Intro to Pupil Auditing

MPAAA Fall Conference
September 2019



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AGENDA

- EXPECTATIONS
- RESOURCES
- ACRONYMS
- MSDS SECURITY
- TIMELINES
- AUDIT PREPARATION
- FTE CONFLICTS
- DESK AUDITS



- FIELD AUDITS
- AUDIT FORMS
- AUDIT NARRATIVE
- SECTION 25E
- DAYS AND CLOCK HOURS
- GRADUATION & DROPOUT (GAD)
- QUALITY CONTROL REVIEW (QCR)
- COMMENTS/QUESTIONS

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EXPECTATIONS??

- TO ENHANCE YOUR UNDERSTANDING OF WHAT IS REQUIRED TO PERFORM AN AUDIT.
- TO LEARN THE BASICS OF HOW TO ACCESS THE:
  - PUPIL ACCOUNTING MANUAL
  - PUPIL MEMBERSHIP AUDITING MANUAL
  - RESOURCES
  - WEBSITES
  - WHERE TO FIND ASSISTANCE



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RESOURCES

- PUPIL ACCOUNTING MANUAL –
  - HTTPS://WWW.MICHIGAN.GOV/DOCUMENTS/MDE/2018-19_PUPIL_ACCOUNTING_MANUAL_628112_7.PDF
- PUPIL MEMBERSHIP AUDITING MANUAL –
  - HTTPS://WWW.MICHIGAN.GOV/DOCUMENTS/MDE/MDE_PUPIL_MEMBERSHIP_AUDITING_MANUAL_2017-18_610399_7_619599_7.PDF
  - MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION (MPAAA)
  - HTTP://MPAAA.ORG/
- CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION (CEPI)
  - HTTP://WWW.MICHIGAN.GOV/CEPI
- MICHIGAN DEPARTMENT OF EDUCATION (MDE)
  - HTTP://WWW.MICHIGAN.GOV/MDE
- OTHER ISD AUDITORS



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ACRONYMS

- ALT ED – ADULT OR ALTERNATIVE EDUCATION
- EDP – EDUCATION DEVELOPMENT PLAN
- FTE – FULL TIME EQUIVALENCY
- GED – GENERAL EDUCATION DEVELOPMENT PREPARATION
- IEP – INDIVIDUALIZED EDUCATION PROGRAM (SPECIAL EDUCATION)
- LEA – LOCAL EDUCATION AGENCY
- PAM– PUPIL ACCOUNTING MANUAL
- PEPE – PRIMARY EDUCATION PROVIDING ENTITY
- POP I – CONVENTIONAL STUDENTS THAT ARE PRESENT ALL DAY
- POP II – CONVENTIONAL STUDENTS THAT ARE ABSENT A PORTION OF THE DAY
- POP III – NON CONVENTIONAL STUDENTS
- PSA – PUBLIC SCHOOL ACADEMY (CYBER)
- UIC – UNIQUE IDENTIFICATION CODE
- AB – ABSENT
- ABE – ADULT BASIC EDUCATION
- CIP – CLASSIFICATION OF INSTRUCTION PROGRAM (CTE CLASSES)
- EC – EARLY CHILDHOOD
- ESL – ENGLISH AS A SECOND LANGUAGE
- GSRP – GREAT START READINESS PROGRAM (EARLY CHILDHOOD)



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ACRONYMS

- HSC – HIGH SCHOOL COMPLETION
- IDEA – INDIVIDUALS WITH DISABILITIES EDUCATION ACT
- IEPC – INDIVIDUALIZED EDUCATIONAL PLANNING COMMITTEE
- ISS – IN SCHOOL SUSPENSION
- LEP – LIMITED ENGLISH PROFICIENT
- MCL – MICHIGAN COMPILED LAWS
- MVU – MICHIGAN VIRTUAL UNIVERSITY
- NCLB – NO CHILD LEFT BEHIND
- OSS – OUT OF SCHOOL SUSPENSION
- PAM– PUPIL ACCOUNTING MANUAL
- SECTION 23A – DROPOUT / RECOVERY PROGRAMS
- SOC – SCHOOLS OF CHOICE
- USED – UNITED STATES EDUCATION DEPARTMENT
- XML FILE FORMAT – EXTENSIBLE MARKUP LANGUAGE



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ACRONYMS

CEPI PROGRAMS

- MSDS – MICHIGAN STUDENT DATA SYSTEM
- REP – REGISTRY OF EDUCATIONAL PERSONNEL
- EEM – EDUCATIONAL ENTITY MASTER
- FID – FINANCIAL INFORMATION DATABASE
- SRM – STUDENT RECORD MAINTENANCE
- GAD – GRADUATION AND
- DROPOUT

MDE AUDITS

- DS4120 – UNAUDITED AUDIT FORM
- DS4061 – AUDITED AUDIT FORM
- GAD – GRADUATION AND DROPOUT
- SECTION 25E – MONEY FOLLOWS THE STUDENTS
- QCR – QUALITY CONTROL REVIEW



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MSDS SECURITY

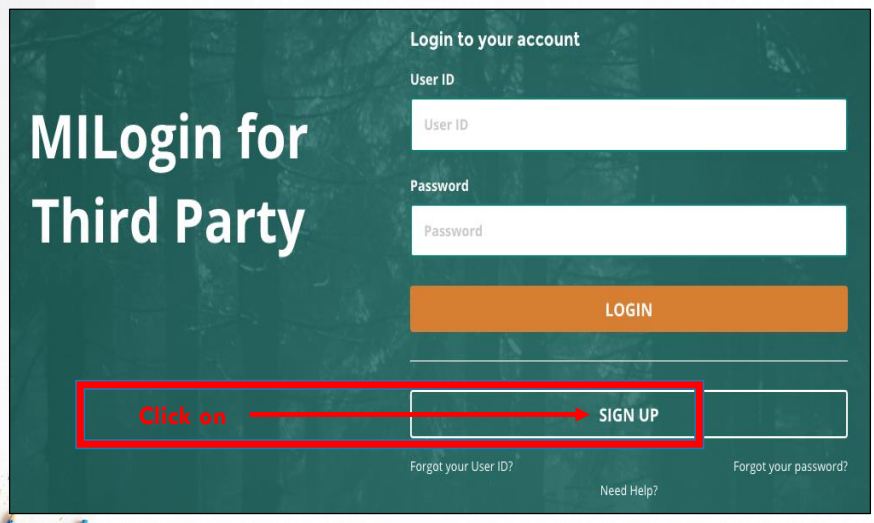


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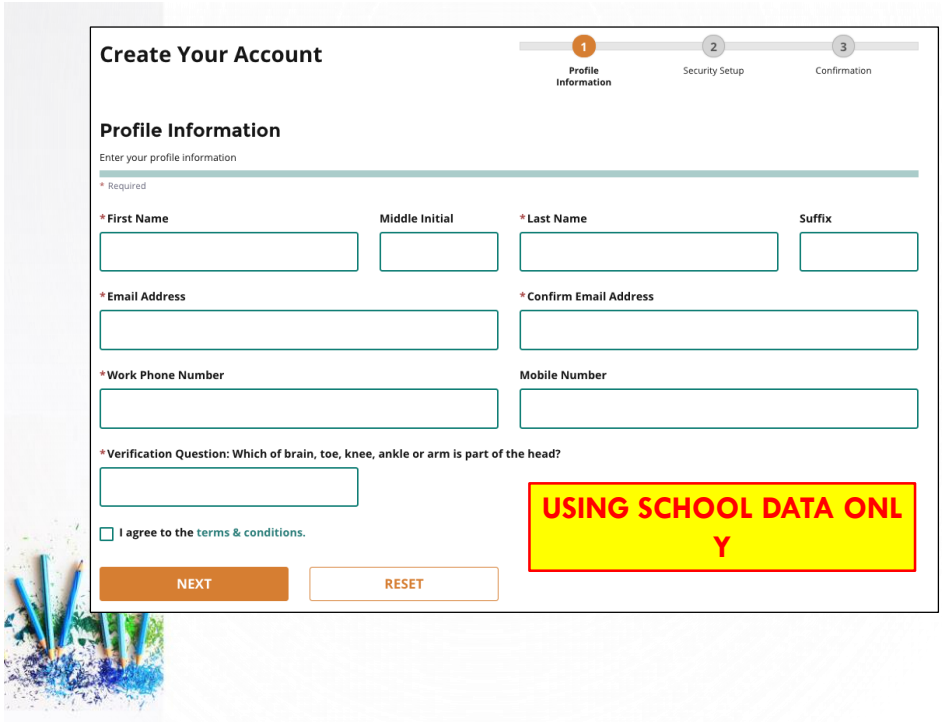
MSDS SECURITY

- HOW TO RECEIVE ACCESS TO MSDS
- FIRST STEP, CREATE USER ID AND PASSWORD ON MILOGIN
- HTTPS://MILOGINTP.MICHIGAN.GOV/EAI/TPLOGIN/AUTHENTICATE?URL=/UISECURE/TPSELFSERVICE

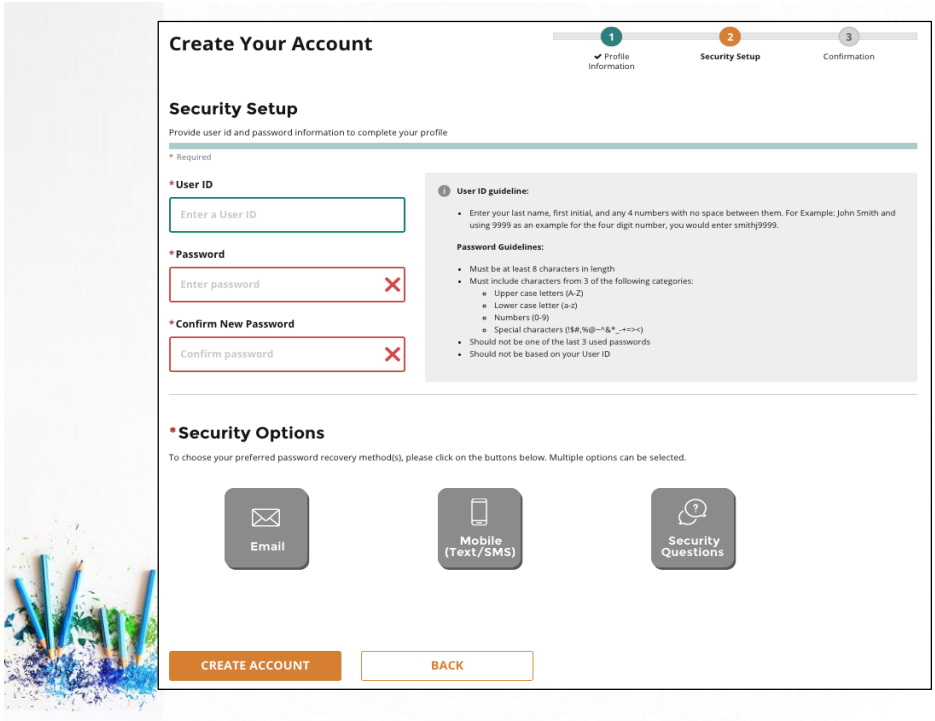
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Create Your Account
1 Profile Information
2 Security Setup
3 Confirmation
Profile Information
Enter your profile information
* Required
*First Name
Middle Initial
*Last Name
Suffix
*Email Address
*Confirm Email Address
*Work Phone Number
Mobile Number
*Verification Question: Which of brain, toe, knee, ankle or arm is part of the head?
I agree to the terms & conditions.
NEXT
RESET
USING SCHOOL DATA ONLY

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Create Your Account
1 Profile Information
2 Security Setup
3 Confirmation
Security Setup
Provide user id and password information to complete your profile
* Required
*User ID
Enter a User ID
*Password
Enter password
*Confirm New Password
Confirm password
User ID guideline:
Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.
Password Guidelines:
Must be at least 8 characters in length
Must include characters from 3 of the following categories:
Upper case letters (A-Z)
Lower case letter (a-z)
Numbers (0-9)
Special characters (!$#,%@~^&*_-+=><)
Should not be one of the last 3 used passwords
Should not be based on your User ID
*Security Options
To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.
Email
Mobile (Text/SMS)
Security Questions
CREATE ACCOUNT
BACK

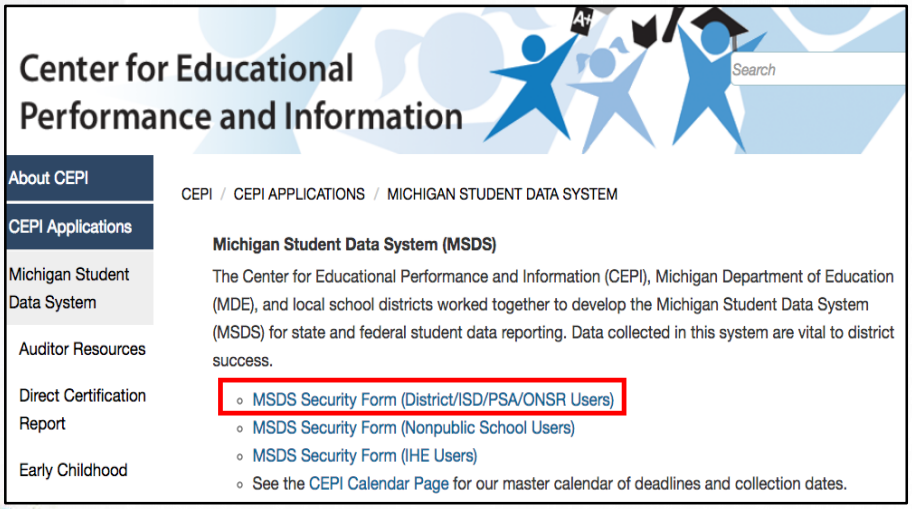
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MSDS SECURITY

- AFTER MILOGIN USER ACCOUNT IS CREATED COMPLETE MSDS SECURITY AGREEMENT
- MICHIGAN.GOV/CEPI
  - CEPI APPLICATIONS
    - MICHIGAN STUDENT DATA SYSTEM
      - MSDS SECURITY FORM (DISTRICT/ISD/PSA/ONSR USERS)
- COMPLETE FORM
- SUPERINTENDENT SIGNATURE
- FAX FORM



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Center for Educational Performance and Information
Michigan Student Data System (MSDS) Security Agreement

Please type or print clearly; otherwise, the processing of your form may be delayed. CEPI will email you when your form has been processed (generally within three business days).

Step 1. Enter your district information. Nonschool Recipients (ONSRs) should enter their ONSR name and code.

Entity Code: | **Entity Name:** |

Step 2. Enter the name of the person being authorized by the lead administrator to access the MSDS.

Name: | **Title:** |
Email: | **Phone:** |

Step 3. For the authorized individual: Enter your MILogin account information, and check the box to confirm that you have subscribed to the MSDS. (Please see the instructions on the previous page.)

MILogin Account ID: ☐ **I have subscribed to MSDS.**

NOTE: To remove a former user's access, submit a User Removal Request Form from the CEPI Security Forms web page (http://www.michigan.gov/cepi/0,4546,7-113-53048_72613---,00.html).

Step 4. Select the access type and role(s) this individual will perform in the MSDS. See the instructions for a complete description of each role. Permissions may vary slightly depending upon your entity type.

Access Type (Select One): ○ ISD ○ District ○ Building (For Building Code: _____)

Role(s): An individual may have more than one role but only one type (view or edit) per role.

Auditor (ISD Only)	☐ View	☐ Edit
Constituent District View (ISD Only)	☐ View	
Certifier	☐ View	☐ Edit
Graduation/Dropout Reviewer	☐ View	☐ Edit
Quality Reviewer	☐ View	☐ Edit
Student Search	☐ View	
Supplemental Nutrition*	☐ View	☐ Edit
UIC Resolver	☐ View	☐ Edit
Uploader	☐ View	☐ Edit

**The Supplemental Nutrition role is required in order to view the Direct Certification Report.*

Step 5. For the authorized individual: ***Please sign below.***

I agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA), as well as the Privacy Act of 1974, governing records maintained about individuals. I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility, and that allowing anyone else to use my ID will result in my account being deleted.

Signature: _____ **Date:**

Step 6. For the lead administrator: ***Please sign below.***

I attest that the above-named individual is authorized by me to access and edit MSDS data and reports at the level indicated above, and the data are current and accurate.

Name: | **Title:** |
Signature: _____ **Date:**

Step 7. Fax this form to CEPI: 517-335-0488
Send questions to: cepi@michigan.gov

For CEPI Use Only
Date Received:
Date Processed:
CST Initials:

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MSDS TIMELINES

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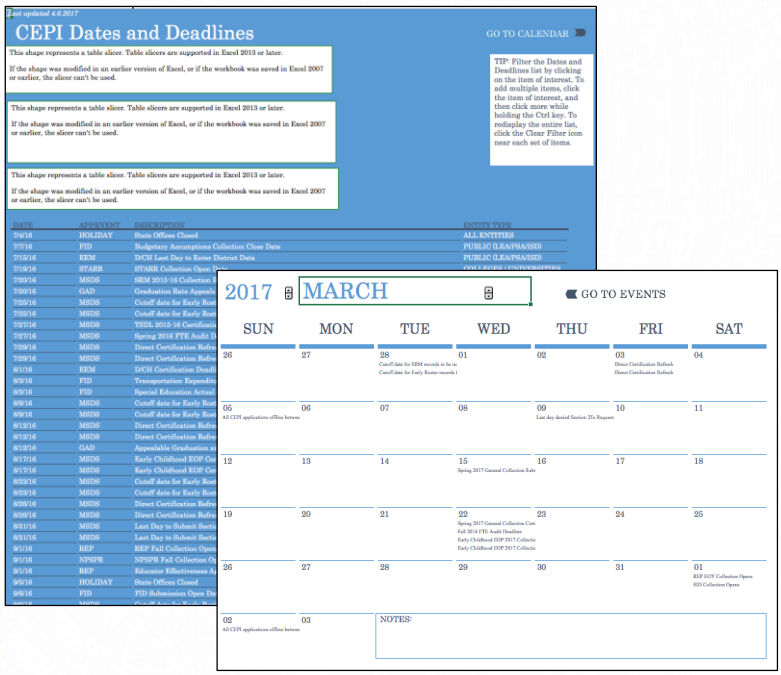
MSDS TIMELINES

MSDS TIMELINES

- CEPI WEBSITE (MICHIGAN.GOV/CEPI)
  - CEPI APPLICATIONS
  - MICHIGAN STUDENT DATA SYSTEM
  - CEPI CALENDAR PAGE
  - CEPI MASTER CALENDAR
    - TWO VIEWS
      - EXCEL & CALENDAR



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AUDIT PREPARATION



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AUDIT PREPARATION

VERY FIRST STEP…**READ**

- PUPIL MEMBERSHIP AUDITING MANUAL
- PUPIL ACCOUNTING MANUAL



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AUDIT PREPARATION

ASSIST LOCALS

- TRAINING
- CENTRALIZED
- INDIVIDUALIZED

ESTABLISH TIMELINE WITH LOCAL DISTRICTS

- WHEN ARE FORMS AND SUPPORTING DOCUMENTATION DUE TO YOU



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AUDIT PREPARATION

- ESTABLISH AUDIT CYCLE
- MINIMUMS
  - HIGH SCHOOLS EVERY 2 YEARS
  - MIDDLE SCHOOLS EVERY 4 YEARS
  - ELEMENTARY SCHOOLS EVERY 4 YEARS
    - MAY BE MORE OFTEN DEPENDING ON RISK ASSESSMENT



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AUDIT PREPARATION

- AT LEAST ONE BUILDING OR PROGRAM MUST BE FIELD AUDITED FOR EACH DISTRICT OR PSA EACH YEAR.
- THERE IS AN EXCEPTION IN §18(4)(B) OF THE STATE SCHOOL AID ACT (MCL 388.1618(4)(B) WHICH ALLOWS A DISTRICT TO CONDUCT THE PUPIL ACCOUNTING FIELD AUDIT BIENNIALLY IF ALL THE FOLLOWING CONDITIONS ARE MET:
  - THE DISTRICT OPERATES IN A SINGLE BUILDING WITH FEWER THAN 700 FULL-TIME EQUATED PUPILS
  - THE DISTRICT HAS STABLE MEMBERSHIP
  - THE ERROR RATE OF THE IMMEDIATELY PRECEDING TWO PUPIL ACCOUNTING FIELD AUDITS OF THE DISTRICT IS LESS THAN 2%



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AUDIT PREPARATION

- AUDIT CYCLE CHART
- AUDIT CYCLE MUST BE SUBMITTED ANNUALLY TO THE PUPIL MEMBERSHIP AUDITOR AT THE DEPARTMENT'S OFFICE OF FINANCIAL MANAGEMENT
  - GLORIA SUGGITT
    - SUGGITTG@MICHIGAN.GOV
  - NO LATER THAN NOVEMBER 1



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Audit Schedule Cycle for Fall 2011 through Spring 2024

Wexford-Missuakee ISD Audit Schedule

Building:	Date of last Field Audit	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
Forest View Elementary	Fall 2017	X		X				X								X	
Franklin Elementary	Fall 2017	X		X				X								X	
Lincoln Elementary	Fall 2017	X		X				X								X	
Kenwood Elementary	Fall 2017	X		X				X								X	
Lake City Area Schools																	
High School	Fall 2017	X		X				X				X				X	
Middle School	Fall 2016	X				X								X			
Lake City Elementary (New name as of 2014-2015)	Fall 2017	X		X						X							
Upper Elementary (Merged after 2013/2014 school year)	Spring 2014	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lower Elementary (Merged after 2013/2014 school year)	Spring 2014	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manton Consolidated Schools																	
High School	Fall 2017	X		X				X				X				X	
Middle School	Fall 2016	X								X							
Elementary	Fall 2016	X				X								X			
St. Ann (Nonpublic)	Fall 2016	X				X								X			

Building:		Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019	Fall 2019	Spring 2020
Marion Public Schools																	
Elementary	Fall 2016	X				X								X			
Jr/Sr High School	Fall 2017	X		X				X				X				X	
NMC (Nonpublic)	Fall 2016	X				X				X							
McBain Rural Agricultural Schools																	
McBain Jr/Sr High School (as of 15/16)	Fall 2017	X		X				X				X				X	
Elementary	Fall 2016	X				X				X				X			
High School (Merged after 2015/2016 school year)	Spring 2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Middle School (Merged after 2015/2016 school year)	Spring 2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mesick Consolidated Schools																	
Elementary	Fall 2016	X				X				X				X			
JR/SR High School	Fall 2017	X		X				X				X				X	
Pine River Area Schools																	
High School Middle/High School (15/16)	Fall 2017	X		X				X				X				X	
Pine River Upper Elementary (New name as of 2013-2014)	Fall 2016	X				X								X			
Pine River Elementary (New name as of 2013-2014)	Fall 2016	X								X							
Middle School (Closed after 2015/2016 school year)	Spring 2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Leroy Elementary (Closed after 2015/2016 school year)	Spring 2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Luther Elementary (Closed after 2015/2016 school year)	Spring 2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tustin Elementary (Closed after 2015/2016 school year)	Spring 2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Highpoint Virtual Academy (Cyber) (New 2016/2017)	Fall 2017	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
WMISD - Special Education	Fall 2017	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Building Closed

Building Renamed



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AUDIT PREPARATION

- NOTIFICATION OF AUDIT
- WHO TO NOTIFY AND WHAT ARE YOU TELLING THEM
  - PUPIL ACCOUNTANT AND BUILDING ADMINISTRATORS
    - LIST BUILDING'S
    - SPECIFY DATE AND TIME
  - WHAT & WHEN ARE REQUIRED
    - FORMS AND SUPPORTING DOCUMENTATION



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AUDIT PREPARATION

- REQUIRED FORMS & SUPPORTING DOCUMENTATION
  - SEPARATE PACKET FOR EACH BUILDING LEVEL AND/OR PROGRAM
  - WHAT **MUST** BE PRINTED ON COUNT DAY
    - ALPHA/MEMBERSHIP REPORT – FROM DISTRICT STUDENT INFORMATION SYSTEM (AUDITING MANUAL SAYS FROM MSDS OR AUDITORS MAY REQUIRE SIS FOR COMPARISON PURPOSES)
    - STUDENT SCHEDULES



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Center for Educational Performance and Information - Michigan Student Data System

Alpha List (Pupil Membership)

Certified Data

Entity: Wexford-Missaukee ISD (83000)

Collection: Spring 2017 General Collection 2016-2017

Wexford-Missaukee ISD (83000)

Wexford-Missaukee ISD [redacted]

Grade 00

Student	Address	City	Zip	UIC	Student ID	DOB	Gr.	Enrollment	LEA	Res. Code	Exit Status	Exit Date	SpEd Prog Code	Gen. FTE	SpEd 52 FTE	SpEd 53 FTE	Total K-12 FTE
[redacted]	[redacted]	Leroy	49655	[redacted]	2698009536	4/19/2011	00	9/25/2013	57030	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	LUTHER	49656	[redacted]	4232699430	8/31/2011	00	9/12/2013	67055	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	LAKE CITY	49651	[redacted]	8184890374	3/18/2011	00	4/26/2012	57020	14	08	1/13/2017	191	0.00	0.00	0.00	0.00
[redacted]	[redacted]	CADILLAC	49601	[redacted]	891162266	4/7/2011	00	5/22/2014	83010	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	LAKE CITY	49651	[redacted]	13141520	3/3/2011	00	1/9/2017	57020	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	CADILLAC	49601	[redacted]	2846138660	6/28/2011	00	5/1/2012	83010	14	19		130	0.00	1.00	0.00	1.00
[redacted]	[redacted]	CADILLAC	49601	[redacted]	9799515836	11/14/2010	00	6/20/2012	83010	14	19		120	0.00	1.00	0.00	1.00
[redacted]	[redacted]	MANTON	49663	[redacted]	6861259472	4/3/2011	00	7/24/2013	83060	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	REED CITY	49677	[redacted]	2770546684	6/25/2011	00	3/18/2015	67055	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	CADILLAC	49601	[redacted]	9007193003	1/20/2011	00	4/27/2011	83010	14	19		120	0.00	1.00	0.00	1.00
[redacted]	[redacted]	MESICK	49668	[redacted]	6179908045	2/8/2011	00	2/6/2015	83070	14	19		191	0.00	0.93	0.00	0.93
[redacted]	[redacted]	MESICK	49668	[redacted]	4036566854	10/18/2010	00	3/7/2011	83070	14	19		130	0.00	1.00	0.00	1.00
[redacted]	[redacted]	Cadillac	49601	[redacted]	3026177394	5/24/2011	00	8/7/2013	67050	14	19		120	0.00	1.00	0.00	1.00
[redacted]	[redacted]	CADILLAC	49601	[redacted]	9722157458	2/18/2011	00	4/18/2016	83010	14	08	11/30/2016	191	0.00	0.00	0.00	0.00
Summary for grade : 00								**Total Records: 14**						0.00	11.51	0.00	11.51

If you have questions contact CEPI customer support - cepi@michigan.gov or 517-335-0505 x3.
Avoid sending personally identifiable student data in your e-mail.

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AUDIT PREPARATION

- BUILDING RISK ASSESSMENT FORM (APPENDIX D)
  - MUST BE COMPLETED FOR EACH BUILDING / PROGRAM FOR FIELD AUDITS
  - COMPLETE PRIOR TO AUDIT
  - BASED ON PREVIOUS AUDIT



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Appendix C

BUILDING RISK ASSESSMENT FORM – FOR ISD AUDITOR USE

District: _____ Building: _____

School Year: _____ Count: _____ Fall _____ Spring

Completed by: _____ Audit Date: _____

Instructions: This form may be used to document the assessment of risk of the buildings/programs that will be field audited. Generally, the higher potential for errors, the higher the risks that the pupil membership counts are not accurate. Consider the risk factors listed below (High [H], Moderate [M], Low [L]), and place a check in the space beside the factors that significantly influence the risk for the audit area.

Assessment of Risk	H	M	L	Comments
1. The results of the prior field and desk audits. (Error rates over 5% are high risk)				
2. The existence of district count procedures and controls. (Detailed procedures general provide a lower risk)				
3. The experience of district personnel assigned to process pupil count data per Local District Planning Form. (Experienced staff generally provides a lower risk)				
4. The frequency of pupil absenteeism noted during the count period. (High absenteeism generally reflects a higher risk)				
5. The number of nonconventional pupils attending the building. (Larger population of nonconventional pupils reflects a higher risk)				
6. The number of State Aid Act §25e adjustments. (Larger number of denied adjustments by the receiving district indicates higher risk)				

Building Risk Assessment: Based on the foregoing considerations, the overall risk for this building is assessed as:	High	Moderate	Low
Pop I – Conventional pupils present on count day			
Pop II – Conventional pupils absent on all or part of count day			
Pop III – Nonconventional pupils			

Building Risk Assessment – Sample Size Percentages	High	Moderate	Low
Pop I – Conventional pupils present on count day	15%	10%	2%
Pop II – Conventional pupils absent on all or part of count day	20%	15%	10%
Pop III – Nonconventional pupils	20%	15%	10%



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AUDIT PREPARATION

- STATEMENT OF INDEPENDENCE (APPENDIX A)
  - MUST BE DOCUMENTED ANNUALLY
- THE AUDITOR MUST BE FREE OF CONFLICTS OF INTEREST AND MUST DOCUMENT HIS/HER INDEPENDENCE
- AUDITORS MAY NOT AUDIT THEIR OWN WORK
- IN INSTANCES WHEN THE AUDITOR IS FOUND TO HAVE A CONFLICT OF INTEREST
  - THE ISD SUPERINTENDENT NEEDS TO BE INFORMED
  - MEASURES SHOULD BE TAKEN TO ELIMINATE THE CONFLICT



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Appendix A

STATEMENT OF INDEPENDENCE

Auditors Name:

I certify that with all local districts, I:	Check if independent	List exceptions
1. Am not currently employed		
2. Was not previously employed or contracted (within two years)		
3. Have no personal or financial interest		
4. Have no relatives currently employed		
With respect to the programs operated by the ISD, I certify that:	Check if independent	List exceptions
1. I am organizationally independent		
2. I am objective		

Explain exceptions and their resolutions:

I ATTEST THAT THE ABOVE INFORMATION IS FACTUAL:

Auditor's Signature: Date:

IN THE CASE OF EXCEPTIONS, I AGREE WITH THE ABOVE RESOLUTIONS:

Audit Supervisor's Signature: Date:



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STATEMENT OF INDEPENDENCE

EXAMPLES OF SITUATIONS THAT MAY PRESENT CONFLICTS OF INTEREST INCLUDE THE FOLLOWING.

- THE AUDITOR IS CURRENTLY EMPLOYED BY THE SCHOOL DISTRICT, BUILDING, OR PROGRAM TO BE AUDITED.
- THE AUDITOR WAS EMPLOYED BY THE SCHOOL DISTRICT, BUILDING, OR PROGRAM TO BE AUDITED WITH THE PRECEDING TWO YEARS.
- THE AUDITOR HAS RELATIVES CURRENTLY EMPLOYED BY THE SCHOOL DISTRICT, BUILDING, OR PROGRAM.
- THE AUDITOR HAS A PERSONAL OR FINANCIAL INTEREST (E.G., SERVICE OR EMPLOYMENT CONTRACT) WITH THE SCHOOL DISTRICT.



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FTE CONFLICTS

- WHAT IS AN FTE CONFLICT???
  - FTE CONFLICTS OCCUR DURING FALL AND/OR SPRING GENERAL COLLECTIONS
  - MEANS, A SINGLE STUDENT HAS BEEN REPORTED BY ONE OR MORE SCHOOLS AND THE FTE EQUATES 1.00+
  - CONFLICTS MUST BE RESOLVED
    - DISTRICTS RESOLVE
    - AUDITOR RESOLVE ONCE COLLECTIONS ARE CLOSED



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FTE CONFLICTS



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FTE CONFLICTS

- WHAT IS AN FTE CONFLICT???
  - FTE CONFLICTS OCCUR DURING FALL AND/OR SPRING GENERAL COLLECTIONS
  - MEANS, A SINGLE STUDENT HAS BEEN REPORTED BY ONE OR MORE SCHOOLS AND THE FTE EQUATES 1.00+
  - CONFLICTS MUST BE RESOLVED
    - DISTRICTS RESOLVE
    - AUDITOR RESOLVE ONCE COLLECTIONS ARE CLOSED



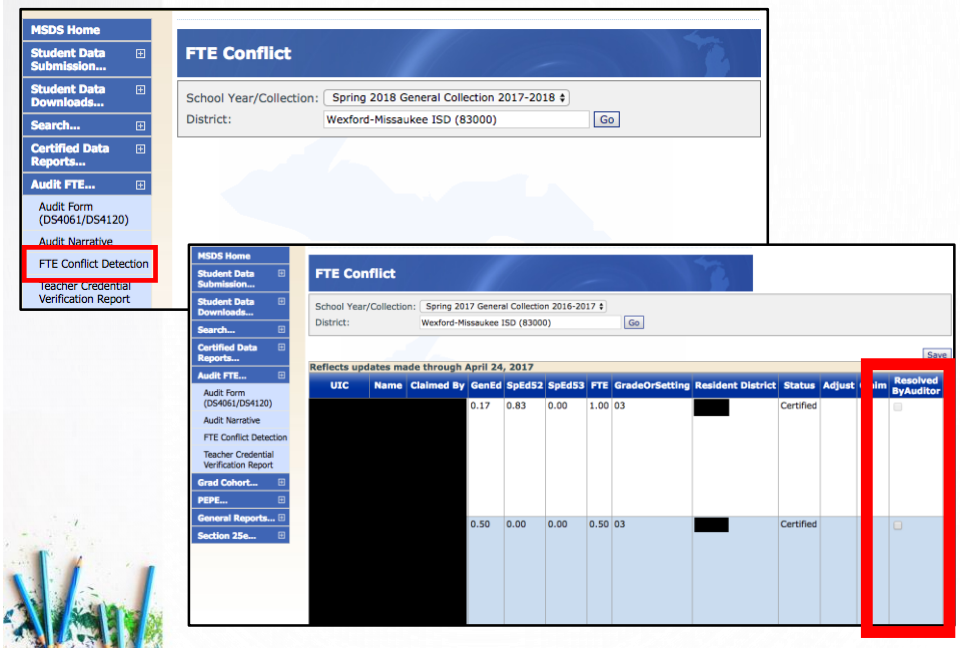
36

FTE CONFLICTS

- HOW TO FIND FTE CONFLICTS?

- RUN FTE CONFLICT DETECTION REPORT IN MSDS
  - HTTPS://CEPI.STATE.MI.US/MSDS/
  - LOG IN
  - AUDIT FTE
    - FTE CONFLICT DETECTION
      - SCHOOL YEAR/COLLECTION
      - DISTRICT
      - GO

37



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DESK AUDIT



39

Appendix D

DESK AUDIT PROGRAM

District: _____

Count Date: _____

Date Performed: _____

Instructions: The audit program is to be completed by the pupil membership auditor. Initial each step in the "Completed" column to indicate completion of the procedural step. If a procedural step does not apply, enter "NA". Use the "Workpaper Reference" column to indicate the audit workpapers where additional information is included. Retain the audit program and workpapers along with relevant documentation.

Procedure	Completed	Workpaper Reference
1. Review the pupil accounting manual, correspondence file, prior audit work papers, prior audit report, and any audit or relevant monitoring reports the district received from other sources.		
2. Request completion of the Local District Planning Form from the district.		
3. Review the completed Local District Planning Form.		
4. Prepare the Field Audit Planning Schedule. It must include all buildings for each district in the ISD. At a minimum, it must identify for each building the most recent count for which a field audit was conducted and the schedule for the next field audit. Send the completed schedule to the Pupil Membership Auditor in the Department's Office of Financial Management by November 1.		
5. Obtain the school calendars that identify the days for which instruction is scheduled. Confirm that:		
a. The calendars were adopted by the district's board of education.		
b. Common Calendar Requirement: The calendars adhered to the winter holiday break and spring break identified in the common calendar or the State Superintendent has granted a waiver from the requirement or the district met the exceptions outlined in PAM 2-3 and 2-4.		
c. The calendars included instruction on the state legislated count days.		



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FIELD AUDIT

- WHAT IS A FIELD AUDIT????
  - THE OBJECTIVE OF THE FIELD AUDIT IS TO VERIFY THAT THE COUNTS REPORTED FOR PAYMENT OF STATE AID ARE ACCURATE AND THAT FTES HAVE BEEN PROPERLY DOCUMENTED.
  - SAMPLE SELECTION FROM:
    - POP I
      - CONVENTIONAL PUPILS IN ATTENDANCE ON COUNT DAY
    - POP II
      - CONVENTIONAL PUPILS ABSENT ON COUNT DAY
    - POP III
      - PUPIL ENROLLED IN NONCONVENTIONAL CATEGORIES ON COUNT DAY
  - FIELD AUDIT PROGRAM (APPENDIX E)



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FIELD AUDIT



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Appendix E

FIELD AUDIT PROGRAM

District: _____

Building: _____

Count Day: _____

Instructions: The audit program is to be completed by the pupil membership auditor. Initial each step in the "Completed" column to indicate completion of the procedural step. If a procedural step does not apply, enter "NA". Use the "Workpaper Reference" column to indicate the audit workpapers where additional information is included. Retain the audit program and workpapers along with relevant documentation.

BUILDING-WIDE PROCEDURES

BUILDING-WIDE PROCEDURES	Completed	Workpaper Reference
1. Select and document the buildings for audit based on the audit cycle and Building Risk Assessment.		
2. Discuss the buildings/programs to be audited and the timing of the audit with responsible local district personnel. Provide the district with a list of items that will be needed, including availability of workspace, access to pupil membership records, and assistance to be furnished by the local district.		
3. Obtain a list of the pupils for each building in the following categories: a. Population I - Conventional pupils in attendance on count day b. Population II - Conventional pupils absent on count day c. Population III - Pupils included in nonconventional categories		
4. Determine sample size. Using the Building Risk Assessment Form, calculate the sample size for each population and category. If the result is not a whole number, round up to the next whole number. It is acceptable to begin with an alternative sample size of 60 if a building with a low-risk assessment has over 600 pupil records, or if a moderate or high risk assessment increases the minimum sample size to more than 60.		
5. Complete the Pupil Specific Audit Procedures in the Field Audit Program.		

43



AUDIT FORM AND AUDIT NARRATIVE

44

AUDIT FORM AND AUDIT NARRATIVE

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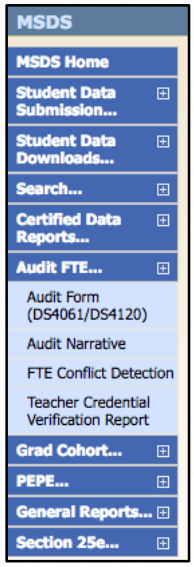
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AUDIT FORM AND AUDIT NARRATIVE

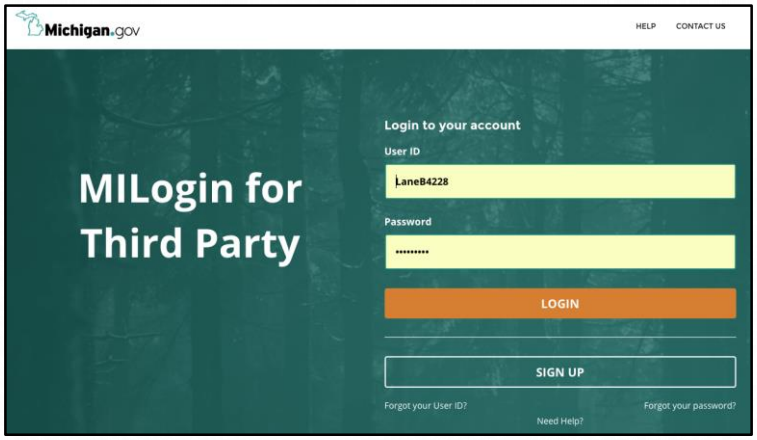
WHERE DO I GO TO PERFORM?

- WWW.MICHIGAN.GOV/CEPI
- CEPI APPLICATIONS
- MICHIGAN STUDENT DATA SYSTEM
- GO TO MSDS
- AUDIT FTE



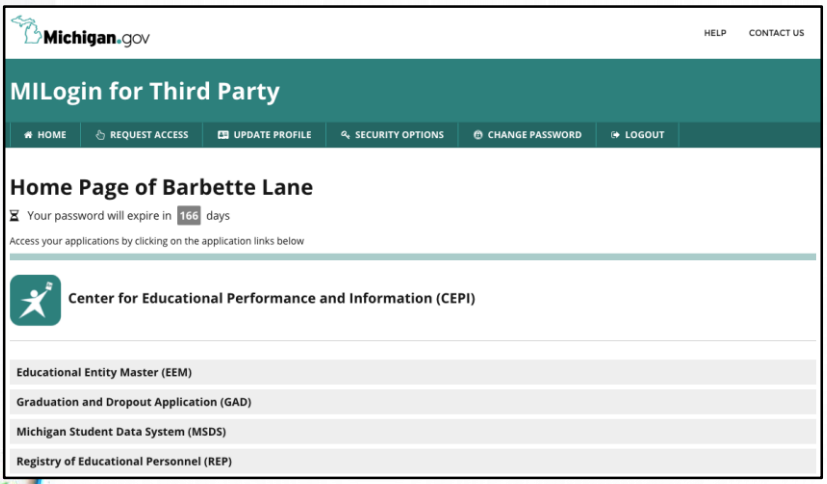
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AUDIT FORM AND AUDIT NARRATIVE



47

AUDIT FORM AND AUDIT NARRATIVE



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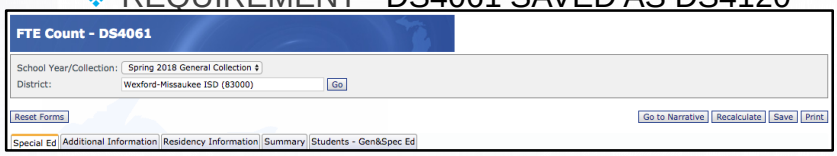
AUDIT FORM AND AUDIT NARRATIVE



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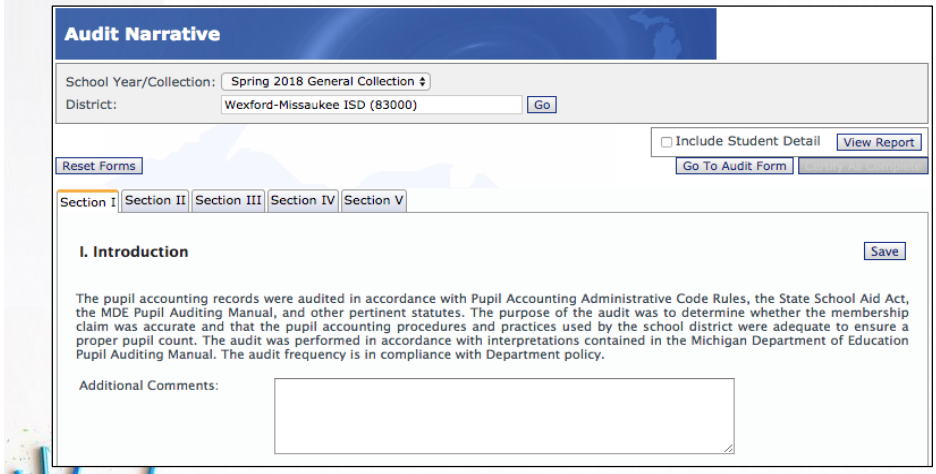
AUDIT FORM

- REQUIREMENT - DS4061 SAVED AS DS4120



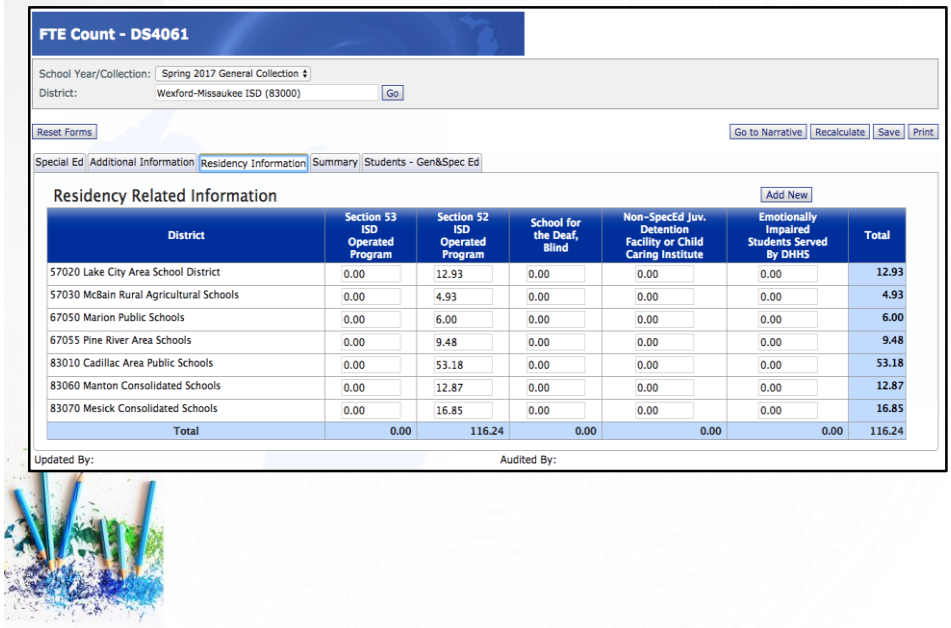
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AUDIT FORM



51

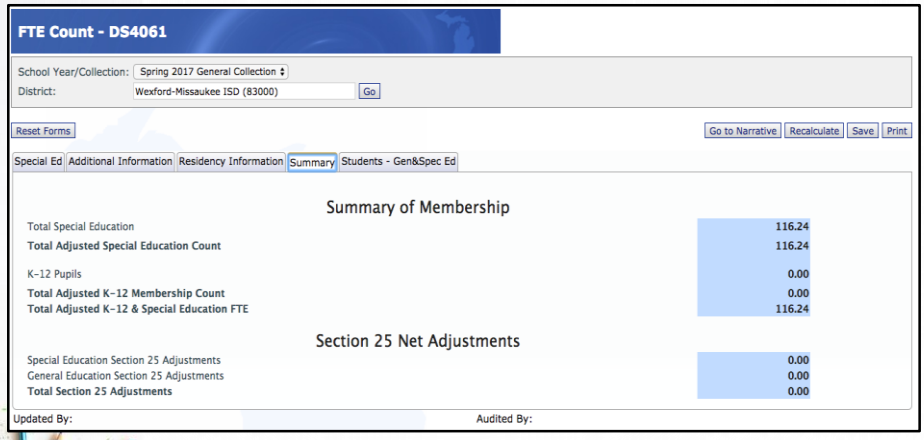
AUDIT FORM



District	Section 53 ISD Operated Program	Section 52 ISD Operated Program	School for the Deaf, Blind	Non-SpecEd Juv. Detention Facility or Child Caring Institute	Emotionally Impaired Students Served By DHHS	Total
57020 Lake City Area School District	0.00	12.93	0.00	0.00	0.00	12.93
57030 McBain Rural Agricultural Schools	0.00	4.93	0.00	0.00	0.00	4.93
67050 Marion Public Schools	0.00	6.00	0.00	0.00	0.00	6.00
67055 Pine River Area Schools	0.00	9.48	0.00	0.00	0.00	9.48
83010 Cadillac Area Public Schools	0.00	53.18	0.00	0.00	0.00	53.18
83060 Manton Consolidated Schools	0.00	12.87	0.00	0.00	0.00	12.87
83070 Mesick Consolidated Schools	0.00	16.85	0.00	0.00	0.00	16.85
Total	0.00	116.24	0.00	0.00	0.00	116.24

52

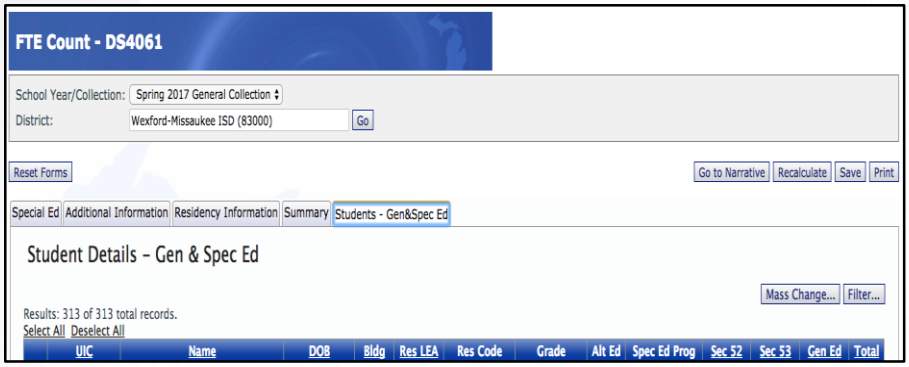
AUDIT FORM





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AUDIT FORM

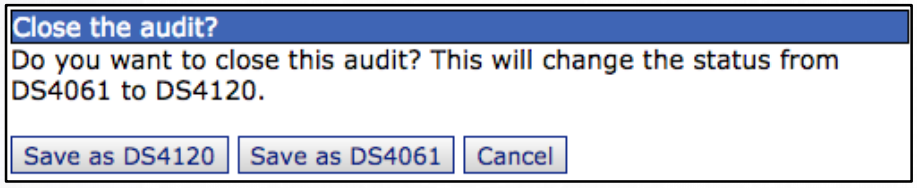




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AUDIT FORM

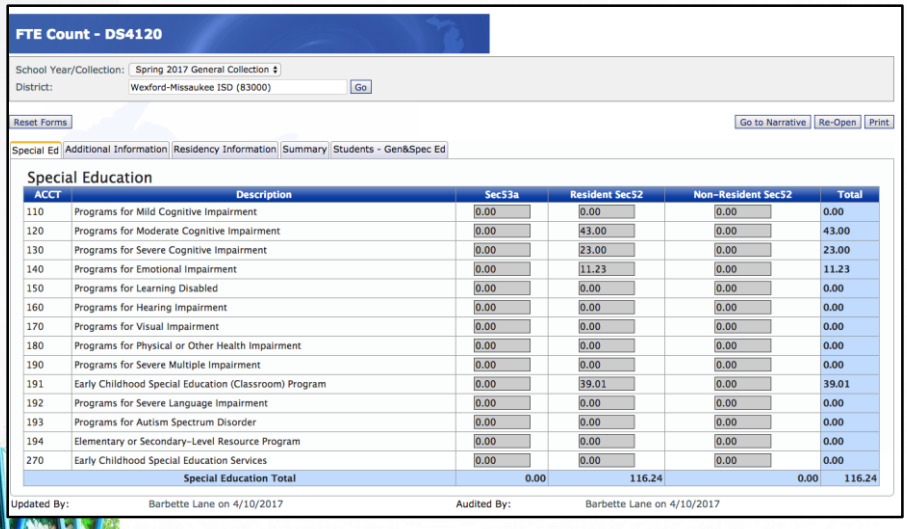
Click 'Save as DS4120' to finalize the Audit Form

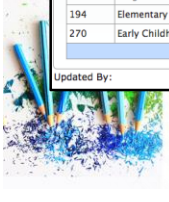




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AUDIT FORM





56

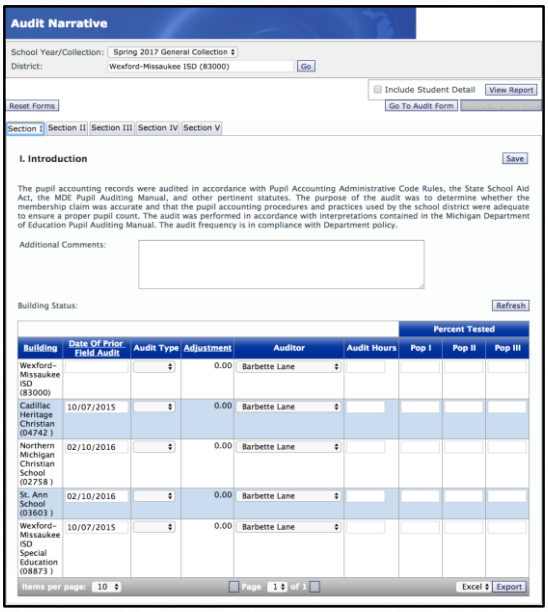
AUDIT NARRATIVE

- DUE NO LATER THAN NOVEMBER 1, OF FOLLOWING SCHOOL YEAR
  - FALL COUNT
  - SPRING COUNT



57

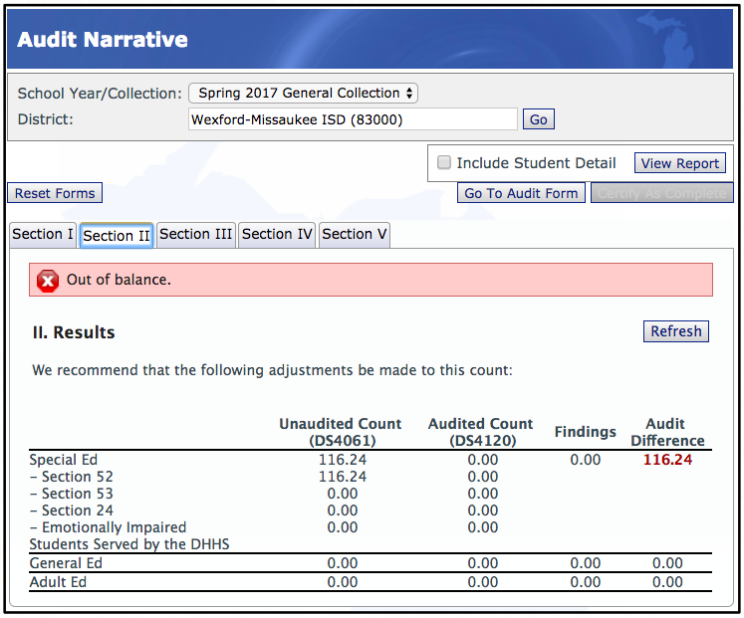
AUDIT NARRATIVE





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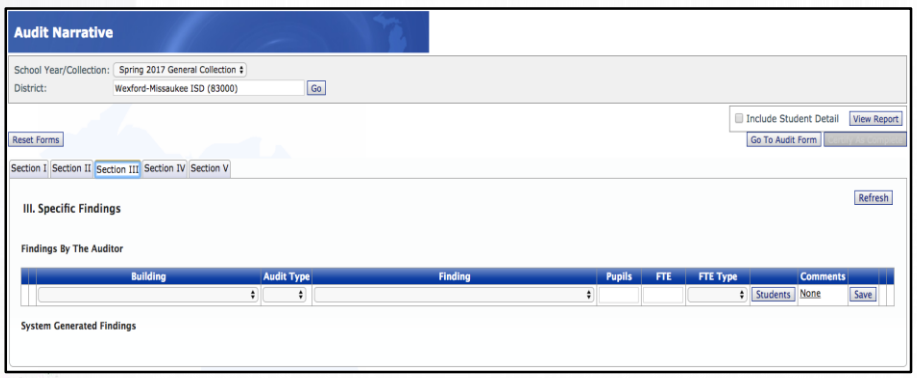
AUDIT NARRATIVE





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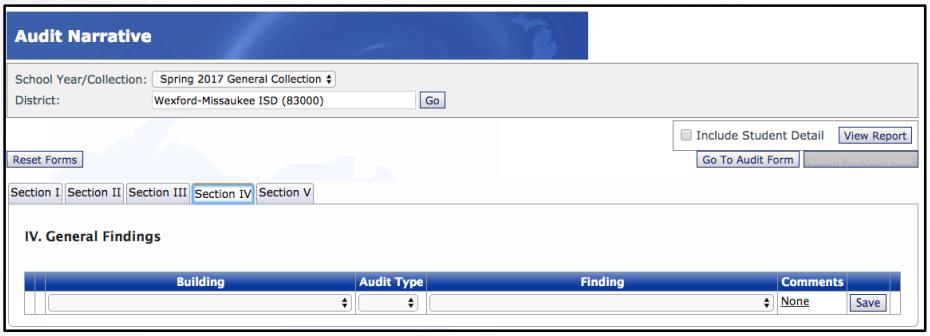
AUDIT NARRATIVE





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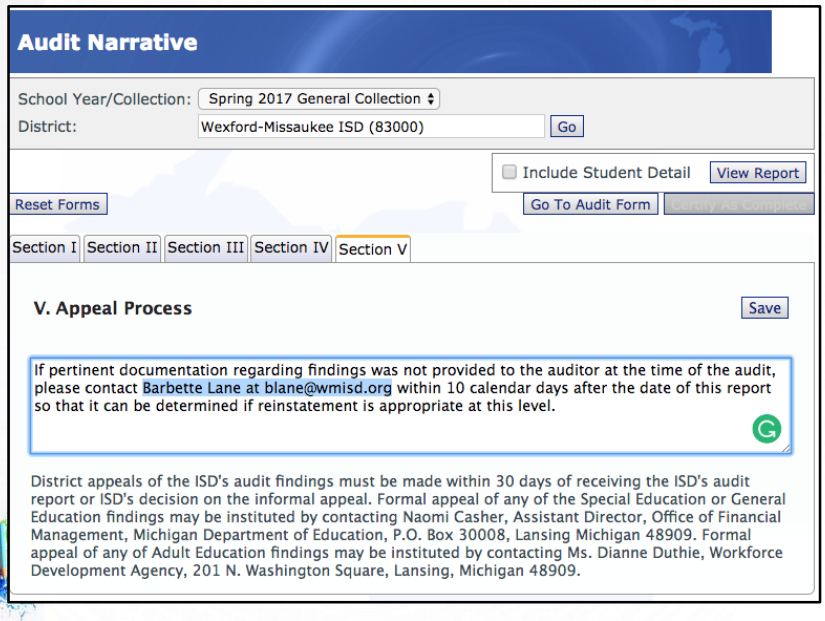
AUDIT NARRATIVE

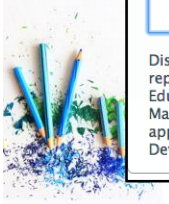




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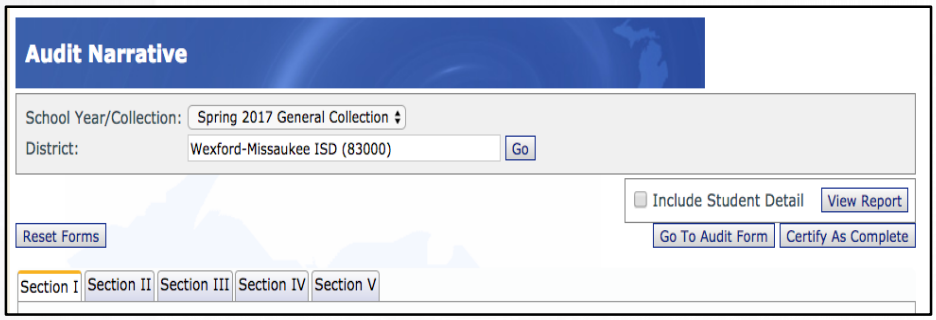
AUDIT NARRATIVE





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AUDIT NARRATIVE





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ADDITIONAL AUDITS

- SECTION 25E
- DAYS & CLOCK HOUR
  - DS4168 – DISTRICT DEADLINE IS JULY 15 (ELECTRONIC IN EEM)
  - DS4168 – ISD AUDIT DEADLINE IS AUGUST 1 (ELECTRONIC IN EEM)
- GRADUATION AND DROPOUT (GAD)

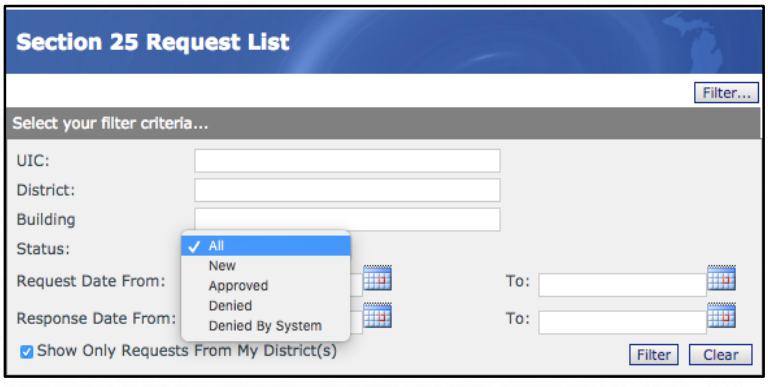


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SECTION 25E

65

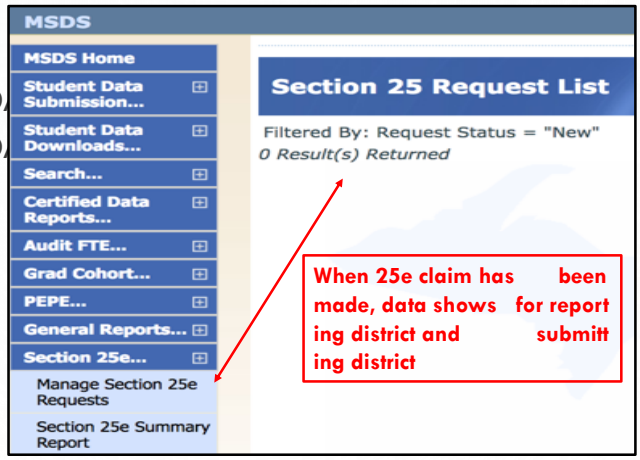
SECTION 25E



66

SECTION 25E

- D
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67

SECTION 25E

Student: [redacted] UIC: [redacted]

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2017 General Collection 2017-2018	Traverse Bay ISD / Traverse City Area Public Schools(28010/04199)	1.00	0.89	0.11	0.00	09/08/2009			-0.47	-0.06
Student Record Maintenance 2017-2018	**Wexford-Missaukee ISD / McBain Rural Agricultural Schools(57030/02468)**	**1.00**	**1.00**	**0.00**	**0.00**	**11/08/2017**	**11/13/2017**	**56**	**0.53**	**0.00**

Comments: Student was absent 3rd-7th hour on 11/8; 11/9 & 11/10 were half days. Students first full day was 11/13/2017.

Response Date: 12/15/2017 Request Date: 11/22/2017

Response By: Barbette Lane Status: Approved

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SECTION 25E

- HOW TO AUDIT 5-Q-B: SECTION 25E PUPIL MEMBERSHIP TRANSFER
  - VERIFY THAT THE STUDENT WAS CLAIMED FOR FUNDING BY ANOTHER DISTRICT IN THE OCTOBER COUNT DAY
  - VERIFY THAT THE STUDENT TRANSFER OCCURRED BETWEEN THE OCTOBER AND FEBRUARY COUNT DAY
    - FIRST DAY OF FULL ATTENDANCE
  - VERIFY THE STUDENT SATISFIED THE RESIDENCY REQUIREMENT



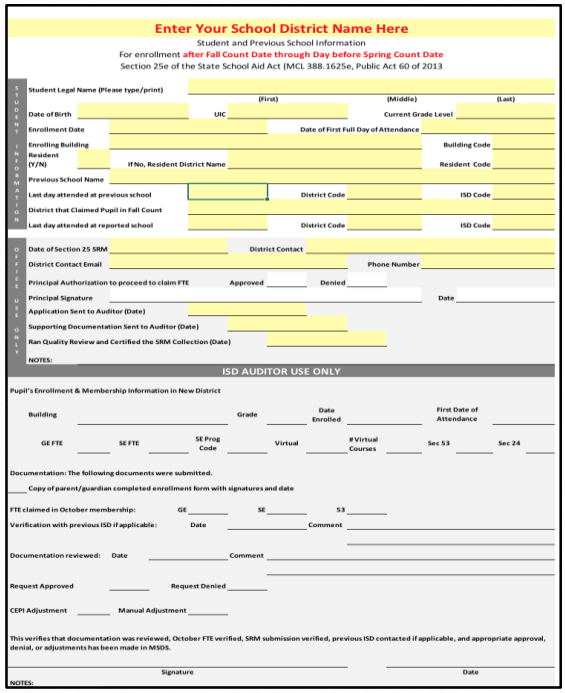
69

SECTION 25E

- DISTRICTS SUPPLY
  - SECTION 25E CLAIM FORM
  - ATTENDANCE
  - ENROLLMENT FORMS
  - RESIDENCY



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Enter Your School District Name Here

Student and Previous School Information

For enrollment after Fall Count Date through Day before Spring Count Date

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013

STUDENT

Student Legal Name (Please type/print) (First) (Middle) (Last)

Date of Birth UIC Current Grade Level

Enrollment Date Date of First Full Day of Attendance

Enrolling Building Building Code

Resident (Y/N) If No, Resident District Name Resident Code

PREVIOUS

Previous School Name

Last day attended at previous school District Code ISD Code

District that Claimed Pupil in Fall Count

Last day attended at reported school District Code ISD Code

DISTRICT

Date of Section 25 SRM District Contact

District Contact Email Phone Number

Principal Authorization to proceed to claim FTE Approved Denied

Principal Signature Date

Application Sent to Auditor (Date)

Supporting Documentation Sent to Auditor (Date)

Ran Quality Review and Certified the SRM Collection (Date)

NOTES:

ISD AUDITOR USE ONLY

Pupil's Enrollment & Membership Information in New District

Building Grade Date Enrolled First Date of Attendance

GE FTE SE FTE SE Prog Code Virtual # Virtual Courses Sec 53 Sec 24

Documentation: The following documents were submitted.

___ Copy of parent/guardian completed enrollment form with signatures and date

FTE claimed in October membership: GE SE 53

Verification with previous ISD if applicable: Date Comment

Documentation reviewed: Date Comment

Request Approved Request Denied

CEPI Adjustment Manual Adjustment

This verifies that documentation was reviewed, October FTE verified, SRM submission verified, previous ISD contacted if applicable, and appropriate approval, denial, or adjustments has been made in MSDS.

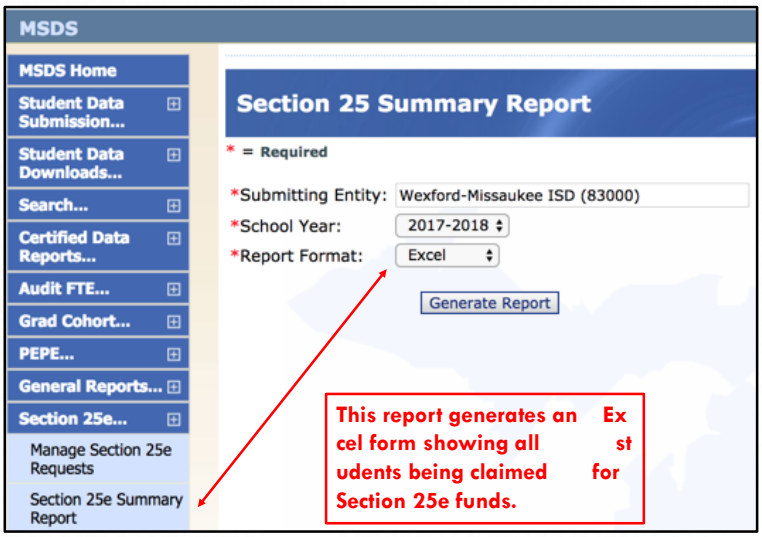
Signature Date

NOTES:



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SECTION 25E





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SECTION 25E

Center for Educational Performance and Information - Michigan Student Data System

Section 25 Summary Report

Collection: Student Record Maintenance 2017-2018

Entity: Wexford-Missaukee ISD (83000)

Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident LEA	Prior Special Ed Program	Prior Alt Ed	New District Name	New District Code
Gain	Approved	01/09/2018	02/28/2018	Barbette Lane					10	28000	09783	14	28090	120		Wexford-Missaukee ISD	83000
Loss	Approved	02/06/2018	02/28/2018	Amy Larson					08	83000	08873	14	83010	140		Buckley Community Schools	28035

New Building Name	New Building Code	Enrollment Date	Student Residency	Special Ed Program	Alt Ed	First Day In Attendance	Total FTE	Gen Ed FTE	Sect52 FTE	Sect53 FTE	Gen Ed Adj	Sect52 Adj	Sect53 Adj	Days Remaining
Wexford-Missaukee ISD Special Education	08873	12/4/2017	14	120		12/10/2017	1	0	1	0	0	0.37	0	39
Buckley Community Schools	00438	1/31/2018	14			01/31/2018	0.44	0.16	0.28	0	0	-0.04	0	10



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DAYS AND CLOCK HOURS



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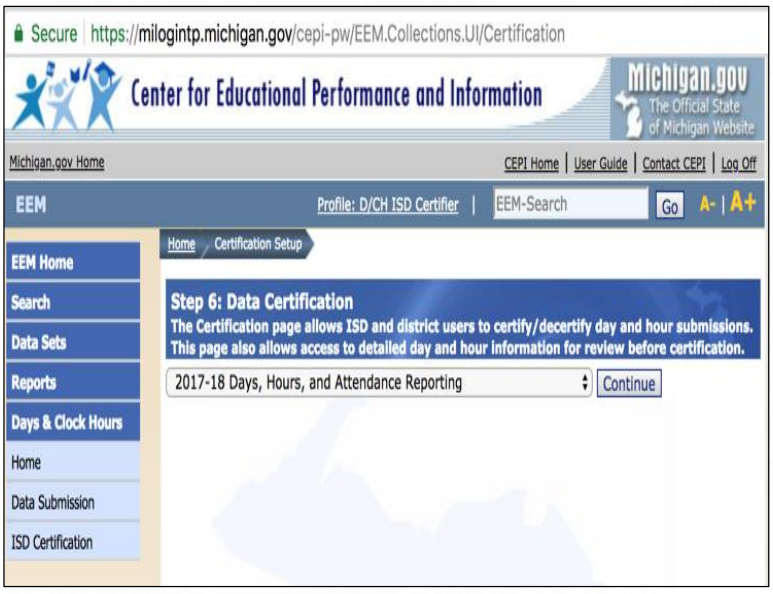
DAYS AND CLOCK HOURS

- DS4168 – DISTRICT DEADLINE IS JULY 15 (ELECTRONIC IN EEM)
- DS4168 – ISD AUDIT DEADLINE IS AUGUST 1 (ELECTRONIC IN EEM)



75

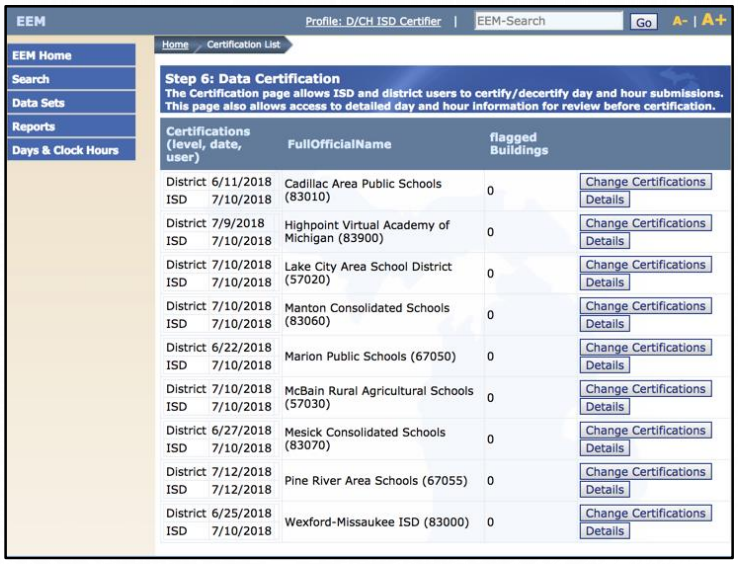
DAYS AND CLOCK HOURS





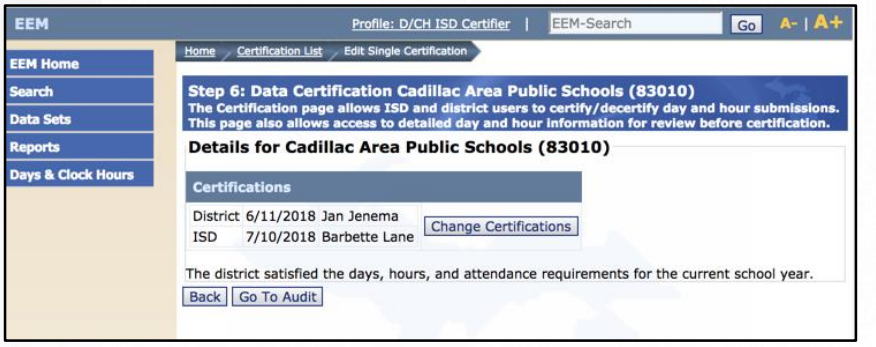
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DAYS AND CLOCK HOURS



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DAYS AND CLOCK HOURS



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DAYS AND CLOCK HOURS

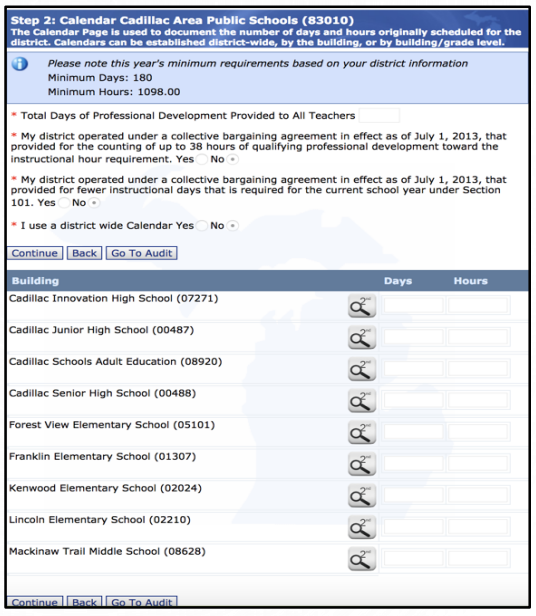




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DAYS AND CLOCK HOURS

- FELL SHORT





80

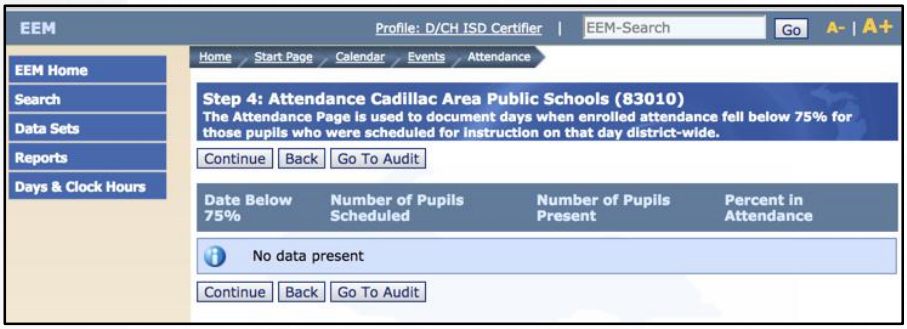
DAYS AND CLOCK HOURS





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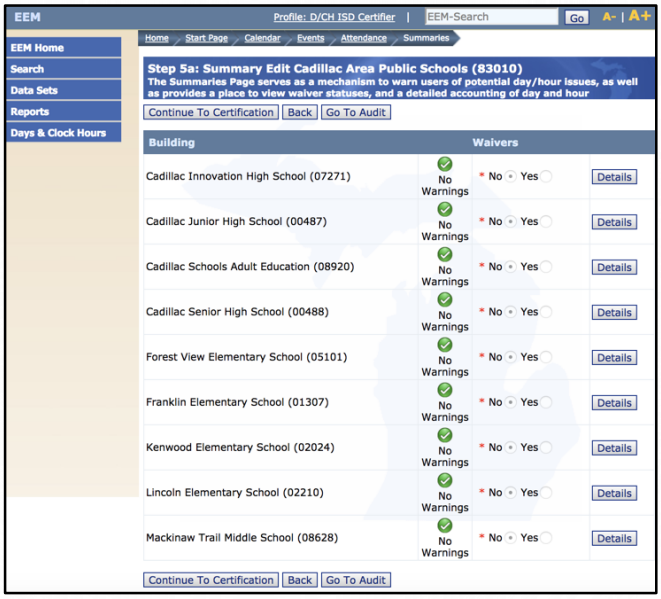
DAYS AND CLOCK HOURS





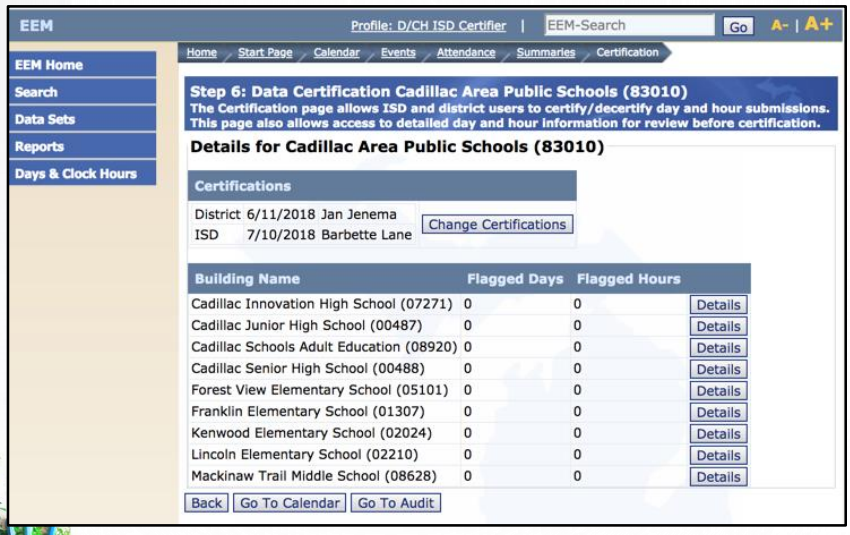
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DAYS AND CLOCK HOURS



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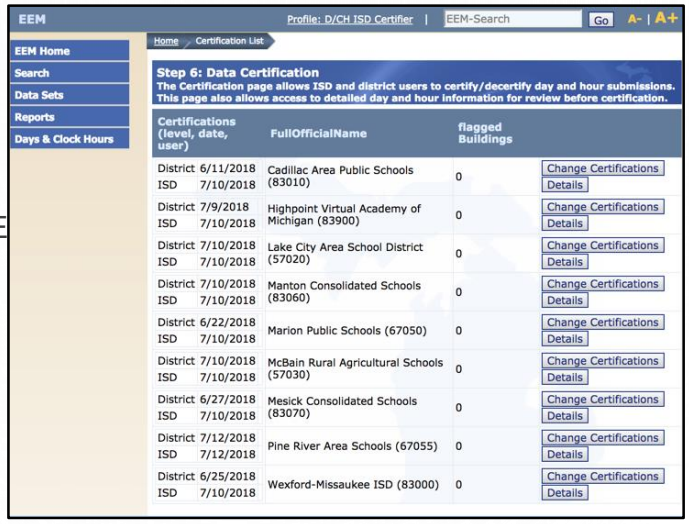
DAYS AND CLOCK HOURS



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DAYS AND CLOCK HOURS

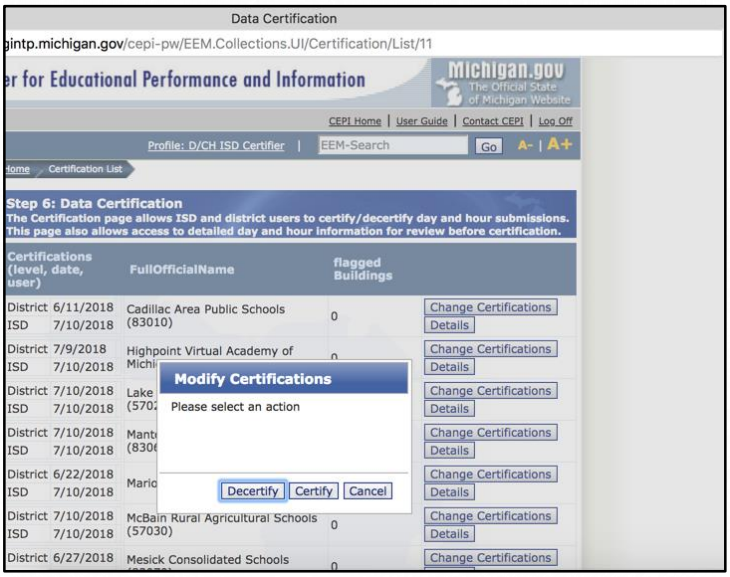
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DAYS AND CLOCK HOURS





86

GRADUATION AND DROPOUT (GAD)



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GRADUATION AND DROPOUT

- GAD
  - JULY – MIDDLE OF SEPTEMBER FOR DISTRICTS
  - RANDOMLY SELECT 2% SAMPLE FROM EACH EXIT STATUS CODE FOR TESTING FROM THE BUILDINGS SCHEDULED FOR FIELD AUDITS IN THAT SCHOOL YEAR
  - IF ERROR RATE IS ABOVE 5%, PULL AN ADDITIONAL 10% SAMPLE AND TEST



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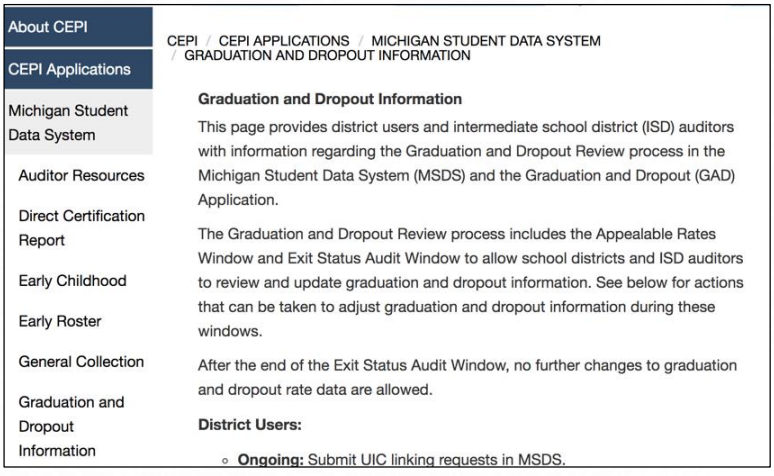
GRADUATION AND DROPOUT

Exit Status and Definition	
01	Graduated from General Education with a diploma
02	Graduated from General Education with a diploma and applied to a degree-granting college/university
03	Graduated from an alternative program with a diploma
04	Graduated from General Education and applied to a non-degree-granting institution
05	Completed General Education with an equivalency certificate, General Educational Development (GED)
06	Completed General Education with other certificate (e.g., certificate of attendance, district competency test)
20	Received Special Education certificate of completion and exited the kindergarten through 12th grade (K-12) system
21	Special Education – reached maximum age and exited the K-12 system
40	Graduated from an Early/Middle College with both a high school diploma and an associate degree or other advanced certificate
41	Graduated from an Early/Middle College with only a high school diploma



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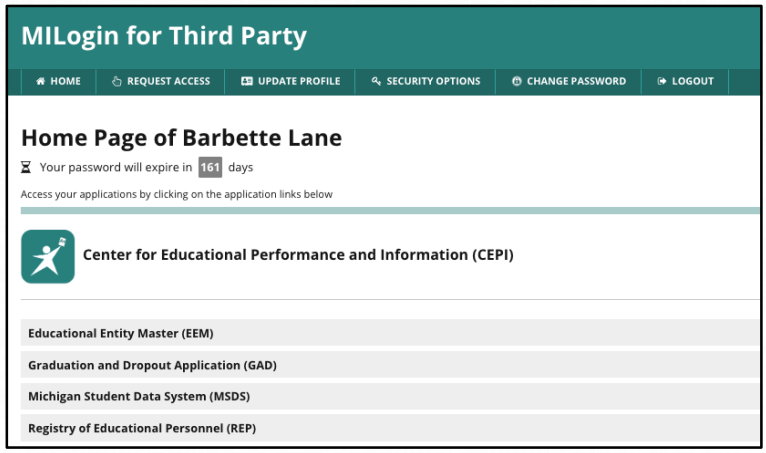
GRADUATION AND DROPOUT





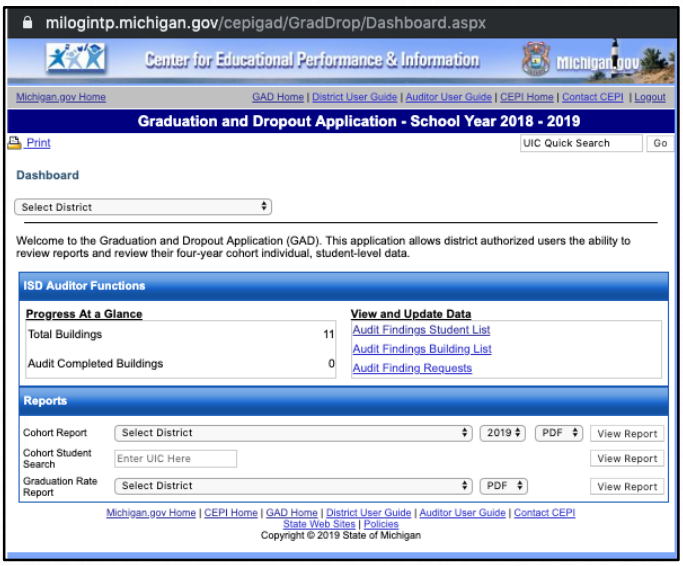
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GRADUATION AND DROPOUT



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GRADUATION AND DROPOUT



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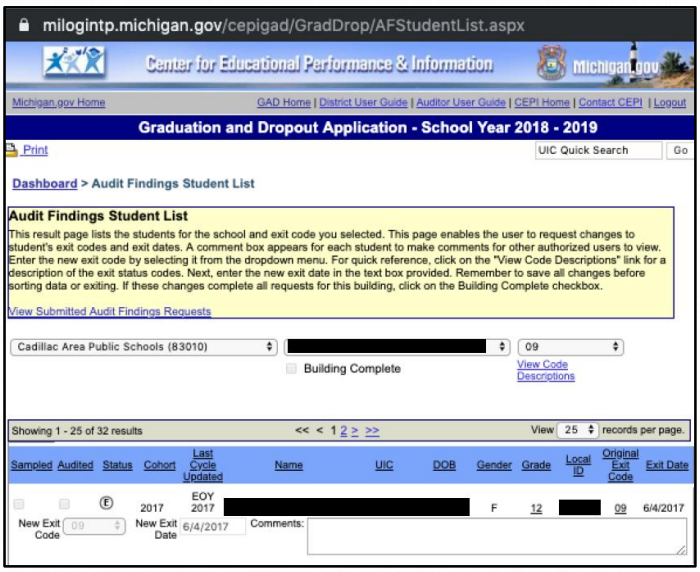
GRADUATION AND DROPOUT





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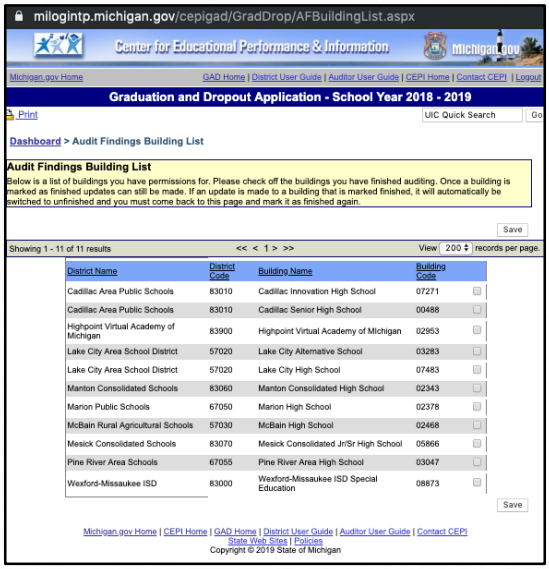
GRADUATION AND DROPOUT





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GRADUATION AND DROPOUT





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QUALITY CONTROL REVIEW (QCR)



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QUALITY CONTROL REVIEW

ISD AUDITORS ARE AUDITED A MINIMUM EVERY THREE YEARS

- GLORIA SUGGITT
  - ROTATION
  - SENDS A CHECKLIST

HOW TO PREPARE

- GATHER ALL AUDIT DOCUMENTS
- REVIEW AUDIT



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UNIFORM QUALITY CONTROL REVIEW GUIDE FOR MEMBERSHIP ACCOUNTING AUDITS
Fall 2016/Spring 2017

PART I – GENERAL

1. ISD name: _____ Code: _____
2. District name: _____ Code: _____
3. For the _____ count date.
4. Date QCR started: _____ completed: _____ hours: _____
5.

	K-12	Adult Ed	Alt Ed	Spec. Ed	Total
FTE claimed (DS-4061)					
FTE questioned by ISD					
Final FTE (DS-4120)					

6. Basis of selection of ISD for QCR: _____
7. ISD contact person(s):_____
   ISD auditor for district: _____
   Was the ISD auditor's independence documented? _____ Frequency _____
   Did the ISD document that the auditor was trained according to section 81(5) of the SSAA? _____
8. Does the ISD audit plan meet the minimum requirements for all buildings or programs, including Adult Education? _____
   Was the audit plan submitted to the Pupil Membership Auditor at the Department? _____
9. District buildings/programs field-audited by ISD: _____

PART II – REVIEW PROCEDURES

1. _____ ISD Auditor reconciled the DS-4061 to the alpha lists and worksheets.
2. _____ ISD Auditor documented the audit of the days and clock hours and the 75% attendance requirements at the building and the district level.
3. _____ ISD Auditor documented review of Special Education Worksheets A & B.

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4. _____ ISD Auditor obtained, reviewed and documented the district's excused/unexcused attendance policy (internal control structure).

5. _____ ISD Auditor reviewed the District's drop/add documents and documented any variances between Fall and Spring Counts.

6. _____ ISD Auditor verified that all duplicate FTE conflicts within the ISD districts were resolved before certifying the district's audit narrative.

7. _____ ISD Auditor performed procedures to verify that all teachers hired by the district and teaching students were properly Michigan certified.

8. The following documents were included in the working papers.
   A. _____ Desk Audit Procedures
   B. _____ Building Risk Assessment
   C. _____ Local District Planning Form, completed and signed by District personnel
   D. _____ Field Audit Program
   E. _____ FTE Adjustment Form

   If an alternative method was used, please explain the method and its effectiveness:
   _____

9. Documented risk: Pop I _____ Pop II _____ Pop III _____

10. ISD Auditor Sample Selection:
    A. _____ Population
       - Determination of total population
       - Determination of non-conventional and population I and II

    B. _____ Sample selection size
       - Risk based (sample selected from each population based on risk assessment at each building.)
       - Rounding (If result is not a whole number, round it up to the next whole number)
       - Calculation (Sample size may be larger than the minimum.)

    C. _____ Sample selection process
       - Treatment of pupils in more than one pop III category (All pop III pupils should not be grouped together and the samples taken from the group. A separate sample should be taken from each Pop III category.)
       - Documentation to support sample selection

    D. _____ Number of errors are properly recorded
    E. _____ Sample expansion
       - 5%, 25%, 40%, 55%, 75%, 100% increments
       - Targeted expansion
       - Calculation of expanded sample
       - Rounding (see Sample selection size above)

    F. _____ Error rate calculated based on headcount
    G. _____ ISD properly evaluated the sample results

11. _____ ISD Auditor provided evidence of a fraud interview with the District.

    Positions of persons with whom interviews were conducted: _____
    _____

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12. _____ The work papers stand on their own, without explanation. (Government Auditing Standards, Section 4.35)

13. _____ All findings documented in the work papers are included in the MSDS.
    _____ All findings reported in the MSDS are documented in the workpapers.

14. _____ ISD Auditor reported to MDE all district error rates exceeding 10%.

15. _____ Total ISD audit hours reported in the Narrative

16. _____ ISD Auditor has copies of the Pupil Accounting Manual and the Pupil Membership Auditing Manual available in hard copy or electronically.

17. _____ Exit meeting date

18. Persons attending exit meeting: _____
    _____

PART III – CONCLUSIONS

1. In my opinion, the audit is:
   ( ) Acceptable, and requires minor or no corrections.
   ( ) Unacceptable and requires corrections. I recommend the following:
   _____
   _____

2. QCR audit findings: _____
   _____
   _____
   _____
   _____
   _____

3. Follow-up audit work should _____ or should not _____ be considered. Describe/document any issues that warrant follow-up: _____
   _____
   _____

4. Date of next recommended QCR: _____

_____ _____
Gloria Suggitt/Pupil Membership Auditor Date

_____ _____
Naomi Casher, Assistant Director, Date
Office of Financial Management

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Contact Information

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