



The Recipe – How to Complete a Count Day

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2 The Recipe – How to Complete a Count Day

- Calendar based – What to do when
- For each milestone:
 - Things to do
 - Staff to work with
 - Things to be ready for, and why
- Looking for additions
- Questions
- Caveat Emptor – Buyer Beware!

3 The Recipe – How to Complete a Count Day

The Milestones:

- 2 Weeks Ago
- Today (mid July)
- Rollover
- Start of school
- 2 Weeks in
- Count Day
- The Day after Count Day
- The Monday after Count Day
- The 10 Day Rule
- The 30-Day Rule
- Submission Day
- Certification Day
- Turning in your Paperwork
- Preparing for Audits
- During the Audits
- After the Audits
- Audit Results

4 By The numbers

- Today (7/19) – Use rest of week for catching up
- Start of School (9/3) – 30 workdays from now
- Count day (10/2) – 51 workdays from now
- 10 Day rule (10/16) – 61 workdays from now
- 30 Day rule (11/1) – 73 workdays from now
- Fall Certification (11/6) – 76 workdays from now
- Final Certification (11/13) – 81 workdays from now

5 2 Weeks Ago! (Summer work)

- Calendar
- Building Schedules
- Key Staff
- What the audit looks like
- Where is everything?
- Meet with your auditor – What do they expect





6 2 Weeks Ago – Calendar & Building Schedules

- Do you have ALL the calendars yet?
- How many calendars will you have to deal with?
- Do you have all the building Schedules
- Have you checked the schedules for compliance with the Days & Hours Regs?

7 2 Weeks Ago – Key Staff

- Who are the key staff you will rely on for building the audit?
- Are all new hires and transfers for the coming year complete?
- As decisions/hires are made, are you in the loop?
- Who are the key people for getting Pop III documentation?
- Have you met all the building secretaries yet?
- Start Building Relationships

8 2 Weeks Ago – What the Audit Looks Like

- Pull last year's paperwork
- Do you know where all that came from?
- Can you reproduce those forms/reports?
- Who are the IT/other staff who run these reports?

9 2 Weeks Ago – Where is Everything

- Are all the logistics or the count available when you need them?
- Lots of printing after count day? Do you have the time/access to the printer you need? Toner?
- District copy center? Do you need to reserve time, or run things NOW, when demand is low?
- Do you need to order binders/envelopes/other materials to run the audit?

10 2 Weeks Ago – Meet your Auditor

- Have you met with your auditor yet, to discuss the audit?
- What do they expect?
- Are they OK with the forms you use?
- What do they consider desk audit items vs field audit items?
- Who coordinates information flow from the auditors to the buildings? Is everyone in agreement on that?

11 Today (Late Summer)

- What programs do I have to worry about?
- EEM updates
- Staff Changes
- Program Changes
- Kids without UICs
- Enrollment reports?
- Training for secretaries

12 Today – What Programs do I Have to Worry About?

- What educational programs are run at this District?
- DS-4120
- Program Participation Report
- Confirm those missing are STILL not being run!

13 Today – EEM Updates

- Is EEM up to date?
- Latest Building closures/openings
- Grade / Program changes
 - > 3 grades, new building code
- Update Contacts
 - Used by MDE, CEPI
 - Building & District level, email and phone

14 Today – Staff Changes

- What changes are being made for this year?
- Do the HR folks know to notify me?
- Remind them of EEM and State communications
- If you struggle to get cooperation, copy your Supt.

15 Today – Program Changes



- New Special Ed programs?
- Existing programs shutting down?
- Food Service: Starting District-wide Free/reduced?
- Any new Cooperative Ed Programs?
- Any new ISD Programs?

Who do you ask?

16 Today – Students without UICs

- Get them into CEPI
- Request for UIC collection
- Can do singly, or in batches
- IT staff may have been doing already

17 Today – Enrollment Reports

- What do your Supt/Business Manager want?
- Does the report from last year still work?
- Same frequency?
- If they didn't get them, do they want them?
- Are they ready to run?

18 Today – Training for Secretaries

- Most districts have an annual secretary training session/day
- You should be on the agenda!
- Let them know what's changed, what's expected
- New staff – individual training
- Ask the successful buildings how they do it, have them help with the training

19 Rollover



- COORDINATE! COORDINATE! COORDINATE!
- Work with all other systems so everyone knows when & in what order, and what's changing
 - Transportation
 - Food Service
 - Special Education
 - Scheduling (school staff)

20 Start of School

- Enrollment
- Scheduling
- Attendance
- Enrollment reports
- Keep working UICs
- Review forms/instructions – Update as needed
- Do your IT folks know what changed in MSDS?

21 Start of School - Enrollment

- How does your system calculate enrollment?
- Is there a certain attendance code you used before?
- Make sure the right process is being used District-wide

22 Start of School - Scheduling

- Are there scheduling backups?
- High Schools – Long lines?
- Do you need to help them? Assign staff from central office?
- Kids can't get enrolled if they aren't in classes!

23 Start of School - Attendance

- Emphasize attendance from day 1!
- Make sure there are reports for teachers not taking attendance
- Make sure principals USE those reports!
- The sooner you get a process running smoothly, the better!
- Paper attendance – Audit only, or all-year?

24 Start of School – Reports of Enrollment

- Are they running when they should?
- If the numbers don't look right, are you sure it's not your processes?
- If not meeting projections, expect these to become more frequent

25 Start of School - UICs

- MOST students should have them by now
- Don't forget to watch for these as new students arrive at the beginning of the year.



26 Start of School – Review Forms & Instructions

- Look at what you send out to buildings
- Do any of your forms/instructions need to be updated?
- Who will make the copies?
- Instructions – Ask an experienced secretary, what would make these better?

27 Start of School – Update your IT Staff

- Make sure they know the coming changes for the year (published in April!)
- Check on the backup process for Count Day
- Do they know the count days this year?
- Are the backups REALLY working?
- Talk about the audit environment with them

28 2 Weeks in

- Enrollment Reports
- MPAAA Conference
- Students not yet attended
- Spot checking for data holes
- Follow-up on all earlier things not yet done!
- UICs slowed, but not over!
- Getting forms printed
- Reminders to staff who provide docs (homebased, etc.)

29 2 Weeks in – Enrollment Reports

- Keep the Enrollment Reports coming as needed
- Start looking at Non-Residents
- SOC from prior years
- Does your auditor want to see paperwork again on continuing students?
- ‘Unconventional’ non-residents
- Section 6 forms

30

2 Weeks in – MPAAA Conference

- MPAAA Fall Conference
 - Sep. 16th - 18th – Bavarian In Lodge, Frankenmuth
 - Sep. 23rd - Marquette/Alger REESA, Marquette
 - Sep. 24th – Island Resort, Escanaba
- MSBO Certification classes
- Learn the latest updates
- Network with others in your position
- Meet MDE, CEPI staff
- www.mpaaa.org

31 2 Weeks in – Students not yet Attended

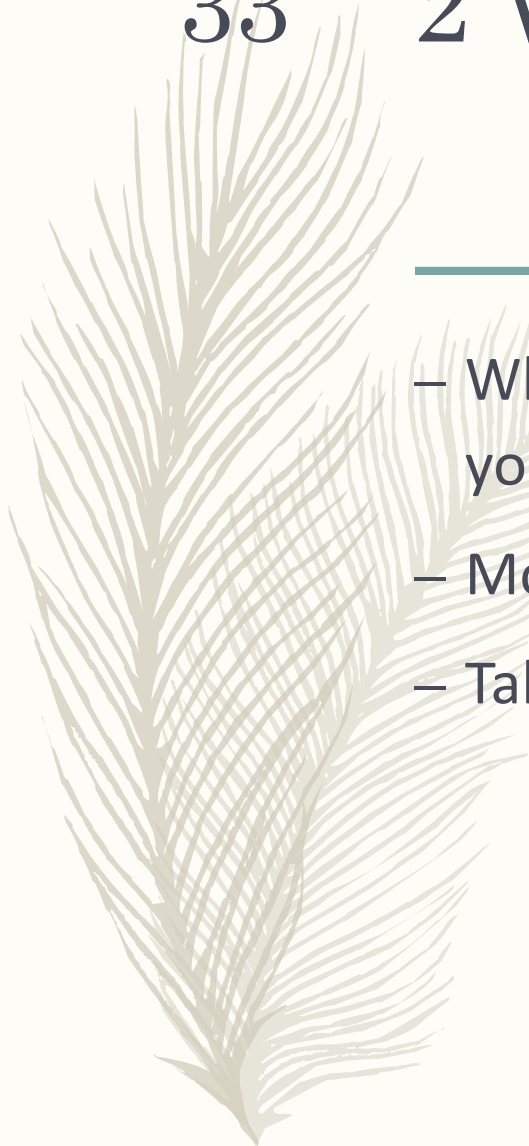
- Are these students on Enrollment reports?
- Start sending lists to schools/truancy officer
- If not showing, pull BEFORE Count day!

32 2 Weeks in – Spot Checking for Data Holes

- Look at your data
- Test your data pull/backup/restore mechanism
- What's missing?
- Genders/addresses/parent's names/Ethnicity/Race
- Ethnicity & Race ARE required, even if the parents/child won't tell you
- 'Federally mandated' method

33 2 Weeks in – Catch Up!

- What of the things we haven't discussed haven't you done yet?
- Most important – Relationships!
- Talk to Secretaries, IT staff



34 2 Weeks in – UICs Still!

- Keep looking for missing UICs
- Work with CEPI if they refuse to grant a new UIC
- Look at Student History
- CEPI DOES get it wrong!
- Be willing to question a decision you disagree with

35 2 Weeks in – Getting Forms Printed

- Are they at least READY to print?
- Ask someone else to proof your work



36 2 Weeks in – Reminders to Support Staff

- Let everyone know what's coming
- Secretaries – List of dates and what you need by then
- Support staff – Sample lists they need to verify, sample documentation they need to provide
- Blank forms
- Make sure people have what they need to help you!

37 Count Day

- Attendance is Key!
- Backup/replication of system
- Who is absent? (STUDENTS)
- Who is absent? (STAFF)
- No Field Trips!
- Printing & Signing Attendance

38

Count Day – Attendance is Key!

- You Want EVERY kid you can on count day
- Picture Day
- Giveaways – Movies – Contests
- Also, TAKING attendance
- Make sure EVERY teacher took attendance today!

39

Count Day – Backup/Replication of System

- It HAS to work right today!
- Will IT staff stay late?
- Want to know you can rely on the snapshot ASAP

40

Count Day – Absent Students

- Start tracking absent students today
- Lists to schools, confirm excused/unexcused
- Every student on this list **MUST** be tracked to return every hour
- You will spend **LOTS** of time on these students!

41 Count Day – Absent Staff

- Absent teachers effect attendance
- How do subs enter data?
- Do what you can to assist that process
- Do you know who the Attendance secretaries are in your buildings?

42

Count Day – No Field Trips!

- Attendance! (Notice a theme here?)
- Keep kids in school!
- Make sure field trips do NOT happen today!
 - Especially at middle/high school
 - Worse when hourly attendance is needed.



43 Count Day – Printing & Signing Attendance

- Is the process being followed at each building?
- Be willing to drive around and look at binders
- Find the bad apples EARLY
- Lots easier to fix now, than when the auditor is there!

44 Day after Count Day

- Get a good Backup?
- Start running/distributing reports
- Who was absent yesterday?
- Spot check for data holes



45 Day after Count Day – Get a Good Backup?

- DO you have a good set of data to audit from?
- Don't let production system go live until you check
- Good data – Thank those who did it!



46

Day after Count Day – Start Running/Distributing Reports

- Start running any reports generated from the data
- Will you get packets out on time?
- Buildings are ALWAYS busy
- Don't surprise folks with less time
- Make sure you keep all YOUR dates, so you can ask others to

47 Day after Count Day – Who was Absent Yesterday?

- Are all excuses in/documented as needed?
- Has all sub attendance been entered?
- Sooner these are tied down, the sooner you can start worrying about returns

48

Day after Count Day – Spot Check for Data Holes in Audit

- Same runs you did of data 2 weeks ago
- Missing genders/ ethnicities/ etc.
- Also, and missing UICs?
- Get the holes filled now, in BOTH systems
- Do you fix, or does the building?

49 The Monday after Count Day (40)

- Who's back?
- Excused & Unexcused lists
- Are all reports where they need to be?
- Test submission to CEPI
- Specific lists out to POP 3 support staff



50

The Monday after Count Day – Who's back to School?

- Students absent on Count Day – Who's already back?
- Run reports, get lists out of those not yet returned
- When did they stop attending?
- Did they move?
- Start this checking NOW

51 The Monday after Count Day – Are all Reports out?

- Do all buildings have what they need to complete their end of audit?
- Campus mail vs Delivery?
- Remember – it's not good news, to them!

52

The Monday after Count Day – Test CEPI Submission

- Try to submit a file to CEPI
- Check XML formatting
- Will NOT be easy to diagnose, needs time
- MISDmsds software can help!
 - Will fix formatting/XML & SOME data errors
 - Won't catch everything

53

The Monday after Count Day - Lists out to Pop III

- Do your Pop III support staff have their information?
- Which is done at schools vs centrally?
- Make sure they have what they need
 - Including clear expectations of when you need documents by

54 10 Day Rule

- Start removing FTE
- Excused students still absent?
- When are forms due back?
- Data for DQ Snapshot (10/21 – Tentative)

55

10 Day Rule – Remove FTE for Unexcused

- Unexcused students
 - Start cutting FTE
 - Send list of these students to buildings
 - Some may ‘become’ excused!

56 10 Day Rule – Excused Students

- Are they back yet?
- Who is still missing?
- Get serious about finding them, understanding what has happened

57

10 Day Rule – Are Forms due Back?

- Due you have what was due back by now?
- If things are missing, follow up NOW
- Checklists for them AND you can help with this!
- Don't hesitate to pull rank
- The magic of the Auditor

58 10 Day Rule - DQ Snapshot

- CEPI pulls data to check against their rules
- Looking for anomalies
- MAY NOT BE WRONG!!!
- Different from others, past reports
- Tentatively pulled this year 10/27/20
- That date is NOT final!
- More data you have in, the more useful the reports will be

59 30 Day Rule



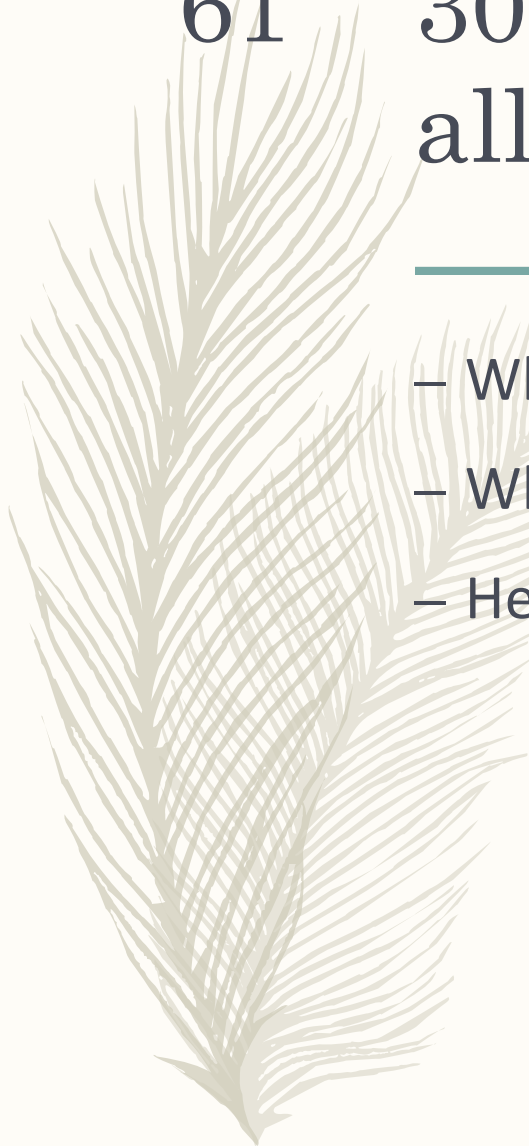
- More FTE to remove
- Remind those with support docs if their responsibilities

60 30 Day Rule – Remove more FTE

- Pull FTE on excused students
- Send lists to schools
- Send totals to Business Manager, Superintendent
- Make them aware, keep them from being surprised

61 30 Day Rule – Do you Have all your Documentation?

- Who still owes you documentation?
- What do they need to get it to you?
- Help, but hold accountable



62 First Certification Day

- Data Due to CEPI
- CEPI errors and warnings
- FTE conflicts
- Correct, or re-submit?
- Test certify, to find more errors
- Review staging reports

63 Submission Day – Data due to CEPI

- Data is due, but no penalties if it isn't complete
- You DO want to get it in as complete as possible
- Every kid, but maybe missing some details
- Only 5 days to certify!

64 Submission Day – CEPI Errors and Warnings

- Look at errors in submission
- Bad data vs inconsistent data
 - DOB: 12/15/2031?
 - No UIC?
 - LEP data, no program participation code?
 - No Initial IEP?
- Warnings – you MUST resist the urge to ignore!

65 Submission Day – FTE Conflicts

- You have the student with FTE, but so does someone else
- Specific screen in MSDS
- Get these worked through & corrected
- Send out lists if you run a detention center or jail program
- Find out how your auditor handles unresolved issues

66 Submission Day – Correct, or re-Submit

- Do you resubmit a new file, or fix what's in the system online?
- 500 of the same error, re-submit
- When do you stop?
- Risk of getting out of sync with SIS
- Make sure you keep good records (screenshots) of manual changes

67 Submission Day – Test Certify

- Not ALL errors are found in staging
- More errors found at certification
- You don't HAVE to certify if you're not ready
- You can de-certify until the certification date passes

68 Submission Day – Review Staging Reports

- Look at program participation, gender Ethnicity counts
- Do numbers look like what you expect?
- Do FTE totals match what you have in your system?

69 Final Certification Day

- Look at reports one last time
- FTE conflicts
- Actually certify!
- Post Collection DQ



70

Certification Day – Last Chance to look at Reports

- FTE conflicts
- Staging area reports
- Try to get as clean as possible
- Student status is more important than FTE
- FTE – Auditors can fix
- Bad Student Status (LEP, Migrant, etc.) too late!



71

Certification Day – Actually Certify!

- Don't forget to press that last button!
- Take a screenshot that it's in and done
- Due by 11:59 PM

72

Certification Day – Post Collection DQ Reports

- Run after all Districts are Certified
- Only Reports that are Critical
- Forgot FTE
- No LEP students
- Some things can be fixed with SRM entries
- Some things may require re-open
 - Written request to CEPI to re-open the collection
 - DO NOT TAKE LIGHTLY!

73 Turning in your Paperwork

- Whatever that means in your county
- Electronic or paper
- Make sure you know which forms they will audit from
- Ask when you will get a field audit schedule
- If you don't have some support docs yet, time to panic your staff!

74 Preparing for the Field Audits

- To attend, or not attend, that is the Question!
- Last chance to get support docs
- Let your buildings know the schedule
- Auditor management 101

75 Preparing for the Field Audits – Attend or not?

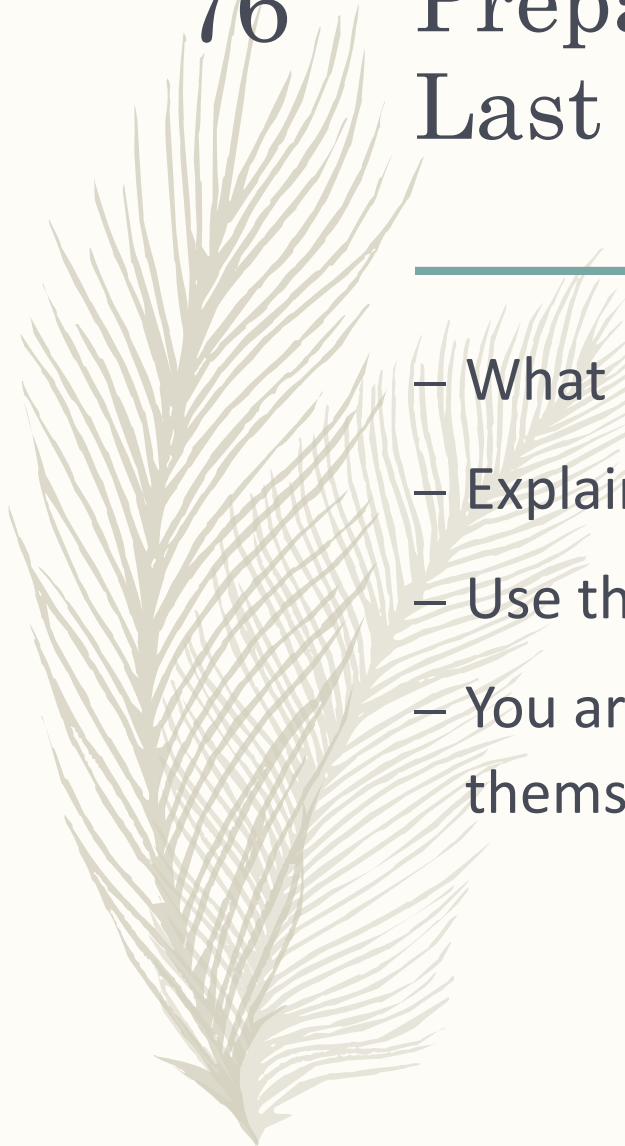
- Do you go to field audits?
- You can be the point person for the auditors
- Can ‘shield’ the building staff
- Help both sides get through faster
- If you can afford the time



76

Preparing for the Field Audits – Last Chance for Documentation

- What is still outstanding?
- Explain the consequences
- Use the word ‘auditors’ a LOT!
- You are keeping them from having to explain themselves to ‘the auditors’



A large, light-colored feather graphic is positioned on the left side of the slide, extending from the top to the bottom. It has a central rachis with many fine barbs radiating outwards, creating a fan-like shape.

77

Preparing for the Field Audits – Communicate the Audit Schedule

- Let your Building know when to expect the auditors
- If it's a bad day, reschedule, or swap buildings around
- Quiet days at the building lead to quiet audits

78

Preparing for the Field Audits – Auditor Management

- Remember – Auditors are people (almost!)
- If there is a ‘best’ conference room, use THAT room
- If there is a conflict, use the threat of unhappy auditors to clear the room
- If you force an auditor to sit at a 2nd graders chair to do the audit in some closet, expect a bad audit!

79 During the Field Audits

- Is the building ready?
- Auditor management 201
- What was deducted? Need that NOW!
- Discuss any deducts with building staff

80

During the Field Audits – Is the Building Ready?

- Are the attendance folders in the conference room?
- Are all the Pop III Documents there?
- Does the building know they are coming, and who the point person is, if you don't go?
- Staff should be welcome, not afraid!
- Try not to show your rear!

81 During the Field Audits – Auditor Management

- Who will welcome the auditors?
- Was coffee/pop/whatever provided?
- Doughnuts/cookies are NEVER a bad idea!
- Auditors **are** really people

82 During the Field Audits – What was deducted?

- Do you know what was deducted that day?
- If not, why not?
- Best time to start finding what was missed
- Try to get missing docs DURING the audit, to prevent the loss, instead of recovering from it

83

During the Field Audits – Discuss Deducts with Building

- Be sure to share the losses with the Building
- Explain what was missed, what MIGHT get it recovered
- ALWAYS translate FTE into money. It means more!
- Will FTE lost now effect future budgets?

84 After the Field Audits

- Anything that caused deducts and can be fixed, fix!
- Make sure the findings document doesn't surprise any stakeholders
- Think you may need to appeal, START NOW!

85 After the Field Audits – Fix what you can

- Follow up with building/support staff – find the missing documents
- Make sure Auditors can identify the missing document to the deduction
- Make the correction as easy as possible for the auditor

86

After the Field Audits – No Surprises!

- Let your Superintendent & Business Manager know the status of the audit as it occurs, and where you expect it to end up
- They will blame you for what they don't understand
- DO NOT let the audit results be the first time they hear the results!

87

After the Field Audits – Prepare for Appeals

- If you disagree with the audit findings, start preparing NOW
- Make sure your Supt supports the appeal
- Politics may override you
- Start building you documentation
- Talk to other Districts to see if the same happened to them
 - ‘Lateral’ precedents can really make a difference
- Because you got away with it before, doesn’t justify continuance of bad practices

88 Audit Results

- Was it what you were expecting?
- Telling folks who need to be told
- Appeals
- File it with a burn date!
- Discussion topic: Are audit losses a bad thing?

89 Audit Results – Surprised?

- Hopefully, no surprises
- If you were, why?
- Did you miss something?
- Did a building not send you the results?
- Share the issue with your Supt/BM?
- Remind the auditors they need to work WITH you



90

Audit Results – Spread the News

- Make sur everyone who needs the audit results has it
- Superintendent
- Business Office
- Special Ed Director
- Food/Nutrition manager
- Feed deductions for lack of documentation back to those who provide the documentation, and their boss!

91 Audit Results - Appeals

- Talk with the Superintendent BEFORE starting down this road
- Politics can override you
- Don't let a bad precedent stand



92 Audit Results – File it away!

- Bundle the documents and reports up into a box/ file/ whatever
- Set a burn date on it
- Michigan requirement – 3 years plus the current year
 - Use 5 years from now?
- When you file it, find anything that's beyond it's burn date, and burn it!
- Old documents can be FOIA requested, if they still exist

93 Questions?



Resources:

- ❖ Talk to your auditor!
- ❖ MPAAA Mentor Program
- ❖ Rob Dickinson, MPAAA
(517) 853-1413
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- ❖ Julie Ziesemer
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