PA-1 Aug 2024

**LEA/PSA Administration Checklist:**

**District Documentation to Submit for Pupil Membership Count**

District: Count Date:

**Instructions:** For *every count* the following information must be submitted for audit. Please check off each item to indicate it is included in the audit documentation being submitted. *NOTE: If a form is inapplicable to your district, leave line blank or enter N/A; please do not submit blank forms.*

1. **District Administration Documents -** Place documents listed below (except special education documents as noted) in folder labeled as “Administration” and include district name and count date on label.

PA-101 Verification: Kindergarten Compliance

PA-102 Special Education Summary (w/ SE Worksheets A/B) ***\*Submit in folder labeled “Special Education”***

PA-103 Schools of Choice Certification **+ copy of 105/105c Public Notice** *(****Fall only, unless 2nd semester open; LEAs only****)*

PA-104 District Planning Form *(****Fall only****, unless revisions made)*

PA-105 Changes: Certified MSDS Collection *(Use only if CEPI re-opens district collection after final certification date)*

PA-106 Signed Verification: MSDS Certified Pupil Data *(in lieu of printed, signed alpha lists)*

**Please submit these 2 items electronically** to the *PA-Home* folder on the SFTP site (<https://sftp.oaisd.org/login>):

Master Teacher List *(****fall only,*** *unless new teachers in spring – Submit in Excel format, sorted by Building, Last Name)*

* List individuals who were the teacher of record for any FTE-bearing course as of the count day
* Please include the following data for each individual Teacher of Record:
  + Building Name
  + Legal Last Name, First Name (please, no use of nicknames)
  + PIC #
  + **Grade Level(s) the individual is assigned to teach**
  + **Subject Area(s) the individual is assigned to teach**

­ District Procedures for Recording Electronic Attendance *(****Fall only****, unless revisions)*

**2. Building Checklists:**

* For each building where FTE is claimed, start with the correct pupil membership checklist:
  + **PA-2 Elementary or Secondary Programs Checklist**
  + **PA-4 Cyber School Checklist**
  + **PA-5 Shared Time Programs Checklist** (Courses at Non-Public or Homeschool Partnership Site)
* Submit each building in separate folder and include required documentation per the building checklist
* Please label each building folder w/ district name, building/program name, and count date.