruction
- The total FTE for the student(s) may not exceed 1.0 FTE

Suspensions and Expulsions – 5N

- Short-Term Suspensions
 - 10 consecutive days or less
- Claiming:
 - Teacher of record must demonstrate on the attendance that the student was absent from class due to suspension
 - Student must return to all classes within the 10-day window

- Or -

 - Students who were placed in an in-school suspension room must have been supervised by a certificated staff member with attendance taken where the pupil was served

Suspensions and Expulsions – 5N cont.

- Long-Term Suspensions or Expulsions:
 - Suspensions or Expulsions up to 180 days
- Claiming:
 - Attendance must be taken where the pupil was served
 - Instruction must be provided by a certificated teacher
 - Instruction must be academic in nature and leading to credit toward grade progression or a high school diploma
 - FTE must be prorated based on the minimum required hours of pupil instruction for grades 1-12
- Note: a student who was suspended or expelled on count day has a 45 day window to return to his/her classes and be claimed for full membership

Michigan Virtual High School & Distance Learning – 5O

- Students are now required through the Merit Curriculum to complete one on-line experience
- Requirements:
 - The course must be approved by the school board
 - The course must generate credit toward a high school diploma or progression
 - A certified teacher must monitor the student's activity as well as take attendance
 - The course must appear on the student's schedule

Work-based Education – 5P

- Paid or unpaid learning experiences and through Career and Technical Education (CTE) programs
- Requirements:
 - Training Agreement in place on the count date
 - Training Plan in place on the count date
 - Attendance must be maintained by the employer or coordinator
 - Work hours may not generate more than one-half of the pupil's FTE
 - The experience must be offer for high school credit
 - A certificated teacher/coordinator who is employed by the district must monitor the pupil's work once every 9 weeks (every 30 days for special education students)

Experiential Learning – Section 6

- Non Career and Technical Education (CTE) Students
- Course Requirements:
 - Must receive local school board approval and be in the student handbook
 - Must be part of the pupil's class schedule and result in credit earned towards a high school diploma
 - Must be taught by a certificated teacher employed by the school district
 - The primary responsibility of the certificated teacher of the course should be teaching the pupil(s) during the course time frame – the teacher shall not be concurrently teaching another course

Tips & Tricks for Population Identification

- Now that you know requirements and populations...
 - How the do you know which students fit into categories?
 - What can you do to ensure the proper students are documented
 - I know you were thinking it...

Tips & Tricks for Population Identification

- Phone / Email Headcounts
 - Each week leading up to count
- Monthly Enrollment Report
 - Verify active students vs. students active and physically attended.

Tips & Tricks for Population Identification

- It all comes back to communication and organization!
 - Run Reports and Inquire on results:
 - Attendance Reports:
 - Students absent on count day
 - Subsequent days attendance to verify info buildings are turning in.
 - Class Rosters:
 - Students scheduled into courses specific to programs (Dual Enrollment, Virtual HS, Work Based). I run course roster reports to identify students in buildings.
 - Once these pop 3 students are identified, I communicate to building principals and secretaries what needs to be in place by count, and where to ID these students for PA.

Tips & Tricks for Population Identification

- Reports Continued
 - Students with less than full class-load scheduled
 - Verify against FTE – PT should be <1.00
 - Ex: Home-schooled
 - Schools of Choice / Other Non Resident Reports
 - Verify against paperwork on file
 - Homebound / Home based
 - Contact district liaison to identify students serviced
 - Verify that against what buildings are telling me.

RESOURCES



- When you need Help – do not hesitate to ask!
 - Your district / building administrators
 - The Pupil Accounting Manual
 - Your ISD Auditing Office / Auditor
 - The MPAAA – www.mpaaa.org
 - Michigan Dept. of Education – www.mi.gov/mde
 - Michigan Legislature – www.legislature.mi.gov

QUESTIONS...

- Additional Questions


