PA-2 Sep 2024

**Building Checklist: Required Documentation for Audit of Pupil Membership Count**

District: Building/Program:

 Count Date:

**Forms to Submit Each Count:** For *every fall/spring count* complete and return this form with required paperwork. Please submit building documentation in **folder labeled with district name, building/program name, and count date**.

 Drop/Add List *(include pupils who enrolled or exited week before, week of, and 5 weeks after count)*

 List of non-teacher building staff authorized to enter/correct electronic attendance *(****Fall only****, unless revisions)*

 PA-201 Verification: Teacher Certification/QPD/21f(14) Virtual Days/Field Trips/Recess

 Count Day Absence List *(use PA-202 (ES) or PA-203 (MS/HS) ONLY if SIS will not generate 10/30-day report)*

**Forms to Submit Each Count if Applicable:** If a form is inapplicable, enter “N/A” – please do not send blank forms.

Most Common Elementary Pop III Categories (may apply to Secondary Buildings as well - check all that apply:)

 PA-5B (CE) Cooperative Education Programs *(special education, virtual, other cooperative program between 2 or more districts)*

 PA-5D Homebound/Hospitalized Pupils

 PA-5E (PS) Nonpublic & Homeschool Pupils at Public School Site

 PA-5F Part-Time Pupils

 PA-5H Reduced Schedule *(K-12 special education pupils with IEP to less than full-time, or eligible parent requested G9-12 pupils)*

 PA-5K Early Childhood Special Education *(Rule 54 classroom programs or Rule 55/62 home/community services)*

Secondary Pop III Categories (**some** may apply to Elementary as well – check all that apply to your building/program)

 PA-5A Alternative/Innovative Education Programs

 PA-5B (ISD) Cooperative Education, ISD Programs (*ISD Tech Center)*

 PA-5GA Post-Secondary Enrollment

 PA-5GB Early/Middle College

 PA-5GC Post-Secondary Gifted & Talented Programs (*e.g., Hope: PATH, MSU: CHAMP/ISHALL, etc.*)

 PA-5L Special Education Transition Pupils

 PA-5M Split Schedule Pupils

 PA-5N (5C) Suspended/Expelled & Home-Based Instruction

 PA-5-O-A Distance Learning (K-12) or Independent Study (Grades 9-12 only)

PA-5-O-D Virtual Learning Options Certification (K-12) *(If 5-O-D applies, must also include PA-5OD(1) form listed below)*

 PA-5OD(1) Virtual Learning Options Participation Summary

 PA-5P Work-Based Learning

 PA-5QA(1) Section 23a Dropout Recovery Program

 PA-5QA(2) Section 23a District Certification Statement

 PA-5QC Visa Program Pupils (F1 & J1)

 PA-6A/6C Experiential Learning & Future Proud MI Educator Explore Program

 PA-6B Peer-to-Peer Program

* **Teacher Attendance**
* ***If approved for e-audit, no need to submit printed, signed attendance***
* ***If NOT approved for e-audit,*** print pupil attendance for all courses and have teachers of record sign, at least weekly, attendance records for each of their courses attesting to the accuracy of the attendance. This must be done for the week prior to count, week of count, and five weeks following count. (*Retain for SY + 3 years.)*
* **Student Schedules**

Regardless of e-audit status, all buildings should generate a count day schedule for every pupil and store the master document electronically. Do not send with audit materials; ensure file is available if requested by the ISD auditor.